Candidate pack

ACADEMY HEAD

Location: Reedham Primary School (full mobility)

Start date: 1st September 2026

Closing date: 17th March 2026

Interview date: 24th March 2026

Qualifications: Qualified Teacher Status (Degree 2:1+ preferred)

Consortium

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Job Description

We are seeking an exceptional school leader for the role of Academy Head who is dynamic and friendly, with a passion for improving outcomes and life experiences for our pupils..

Reedham Primary is rooted in the heart of a passionate community in an idyllic setting and continues to grow and flourish within Consortium Trust. Successful applicants will be understanding of the importance of maintaining the community element of the school while supporting it to move in line with educational change and current pedagogy. Applications are welcomed from experienced deputy/assistant heads, teaching heads seeking a more strategic role and senior leaders of secondary provision looking to broaden their leadership experience. If you are a forward thinking, highly motivated leader with a passion for school improvement come and visit us to find out how we can make a difference together.

Requirements in brief

Requirements: We are looking for an Academy Head and exemplary school leader who:-

- has a good understanding of progression and expectations in primary education;
- has a good understanding of curriculum development;
- has a clear vision of effective teaching and learning;
- has high expectations of progress, attainment and behaviour;
- has the commitment and ability to inspire children and their joy of learning;
- can embrace change and challenge and is committed to collaborative working;
- has excellent interpersonal, management and organisational skills and is able to lead, inspire and develop others;
- has a track record in leadership and management
- has good understanding of adaptive teaching methods;
- has experience with working closely with external agencies.

Job Purpose

- Under the direction of the Director of Primary Education take leadership responsibility at Reedham Primary School and collaborate with Academy Heads at other sites to deliver and sustain educational excellence;
- The post holder must meet the expectations set out in the Teachers' Standards;
- Actively participate in formulating the aims, objectives of the school and take a leading role in developing and implementing the policies through which they are to be achieved;
- Have lead responsibility for a subject or aspect of the schools work and develop plans which identify clear targets and success criteria for its development and/or maintenance;
- Lead and manage teaching and support staff and resources;
- Carry out the professional duties of an inspirational teacher as required;
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Organisational Relationships

- Inspire trust and confidence in pupils and staff colleagues;
- Work with the colleagues to build team commitment;
- Work with the colleagues to improve the quality of pupils' learning, outcomes and opportunities;
- Lead the strategic/improvement plan and promote the priorities of the school;
- Lead the development and/or implementation for school policies;
- Use the Performance Management process to guide and support staff colleagues to advance pupil learning and enhance professional practice in line with the schools aspirations and priorities;
- To exemplify the professional duties of a Senior Leader, as laid down in the Teachers' Standards, noting the exceptions and additional expectations of a colleague on the Leadership Scale;
- To be an exceptional class practitioner, modelling best practice including a commitment to the Trust's curriculum enrichment work;
- Help promote the wider aspirations of the school, partnership hub (where in place) and the ethos of the Trust as a whole.

Operational Management

- Oversee the day-to-day organisation and running of the school including the deployment of staff as appropriate;
- Lead staff colleagues in effective management of pupil behaviour;
- Oversee SEND provision, including effective liaison with the Trust / partnership hub SENDCO;
- Develop and maintain mechanisms for effective parental contact and liaison;
- Maintain high standards of staff professional conduct and wellbeing;
- Ensure effective dissemination of information throughout the school;
- Actively engage with the Teaching Learning and Assessment Panel and Trust leaders;
- Take management responsibility for spending at the school(s) within agreed budgetary limits;
- Attend and actively participate in calendared Trust meetings.

Teaching and Learning

- Exemplify a consistently high standard of teaching and promote high expectations for all members of the school community;
- Work with the Director of Primary Education and other Academy Heads across the Trust to raise standards through staff performance management;
- Develop 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;
- Implement agreed strategies for teaching and learning, ensuring that staff colleagues are fully informed, trained and supported;
- 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;
- Monitor learning in all curriculum areas and ensuring that recording of impact is consistently high across the school;
- Lead by example to promote the active involvement of pupils and staff in their own learning.

