



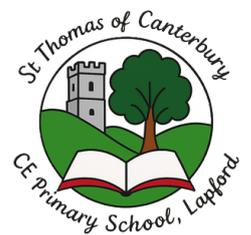
**Chulmleigh  
Academy Trust**



**Chulmleigh  
Primary School  
& Nursery**



**East Worlington  
Primary School  
& Nursery**



# Head of Primary Education Candidate Pack

**Closing date:** Monday 9<sup>th</sup> February 10am

**Interview date:** To be held over 2 days in the week  
commencing 23<sup>rd</sup> February - TBC

**COMPASSION AMBITION TEAMWORK**

Welcome to Chulmleigh Academy Trust and thank you for your interest.

We are looking for an excellent leader who is focused on pupil achievement and can continue to build on the strengths of our primary schools – guiding their work and supporting their Heads of School.



We seek an excellent teacher practitioner who knows what great looks like and has the flexibility of thought to apply that to the varying contexts of our primary schools. Moreover, we are looking for someone who supports our determination to use the opportunities presented from working in a cross-phase Trust to improve the educational outcomes and life chances for our pupils. We are a community Trust and exist to provide the very best opportunities for the young people we serve, as well as their families. The successful applicant will work across the primaries but also with our secondary school to ensure educational progression is coherent, facilities are shared, and we combine our collective wisdom and experiences to benefit all. We also want to work with other Trusts, Federations and Schools, formally or informally. You will be the go-to colleague to make sure we work collaboratively to the benefit of all children, regardless of where they are taught.

We want to appoint someone who is ambitious for children's educational achievement and, equally, compassionate. We see being results focussed as fundamental to being caring. We know that children who are academically ready for transition between the different stages of their education are far more likely to be successful during and after school. Leaving one of our schools with a great set of results is a healthy sign that the school cares. Our first instinct is always education, it is what we are trained to do, and we see our standards as the outward validation of our skill.

The profile of the Trust continues to change, and we believe that giving every child the advantages that aspirational parents would want for their own children is fundamental to our educational philosophy; children do not get a second chance to go to school, so we want to make it the best experience possible.



Currently, the Trust comprises of four schools all within 20 minutes of one another. We wish to see that number grow – but are committed to the model of a local Trust of Schools where staff can reach one another in less than an hour. The successful candidate will be part of the Trust Executive Team and will line-manage the primary Heads of School, reporting directly to myself as Chief Executive Officer.

We are looking for someone who has experience of senior leadership, is ambitious and has very high personal standards. If you possess these qualities, then I expect you will wish to apply.



Neil Payne CEO Chulmleigh Academy Trust  
Headteacher - Chulmleigh College



## We are looking for someone who:

- Has the potential to provide inspirational and strong leadership to staff
- Has experience of leadership at a senior level that has clear impact upon a school
- Has a good understanding of strategies for ensuring all pupils make excellent progress
- Is reliable, punctual, has an excellent attendance record and a high standard of personal presentation
- Is highly motivated, flexible and has the ability to work exceptionally hard to achieve the needs of the schools
- Leads by example, setting high standards for self and for others
- Has a high level of emotional intelligence
- Has a track record of providing inspiration and strong leadership to all staff

Chulmleigh Academy Trust consists of the secondary school Chulmleigh College and three primary schools: Chulmleigh Primary School; East Worlington Primary School and St Thomas of Canterbury CE Primary School, Lapford. Chulmleigh and St Thomas of Canterbury primary schools currently offer education for ages 2-11 years, and East Worlington Primary School from 9 months - 11 years, with well-established Nurseries in place and wrap-around care available.

The Trust developed from a federation between Chulmleigh College and Chulmleigh Primary School to the Multi Academy Trust it is today. We are focussed on place, providing the very best education and care we can to young people from cradle to career. We also recognise that we are institutions within communities and play our role in the towns and villages we serve. A key focus of our Trust is to achieve coherence in education and care from 9 months (the age of our youngest in our nursery) to 16 when pupils leave us in Year 11. By working together we can overcome what is often a disjointed educational system and ensure transitions are seamless rather than step changes. We exist to ensure that children flourish in our schools and in our community.

