



## Together, Everyone Achieves More

Emmbrook Infant School, Emmbrook Road, Wokingham, Berkshire, RG41 1JR  
[www.emmbrookinfantschool.co.uk](http://www.emmbrookinfantschool.co.uk)

APPLICANT INFORMATION PACK:

### Headteacher for September 2024

Emmbrook Infant School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales, company number 11031096, registered at The Circle Trust, London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 3381961  
<http://www.thecircletrust.co.uk>



Dear Prospective Applicant,

I would like to offer you a very warm welcome to Emmbrook Infant School and thank you for your interest in the position of Headteacher at our school. We are intent on recruiting an authentic, collaborative and visionary leader with strong communication skills who can lead our school for the benefit of all children.

At Emmbrook Infant School we take pride in providing our children with excellent educational opportunities in a happy, secure environment. The knowledgeable, hardworking staff aim to meet the needs of every individual child, helping to develop each child's confidence and talents, encouraging each to reach their potential. We also have a Total Communication Resource Base for children who are deaf.

Our values of respect, resilience, empathy, patience, independence, curiosity, honesty, self-discipline, confidence and teamwork are built into the very fabric of our schooling and help children to prepare for life in modern Britain.

We aim to deliver an outstanding educational environment which encourages happy, safe and inspired learning. Our children develop academic, social and personal skills, igniting a life-long love of learning and independence.

The Local Advisory Board is in place to support the teaching staff and act as a critical friend. We are keen to partner with a new headteacher who is inspirational, passionate, ambitious and has the commitment and energy to build on past successes and lead the school in the next chapter of its journey.

We would love to hear from you if you believe that you have the skills and attributes to sustain and drive forward our ethos, vision and strategic direction in collaboration with governance.

We are proud of the hard work and commitment of our staff, children and parents, and warmly invite you to visit the school in action to get a real sense of ethos. In order to arrange this, please contact the school office.

Yours sincerely,

Kate Benson  
Chair of Local Advisory Board







# Unique opportunity to lead a fantastic school

Are you an inspirational, passionate leader with the vision to further develop the strengths and achievements of our school? (Ofsted Outstanding.)

This is a unique opportunity to lead a fantastic school. Due to the retirement of the existing Headteacher, we are looking to appoint a leader with the drive and ambition to take our school on the next phase of its journey.

Emmbrook Infant School is a well-established school set in pleasant grounds at the heart of the close knit Emmbrook community in Wokingham.

## We offer:

- The benefits of a close collaboration with neighbouring Emmbrook Junior and Secondary School.
- As part of The Circle Trust, a well-respected local Trust, you will enjoy the unwavering professional support and fellowship of our warm community of schools, group of like-minded Headteachers and Trust Shared Team.
- A committed, supportive local advisory board.
- A welcoming, dedicated, passionate and supportive team of staff.
- A school where behaviour is outstanding, as reported in our last Ofsted report.



## As Headteacher you will:

- Be passionate about our vision that TOGETHER EVERYONE ACHIEVES MORE.
- Strive to deliver an outstanding education, so that all children achieve.
- Thrive on collaboration - sharing and implementing best practice.
- Be ambitious to be the school of choice in our community.  
Ensure school improvement strategies are effectively implemented.
- Ensure a culture of staff professionalism and wellbeing.

Visits to the school are warmly welcome.

## To apply:

Via TES quick apply or [application form](#) on our school website.

To arrange a visit, discuss or apply please contact Mel Knight – Operations Manager, The Circle Trust  
[mknight@thecircletrust.co.uk](mailto:mknight@thecircletrust.co.uk) Tel: 0118 338 1961

**Closing date:** 10am, Monday 19<sup>th</sup> February 2024

**Interviews:** Week commencing Monday 26<sup>th</sup> & Tuesday 27<sup>th</sup> February 2024

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS and checks on references.



## Our School

Emmbrook Infant school is for children aged between 4 and 7 years old.

