



# WADEBRIDGE SCHOOL



## ***Timeline***

<b>Advert goes live:</b>	Monday 4 <sup>th</sup> December 2023
<b>Closing Date:</b>	11.59pm on Wednesday 10 <sup>th</sup> January 2024
<b>Interviews:</b>	Wednesday 31 <sup>st</sup> January & Thursday 1 <sup>st</sup> February 2024
<b>Start Date:</b>	1 <sup>st</sup> September 2024

## ***Overview of documentation for applicants***

The following documents will support you in making your application.

- Introductory letter from David Barton, Chair of Trustees
- Headteacher Job Description
- Headteacher Person Specification
- Application form

### **Also, detailed below:**

- Safeguarding checks that we will undertake
- Selection process
- Additional information about the school

## ***Application form***

- Please ensure that your **application form** covers a full employment history with details of each post you have held, together with key responsibilities, thereby providing evidence against both the job description and person specification.
- The names and addresses of **two professional referees** should be included. References will be requested of shortlisted candidates prior to interview (see additional guidance in 'safeguarding' below)
- Please submit a **covering letter** to support the application form which focuses on:
  - your reasons for applying for this post and why you wish to be Headteacher at Wadebridge School
  - Why do you believe that you will be the right appointment for us? Specifically, what are the experiences and skills that you have gained in your career so far, and how will they equip you for this particular role in this particular school?



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## ***Safeguarding***

Wadebridge School is committed to safeguarding and promoting the welfare of young people.

This post is subject to:

- An enhanced DBS check
- Hard copy evidence of qualifications (e.g. degree, QTS)
- A fully completed application form, with any career gaps explained
- Two professional references covering the last five years of your career, including your present and/or most recent employer. It is the school's expectation that candidates submitting an application will have sought the consent of the referees named on the form.
- We will, in accordance with KCSIE 2023 and Safer Recruitment guidance, undertake an online check of all shortlisted candidates. We shall undertake appropriate internet searches, and the recruitment panel may discuss this information with you and take it into consideration during the recruitment process. The checks will be conducted by somebody other than panel members.
- Any anomalies in all the information will be checked and candidates will be asked to account for any gaps in employment history.
- References, ID documents and qualification certificates provided will be scrutinised and all necessary pre-appointment / DBS checks completed.

## ***Selection Process***

After the closing date, applications will be considered by a panel of the Trust Board and will be assessed against the job description and the person specification. Shortlisted candidates will be invited for interview, and this will be over two days – Wednesday 31<sup>st</sup> January and Thursday 1<sup>st</sup> February 2024. Interviews will be face to face in the school. Each candidate will be assessed fairly during the interview process and there will be activities with students, staff and trustees.

There may be a further shortlisting during the course of the two interview days.

All applicants will be contacted by the Chair of Trustees following the panel's shortlisting by Tuesday 23<sup>rd</sup> January 2024.



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## ***Additional information about the school***

Below are some links to pages on our website to help you 'find your way in' to the school:

- Welcome to the school – this was created during the pandemic lockdowns, but gives a helpful overview of the school, and parents and prospective parents continue to find it useful  
[Welcome to Wadebridge School - YouTube](#)
- Academic outcomes and OfSTED  
<https://www.wadebridge.cornwall.sch.uk/ofsted-dfe>
- Curriculum – subjects, options and learning journeys  
[Subjects - Wadebridge School, Cornwall](#)
- Mental Health & Wellbeing (including the Gold Schools Mental Health Award 2023 report)  
[Mental Health and Wellbeing - Wadebridge School, Cornwall](#)
- A3 provision: an area based within the school which delivers educational and pastoral support to students with a range of both short term and longer term needs  
<https://www.wadebridge.cornwall.sch.uk/students/a3-alternative-provision>
- Financial statements (the latest accounts have just been completed by our external auditors, but have not yet been signed off by the Full Board – they will be available to shortlisted candidates in January): <https://www.wadebridge.cornwall.sch.uk/our-school/academy-reports>

***Please do not hesitate to contact the Head's PA, Roz Hughes, or Chair of Trustees if you have any questions at any time.***

Roz Hughes, Head's PA: [rhughes@wadebridge.cornwall.sch.uk](mailto:rhughes@wadebridge.cornwall.sch.uk) or, phone 01208 812881  
David Barton, Chair of Trustees: [dbarton@wadebridge.cornwall.sch.uk](mailto:dbarton@wadebridge.cornwall.sch.uk)