As a family of schools, the Trust provides a platform for small schools to enjoy the benefits normally enjoyed by larger individual institutions. This includes sharing good practice with subject leads working across all four schools, joint staff meetings and opportunities for continuous professional development. We work to ensure the curriculum for Year R to Year 11 is coherent and ambitious and work to ensure there is no loss in momentum from Year 6 to Year 7. In addition there is centralised support for: personnel; estates management; finance; health and safety; IT; governance; safeguarding and SEND. There is also a Primary Administrator, in addition to each individual school's administrator, who supports the work of the three Heads of School, ensuring consistency and time to focus on teaching and learning. School meals are prepared at the College site and delivered on a daily basis.



## Our Values

### Compassion

Compassion is caring about others, behaving towards them with humanity, generosity, and concern, and caring about other people's struggles. It is a skill which has benefits; treating others with compassion means they are likely to treat you, and others, back in kind.

We recognise the uniqueness of each circumstance and every child in the Trust, liaising closely with families and work to show appropriate compassion for our pupils and community.

### Ambition

We work hard to help pupils develop a strong sense of ambition: the appetite for challenge and the determination to look beyond the horizon for inspiration. Whilst we recognise that children have different talents and abilities, we nevertheless expect each pupil to work hard and make significant and tangible progress. Our ultimate aim is to help them to achieve the best results possible, providing a wide range of options for their next stage in life.

### Teamwork

Teamwork is an essential communication and social skill and includes compromise, collective effort, active listening, effective speaking and providing support for a group. We encourage our pupils to learn how to listen and be independent, in order to perform their individual roles and function as a cohesive unit, and how to respectfully and confidently express their ideas and opinions effectively in a group setting.

Our shared goal is to ensure that pupils leave us not only with excellent exam results, but also with confidence, resilience and the ability to make their mark as young people heading out into the world.

Chulmleigh Primary School has 219 pupils on roll, with 11.4% Pupil Premium, and is situated in the small rural town of Chulmleigh, midway between Barnstaple and Exeter. It not only serves the local town and the neighbouring village of Chawleigh but is also the school of choice for families from a wider area. It is the largest school in the area but still has a strong family ethos, which is inclusive to all.

East Worlington Primary School has 66 pupils on roll with 18.2% Pupil Premium, and is situated in the village of East Worlington, which is between Chulmleigh and Crediton and close to Witheridge. It is the school of choice for many families from the surrounding villages, who are attracted to the friendly community feel of the school, the high academic standards and the excellent behaviour. It is very well regarded in the local community and many support it through volunteer work at the school.

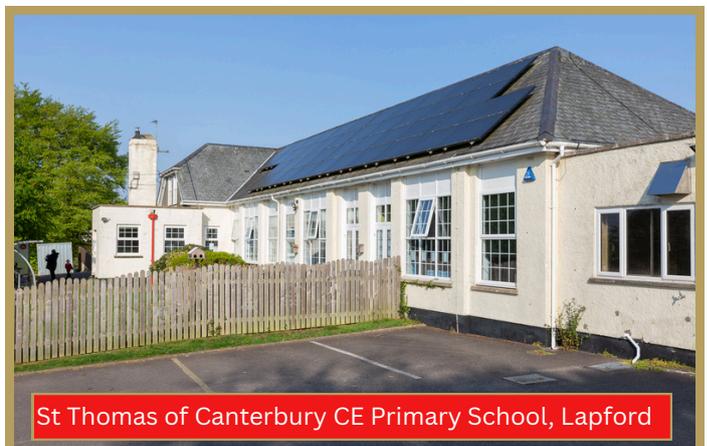
St Thomas of Canterbury CE Primary School, Lapford has 49 pupils on roll, with 34.7% Pupil Premium, and is situated between the towns of Crediton and Barnstaple. The parents, staff and children are extremely proud of the school and this is reflected in the strong support of the Friends of Lapford School, volunteers and members of the community. Our pupils are highly valued, not only because of the very high expectations they have of themselves and their learning, but equally for the polite, well-mannered, caring attitudes they have towards their peers and staff.