We are an academy and part of a well-respected local Trust - The Circle Trust. We work closely with all schools in the trust for the benefit of all children.

We share a pleasant site with Emmbrook Junior School, and Redwood Early Years is situated in the Emmbrook Infant School building. The Emmbrook Secondary school is on the opposite side of the road. There is also a privately run after-school club situated within the school grounds which offers out of hours provision for our children before and after school and during the school holidays.

Children are taught in classes of no more than 30, and we have 2 parallel classes in each year group.

Behaviour is outstanding, as reported in our last Ofsted report.





## Our Mission

We deliver an outstanding educational environment which encourages happy, safe and inspired learning. Our children develop academic, social and personal skills, setting them up for life-long learning and independence.

### **Our vision is that: Together Everyone Achieves More:**

- We continue to deliver outstanding education, so that all children achieve.
- Share our best practice with other schools, and bring innovative ideas back.
- Are the school of choice in our community

We want every child's time at Emmbrook Infant School to be the best experience they have in their educational life. A time when they learn to love learning and are well prepared for the next stage in their education.

Emmbrook Infant School will be a place where the adults take responsibility for making what they do better, all the time.







## About us

<i>Type</i>	<i>Academy within The Circle Trust</i>
<i>Location</i>	Wokingham
<i>Trust</i>	The Circle Trust
<i>Total number of pupils</i>	182
<i>Pupils with EHCP</i>	5%
<i>Pupils with SEND</i>	10%
<i>Pupils eligible for PPG</i>	8%
<i>Attendance</i>	97%
<i>Ofsted</i>	<u>Outstanding</u>
<i>Prospectus</i>	<u><a href="#">Click here</a></u>
<i>Teaching staff (qualified)</i>	11
<i>Teaching staff (ECT)</i>	0
<i>Support staff</i>	19
<i>Total</i>	30



# Performance Data 2023

<b>End of Foundation Stage</b>	<b>84</b>
Phonics Year 1	92
<b>End of Key Stage 1</b>	
% of pupils achieving the expected standard in reading	89
% of pupils achieving the higher standard in reading	46
% of pupils achieving the expected standard in writing	87
% of pupils achieving the higher standard in writing	13
% of pupils achieving the expected standard in maths	93
% of pupils achieving the higher standard in maths	56
% of pupils achieving the expected standard in reading, writing and maths	85
% of pupils achieving the higher standard in reading, writing and maths	12

## Progress and attainment at key stages 1 and 2

- ↑ School difference from national has improved from comparator year
- ↑ School difference from national has improved slightly from comparator year
- Similar to comparator year or fewer than 11 pupils
- ↓ School difference from national has weakened slightly from comparator year
- ↓ School difference from national has weakened from comparator year

	2023 cohort/entries	Performance in 2023	2023 value	2023 nat value	1 year	4 year
Phonics Y1 expected standard %	62	Sig above national and 88th percentile	92	79	—	—
Reading KS1 expected standard %	61	Sig above national and 97th percentile	89	68	—	—
Writing KS1 expected standard %	61	Sig above national and 99th percentile	87	60	—	—
Mathematics KS1 expected standard %	61	Sig above national and 99th percentile	93	70	↑	—



## About Wokingham

Wokingham has plenty to offer. Our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family.

We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. We have lots of other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events to celebrate living in Wokingham. There are also plenty of community events, concerts and performances throughout the year.

We are lucky to benefit from transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford as well as being just 40 miles from the centre of London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and is the perfect blend of luxury and more affordable brands. Windsor is home to the world famous and official Royal residence Windsor Castle.



Photo taken by Stewart Turkington Photography

We love our town, and we look forward to welcoming you.





