



SCHOOLS IMPROVING SCHOOLS

— HEAD OF CENTRE —

CANDIDATE INFORMATION PACK



WOLVERHAMPTON
VOCATIONAL TRAINING CENTRE



CENTRAL LEARNING
PARTNERSHIP TRUST

DEAR
APPLICANT

Dear Applicant

Thank you for your interest in the position of Head of Centre working in the Central Learning Partnership Trust.

We are seeking to appoint a charismatic and dynamic individual with exceptional leadership skills, who can naturally inspire others.

The successful leader will have the vision and commitment to drive excellence in order to move the Trust forward. With a clear focus on delivering excellence, you will ensure effective leadership is in place to guarantee the continuation of the high standards and aspirations, we presently deliver in all our settings. By delivering a broad and challenging curriculum, you will enable every child to reach or exceed their potential.

You will be joining a highly innovative and ambitious organisation, hence us seeking an outstanding leader who is strong and effective.

Opportunities for professional development are actively encouraged.

This is a very exciting time and we look forward to receiving your application.

Yours faithfully



Mrs Georgetta Holloway OBE
Chief Executive



Mrs Helen Andrioli
Executive Headteacher



CENTRAL LEARNING
PARTNERSHIP TRUST



ABOUT US

Central Learning Partnership Trust is underpinned by a moral purpose: to change lives for the better. We are committed to improving the life chances of our young people, to optimise their feeling of self-worth, to develop their resilience and in turn their capacity to embrace the challenges that lie ahead. Above all else, we encourage pupils to be ambitious for themselves, their families and their communities.

Success is the birth-right of every individual, and schools must be relentless in their drive to ensure that this is delivered. We are determined to challenge the premise that education alone cannot break the cycle of deprivation – of low aspirations and resultant low outcomes. We want to eradicate the poverty of expectation and instil in every member of our school communities a personal resolve and drive to succeed – a ‘Yes We Can’ mentality.

OUR AIM

As a Trust our main priority is to raise the attainment of young people. A significant number of pupils, of both primary and secondary age, are attending schools judged other than ‘good’ or ‘outstanding’. This fundamental failure to equalise opportunity has an adverse effect upon the life chances of these young people well beyond their school years. We are committed to addressing this inequality; believing that all schools and in turn their outcomes can improve incrementally, continually building on the improvements of the previous year.

We aim to ensure that each Academy within the Trust:

- adds value to the results of their students
- is capable of the highest judgements from Ofsted within 4 years of becoming an academy partner within Central Learning Partnership Trust
- is oversubscribed or on a significant upward trend
- works closely with other CLPT academies to create a sustainable model of education for all students
- fosters an inclusive culture where permanent exclusions are rare and every student leaving the school has a plan for the next stage of their learning/career
- is recognised nationally as organisation of high quality, producing outstanding results within a culture of innovation and achievement
- continues to develop their own unique characteristics and ethos; maintaining individual identities within their respective communities
- produces high quality committed professional and future leaders for CLPT academies, through a wide range of training programmes and experiences, including nationally recognised professional development opportunities.



WOLVERHAMPTON
VOCATIONAL TRAINING CENTRE



WOLVERHAMPTON VOCATIONAL TRAINING CENTRE

WVTC is a specialist Post 16 Special School that provides education for students aged between 16 and 19 years old. Student's primary areas of need are varied and include complex cognitive needs, communication and interaction needs alongside some Social, Emotional and Mental Health needs. Learners come into school through the EHCP and Annual Review process from our partner schools across Wolverhampton and nearby Local Authorities.

The school is entirely unique in the UK and designed specifically to provide both academic and vocational qualifications at a range of levels based upon student's abilities and interests. The building accommodates specialist vocational areas as well as general use spaces designed to be flexible to enable delivery of a range of subjects.

Students enjoy a broad and balanced curriculum that primarily focuses on their Independent Living Skills, Employability Skills, Core Subjects and they can choose from a variety of specialist Vocational areas. All pupils have opportunities to gain vital work experience and leave the Centre well equipped to progress to the next stage of their education or work opportunities such as apprenticeships.