Leadership

- Lead and manage the teaching and support staff at the school(s);
- Lead by example to motivate and encourage commitment of staff, particularly when managing and implementing changes;
- Implement programmes of professional development for all staff in accordance with the school improvement plan and agreed Performance Management objectives;
- Manage HR and other leadership processes as appropriate including sickness absence and first-line conduct;
- Ensure that high standards of behaviour, attendance and punctuality are maintained throughout the school(s) and are consistent with approaches taken across the partnership hub and Trust.

Communication and Partnership

- Work with the CEO, the Education and Learning Team and other Academy Heads across the Trust to develop and implement policies and practice which promote inclusion, equality and the school's extended services;
- Promote positive relationships and work with the other Academy Heads and all colleagues across the Trust to effectively share knowledge, best practice and resources
- Develop and maintain contact with all specialist support services as appropriate;
- Develop and maintain effective partnerships with parents and carers, pupils, the local communities and other key local stakeholders.
- Ensure that positive, helpful communication is maintained with parents at all time through newsletters, annual reports, parents' evenings, and other informal opportunities.
- Organise and lead regular calendared staff meetings.

Site and Premises Management

- Oversee Caretaking, Cleaning and Catering services on the school site(s);
- Liaise with the Trust Executive Leadership Team and contractors regarding working arrangements / access to the school site(s) for maintenance, repairs and other scheduled project work.
- Oversee site security arrangements and take action as necessary to ensure the safety and wellbeing of pupils, staff and visitors to the site(s);
- Undertake the role of site Health & Safety Officer, including fire safety.

Safeguarding

The Consortium Trust is committed to safeguarding and promoting the welfare of children and young persons at all times.

The Academy Head under the guidance of the CEO, will be responsible for promoting and safeguarding the welfare of all children at the school site, or with whom they come into contact, in accordance with the schools' Safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

The Academy Head will undertake responsibility as the Designated Safeguarding Lead (DSL) who has lead responsibility for dealing with all safeguarding issues within the school(s) and, if necessary across the wider Trust.

General Skills

- Actively contribute to and promote the overall ethos / work aims of the School, the wider partnership hub and Trust.
- Participate in training and other learning activities and performance development as required. Including the opportunity to engage in Leadership Development programmes
- Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with parents / staff colleagues and all visitors to the school.
- Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the school's business at all times.
- Act as an ambassador for the Trust and school within the local community and beyond, ensuring that the ethos of the Trust is promoted and supported at all times.
- Undertake any other reasonable tasks and responsibilities as requested by the Academy Head and the Trust leadership team which fall within the scope of the post.

Notes

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the setting at the reasonable discretion of the Academy Head.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to their existing level of experience and responsibility.

Consortium
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By joining the Consortium Trust, you become part of a supportive organisation that values individuality, encourages collaboration, and is committed to helping staff thrive both professionally and personally. While every school retains its distinctive identity, being part of the Trust provides access to a wide range of professional support packages, shared expertise, and collaborative networks that enhance both teaching and learning.

SUPPORTING FINANCIAL SECURITY

- Competitive salaries
- Generous pension schemes for both teaching and support staff
- Eligibility to join Blue Light discount scheme
- Exclusive discounts via My Lifestyle benefits platform
- Technology salary sacrifice scheme

SUPPORTING HEALTH

- Health Shield - health and wellbeing cash plan for all employees offering eye care, dental, prescriptions, physio and alternative care
- Cycle to work scheme
- Occupational health support
- Supportive sick pay provision

SUPPORTING AT WORK

- Clear job roles and accountabilities
- Focus on CPD
- Employee networks and knowledge sharing
- Clear and honest career support
- Thank you day
- Loyalty day
- Family friendly policies

SUPPORTING MENTAL WELLBEING

- 24/7 Employee assistance programme - face to face counselling and advice line
- Wellbeing guidance platform
- Generous holiday entitlement and commitment to 'protected time off'
- Strong focus on culture with a shared vision and purpose

Proud to be part of Consortium Trust