## Job Description

<b>Salary</b>	Leadership Scale 17 – 20 £69,670 - £75,331 per annum	<b>Reporting to</b>	CEO – The Circle Trust
<b>Contract</b>	Full-time	<b>Start Date</b>	1 <sup>st</sup> September 2024

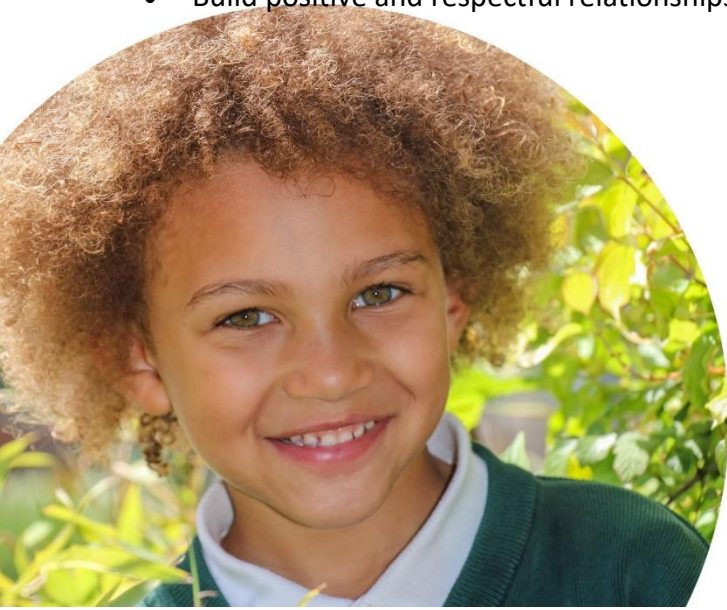
## Main purpose

To carry out the duties of headteacher in accordance with the teachers' Pay and Conditions Act and built upon the Headteacher's Standards (2020)

- Establish and sustain the school's ethos and strategic direction together with the Trust and local advisory board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively
- Be an advocate and supportive of working in collaboration with other trust schools

## Qualities

- Serve in the best interests of the school's pupils
- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community and The Circle Trust





# Duties and responsibilities

## School culture and behaviour

- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school

## Teaching, curriculum and assessment

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise and evidence-informed pedagogy
- Effectively use diagnostic and summative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to learning are the bedrock of strategy and decision making

## Additional and special educational needs (SEN) and disabilities

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school fulfils statutory duties regarding [The SEND Code of Practice](#)
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate

## Professional development

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Make sure professional development opportunities draw on experts both within, and beyond the school
- Seek training and continuing professional development to meet the needs of all staff members

## Governance, accountability and working in partnership

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools within the trust and beyond
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

## Managing the school

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk



# Person Specification

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Criteria	Qualities (E=essential & D=desirable)
<b>Qualifications &amp; training</b>	Qualified teacher status (E) Degree (E) National professional qualification for headship (NPQH) (D) Up to date safeguarding training (E)
<b>Experience</b>	Successful leadership and management experience in a school (E) Teaching experience (at least 5 years) (E) Involvement in school strategy-setting, self-evaluation and development planning (E) Demonstrable experience of successful line management and staff development (E)
<b>Skills &amp; knowledge</b>	Data analysis skills and ability to use data to set targets and identify development areas (E) Understanding of high-quality teaching based on evidence and ability to model this for others and support to improve (E) Understanding of school finances and financial management (E) Effective communication and interpersonal skills (E) Ability to communicate a vision and inspire others (E) Ability to build effective working relationships (E)
<b>Personal qualities</b>	Commitment to uphold the 7 principles of public life ( <a href="#">Nolan principles</a> ) at all times (E) A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school (E) Ability to work under pressure and prioritise effectively (E) Commitment to maintaining confidentiality at all times (E) Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position (E)

This job description outlines the key responsibilities for the role of headteacher and it may be necessary to undertake additional duties as local advisors require. This job description will be reviewed annually as part of the headteacher's performance management programme.