WOLVERHAMPTON
VOCATIONAL TRAINING CENTRE



The school also accommodates visiting Key Stage 4 students from Secondary Schools across the City where they are able to access Vocational Qualifications through use of our specialist areas such as a Motor Vehicle Workshop, Construction Workshop, Hair and Beauty Salon and Catering Kitchen as well as Art, Animal Care, Health and Social Care and Child Care.

We work in close partnership with our parents, carers, partner schools and the wider community to provide a rich, creative and inclusive learning community. We are fortunate to have a well-trained and multi-professional team who work with other agencies to provide a wide range of integrated services to support learners and their families.

HEAD OF CENTRE WOLVERHAMPTON

REQUIRED TO START: September 2026, or January 2027

SALARY: L11-L18 with starting point determined upon experience

CONTRACT: Permanent, full time

REPORTING TO: Executive Headteacher

LOCATION: Wolverhampton Vocational Training Centre, Wolverhampton

Central Learning Partnership Trust is a highly successful, cross-phase multi academy trust. We are underpinned by a moral purpose: to change lives for the better. We are committed to improving the life chances of our young people, to developing their confidence and resilience, and to enabling them to embrace the challenges ahead. Above all, we encourage pupils to be ambitious for themselves, their families and their communities.

CLPT has 16 schools located across three geographical hubs:

- Rotherham – three primary schools
- Wolverhampton – two primary schools, three secondary schools and three special schools including Wolverhampton Vocational and Training Centre
- Worcestershire – five special schools including SEMH and alternative provisions.

Our track record of school improvement is built on the strength of our School Improvement Partnerships, where highly effective Executive Headteachers work across two or three academies, each with its own Head of School and leadership structure. This collaborative model ensures support, challenge and accountability, and allows us to grow our own leaders and create strong succession pathways across the Trust.

WVTC is seeking to appoint a dynamic Head Of Centre who will lead the school through an exciting stage of its next journey.

The successful candidate will have overall responsibility for:

- Monitoring and evaluation of teaching and learning
- Academic and pastoral oversight of learners
- Training and development of staff
- School development and improvement planning
- Governance and Stakeholders.

Our track record in school improvement is based on the creation of two and three academy School Improvement Partnerships led by outstanding well established, strong special school Executive Headteachers, with each partnership school having their own Head of School/Centre. We aim to grow our own future senior leaders to facilitate seamless succession planning. Consequently, all successful candidates, could have the opportunity to move to Executive Headship within the Trust at some point in the future.

WVTC is a warm and friendly environment, students come to school to learn and staff are well equipped and well trained to meet their needs through a differentiated and supportive curriculum pathway.

We are looking for a Head of Centre who:

- is a highly effective, innovative and successful leader with drive, ambition and the skills to inspire the very highest expectations for all
- has strong interpersonal skills, is approachable and a good listener
- is committed to the success and development of both learners and staff
- is committed to working collaboratively across the Trust.

In return we can offer:

- a friendly, caring and supportive employer
- an exciting opportunity to be part of the growth and development of the Trust
- an employer with a passion for education; encouraging staff and learners alike to 'take risks', to develop new ideas and to innovate.



WOLVERHAMPTON
VOCATIONAL TRAINING CENTRE



If you wish to discuss this position then please contact Mrs H Andrioli (Executive Head Teacher), enquiries@wvvc.org.uk, 01902 552274.

CLOSING DATE: 4th October 2026

INTERVIEWS: w/c 12th October 2026

An applicant pack can be downloaded from the School's website, www.wvvc.org.uk

Applications will only be accepted from candidates completing the Trust's Application Form through My New Term (www.mynewterm.com)

Please complete all sections of the Application Form as fully as possible. Together with your application form please provide your letter of application, outlining your relevant experience to date, in as much as it pertains to your suitability for this post. Please submit your application form and letter through the My New Term Portal.

Thank you for your interest in this post with Central Learning Partnership Trust.