## About The Circle Trust

The Circle Trust, established in 2018, was created to serve the area of Wokingham and the surrounded area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them. [An introduction to The Circle Trust.](#)

The Circle Trust is a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils. We deliberately use the term “educational outcomes” to highlight that we value education in the widest sense whilst balancing our ambition to seek the highest academic performance. Currently, the Trust includes two secondary schools-The Emmbrook, St Crispin’s, and six schools at the primary phase - Shinfield Infant and Nursery School, Wescott Infants, Westende Junior School, Emmbrook Infants and Emmbrook Juniors, Badgemore Primary School and continues to grow.

In the early days, we spent hours debating our name! We chose “The Circle Trust” as it symbolically reflects our approach, our way of working and indeed the ethos of how we operate. It is a name that is deliberately neutral and without association of a specific school. In our Trust, we know it is important to treat every school as individual and unique and feel strongly that a name shouldn’t be connected to a single institution. One of our core values is that of being inclusive and so we wanted our name to encapsulate all sorts of schools whatever their type or phase.

Collaboration is important to us. Being part of our multi-academy trust does not mean working exclusively within the Trust. We encourage schools to retain their relationships with other local and national partners. The Circle Trust is not, and will never be, a franchise model requiring schools to work in a regulated and specific way. We understand how to manage the balance between effective and efficient common systems whilst ensuring that the individual character and ethos of different schools is maintained.

We work in a very transparent way, where schools have the opportunity to influence and their views are taken into account. We don’t want to change schools, we want to help them be better. As a Trust we take this aligned approach and our ambition is clear, to improve the educational outcomes for children and young people.

Our Trust therefore provides the support and infrastructure that schools need to enable them to develop and improve, and for the school leadership and their local governance to achieve their objectives for their school. At the heart of our Trust is access to school improvement advice and guidance. We call this package of support “The Learning Curve!” As an all-through Trust (nursery—18 years), The Circle Trust is able to provide school improvement advice and strategy based on consistency and fluency in education.





We are able to create and promote an educational environment for the 21st century with wide-ranging opportunities for our students; accommodating a wider breadth of activities for the more able pupils as well as enabling primary age pupils to access the secondary phase specialist teacher, resources and facilities more easily. Bespoke strategies to address the 'dips' in learning usually associated with transitions and transfers from school to school which begin with the opportunity for mixed age work, stage not age and learner mentoring and exploits distinctive opportunities for flexible deployment for staff. Simply put, we promote the potential to stimulate the development of imaginative approaches, which focus on achieving high levels of success for all.

As a new Headteacher, you join this school at an exciting juncture. If successful, you will join a very special school that has years of past successes and is ambitious to continue that journey. As a Headteacher in our Trust, you will find us really welcoming, warm and able to provide a great deal of professional support and fellowship in what is a challenging, somewhat scary but most definitely worthwhile role!

If you want to know a little more about The Circle Trust, some more information can be found on the Trust's website [The Circle Trust](#) and [Family Circle guide](#).

All applicants I know will be very busy people, but I absolutely welcome any candidate who would like to meet myself as CEO and our Trust Team to get in contact via [mknight@thecircletrust.co.uk](mailto:mknight@thecircletrust.co.uk) we'd love to have a cuppa with you!

Ginny Rhodes

Chief Executive Officer





# The Recruitment Process

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS and checks on references.

## Application form

Please complete [The Circle Trust application form](#). Or, 'Quick Apply' form if applying via TES. This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.

## References

We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.

## Closing date

The closing date for applications is **10am Monday 19th February 2024**. Please send your application to Mel Knight, The Circle Trust Operations Manager [mknight@thecircletrust.co.uk](mailto:mknight@thecircletrust.co.uk)

Receipt of applications will be acknowledged by email on the next school day. If you do not receive such an acknowledgement, please contact Mel Knight as above.

## Short-listing and interviews

Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited for interviews on **Monday 26<sup>th</sup> February 2024**.

## Checks

If you attend the interview you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

## Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

In accordance with our statutory obligations under Keeping Children Safe in Education the Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened, and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches using a trusted third party.

## Unsuccessful candidates

Unsuccessful candidates will be notified by either telephone, email or post.

## Data protection

In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so. If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.