JOB DESCRIPTION

POST TITLE: Head of Centre

CONDITIONS OF EMPLOYMENT: Refer to School Teachers' Pay and Conditions Document

DISCLOSURE LEVEL: Enhanced

LOCATION: Wolverhampton

RESPONSIBLE TO: Executive Headteacher

RESPONSIBLE FOR: The provision of high quality leadership and management in all areas of the school to deliver quality first teaching and support, enabling all students to fulfil their potential and optimise their academic outcomes.

PURPOSE/CORE BUSINESS: Directly responsible to the Executive Headteacher for the leadership and management of the operational, day to day running of the school in line with the strategic aims of the school and the vision of the Trust. To undertake duties and responsibilities as set out in the School Teachers Pay and Conditions of Service.

MAIN (CORE) DUTIES & ACCOUNTABILITIES

- To be responsible for the operational, day to day running of the school and full responsibility for the school in the absence of the Executive Headteacher
- Be responsible and accountable to the Executive Headteacher for the Standards agenda in the school
- Be responsible for the management of the school's target setting policy and practice and the monitoring of progress toward delivery
- Proactively manage staff and resources
- Carry out professional duties as a teacher when required
- Promote safeguarding and the welfare of all the children in school, by ensuring that the school's policies and procedures relating to safeguarding and child protection are fully implemented and followed by all staff
- Responsible for the management of effective teaching and learning and to identify the priorities for improvement and raising standards
- Responsible for the health and safety and well-being of staff and students
- Create a culture that promotes excellence, equality and high expectations of all staff and students

- Collaborate proactively with all schools in the Trust, the wider community, governors and external agencies to share expertise, bring positive benefits to the school and the best possible outcomes for the students
- To establish and build on positive communications.

STRATEGIC (Shaping the Future)

- In partnership with the Executive Headteacher and Senior Leaders, implement an ambitious vision for the future of the school, in line with the ethos of the Trust
- Have a lead role in the school's self-evaluation and strategic development planning process
- With other leaders, manage school resources
- Lead by example to motivate and work with others to manage change
- Promote a culture of inclusion within the school community where all views are valued and taken into account
- Encourage and promote innovation in the education provision
- Ensure that high quality provision is available to all students regardless of race, religion, gender, disability, background or SEN.

TEACHING AND LEARNING

- Be an excellent role model to exemplify a high standard of teaching promoting high expectations to all staff
- Work with other leaders to raise standards through staff performance management. Lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Lead and manage the development and delivery of training and support for staff
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Work with other leaders to manage the school through strategic planning, the formulation of policy and the delivery of strategy, ensuring management decisions are implemented
- Develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements.

OPERATIONAL MANAGEMENT

- Responsible for the day-to-day running of the school ensuring the deployment of staff is effective
- Lead with the Executive Headteacher regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the Senior Leadership Team
- To undertake any professional duties, reasonably delegated by the Executive Headteacher
- Promote and protect the health and safety, safeguarding and welfare of pupils and staff.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description is current at the date shown, but following consultation with you, may be changed by the Executive Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

JOB SPECIFICATION

LEADERSHIP SKILLS

- An innovative leader, with a clear understanding of education and how this can be transferred into reality
- An existing Deputy/Assistant Headteacher with a proven track record of managing change quickly and effectively
- An excellent collaborator with the ability to forge positive relationships in order to promote success
- An enthusiastic practitioner, committed to ensuring the best possible outcomes for students
- A personable individual who can build a sustainable workforce of high quality staff and leaders
- Someone who can set out a clear and shared direction for school improvement.

COMMUNICATION SKILLS

- A commitment to working positively with all stakeholders and community
- An outstanding communicator with excellent interpersonal skills
- Someone who has very strong negotiations skills to the benefit of the Trust.

EXPERIENCE AND KNOWLEDGE

- The ability to drive change in a positive way for the benefit of the school
- A clear understanding of educational legislation and developments.

MANAGEMENT OF FINANCE, PERSONNEL AND RESOURCES

- A proven ability to manage all resources effectively to provide the best possible outcomes for students
- The ability to motivate and inspire staff to ensure stability and high performance.



THANK YOU FOR ACCESSING THIS
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CONTACT US

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W: www.clpt.co.uk



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