Our Year 6 secondary transition is extremely successful; pupils are very confident to make the move into secondary education because of this strong working link.

Chulmleigh College has 750 pupils on roll and 19% pupil premium. It is consistently one of the strongest secondary schools in the South West region on outcomes and the leading secondary school in the area. Oversubscribed, it has become the secondary school of choice locally attracting pupils from a considerable distance away from our designated area. Chulmleigh College serves a large dispersed area of Mid and North Devon with no large towns or cities within its area. Standards of behaviour and GCSE results are a key part of its reputation.

The current CEO of the Trust is also Headteacher of the College and as part of a small Trust, Executive Leaders are expected to work within schools as required, ensuring as much of our budget remains in schools.

The Trust works closely with the Diocese of Exeter's Education Board as a Trust with Majority Church Articles. As a positive and outward facing organisation, the Trust values its close working relationships with a number of organisations and hopes to extend these over the coming years to the benefit of all children in local education.





**Job Title: Head of Primary Education**

**Status: Permanent, Part Time (0.6fte)**

**Leadership Scale L13 - L15 (£69,596 - £73,105 pro-rata)**

**Start Date: April 2026 or September 2026**

## Accountable to the CEO / Headteacher

In addition to the Conditions of Employment laid down in the School Teachers' Pay and Conditions Document 2008, the postholder will aim to create an environment where teaching and learning is outstanding by:

Providing strategic leadership and holding responsibility for the direction, standards, outcomes and quality of teaching and learning across the three primary schools in Chulmleigh Academy Trust (the Trust) and any other primary schools which join the Trust in the future, including church schools. Working with the CEO /Headteacher and Senior Leadership Team (SLT) to provide the leadership and management which enables the Trust to give every pupil high quality education, and which promotes the highest possible standards of achievement and flourishing.

In addition, the postholder, working with the CEO / Headteacher of the Trust, SLT and Directors, will:

- Proactively promote relationships with primary schools outside of the Trust.
- Develop strategies for approval by the CEO / Headteacher and the Directors for the promotion and advancement of the Trust.
- Implement strategies approved by the Directors and CEO / Headteacher insofar as they pertain to the primary phase, including church schools.

- Where appropriate, engage with primary schools (including church schools) who may wish to work with or consider joining the Trust in the future.

## Key accountabilities

### Culture and Ethos

#### School Culture

- Working with the CEO / Headteacher, SLT and Directors to create the strategic vision for the Trust and promote the vision, values and ethos to pupils, staff, directors, parents and the wider community. Develop a clear approach to communication and collaboration amongst and between the primary schools.
- Ensure that church school education is shaped by a theologically rooted Christian vision that reflects the school's foundation and that enables people to flourish.
- Ensure that the vision and practice of the Trust resonate with those of the schools.

#### Behaviour

- Set high expectations and challenging targets for behaviour in the primary schools and get actively involved in role modelling good practice around children's behaviour.

## Professional Development

- Ensure the development of, and maintain effective strategies and procedures for, primary school staff induction, professional development and performance review, to support succession planning.
- Nurture the talents of members of the staff team in the primary schools to ensure that every opportunity is taken to share best practice.

## Curriculum and Teaching

### Teaching

- Establish creative, responsive and effective approaches to learning and teaching.
- Provide inspiration and strong strategic leadership to the teaching team to ensure that the primary schools deliver the highest standards of teaching across the board.
- Create a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Lead teaching through example and particularly focus support for lead teachers in Maths and English/Year 6.
- Work alongside the Trust SENDCo and the Deputy Headteacher of Chulmleigh College to promote an effective transition programme that enhances the transition between the primary and secondary phases.

### Curriculum and Assessment

- Ensure effective curriculum and assessment planning, allocation, support and evaluation of work of teams and individuals.

## Additional and Special Educational Needs

- Ensure the primary schools hold ambitious expectations for all pupils with additional and special educational needs and disabilities; with equity, diversity, inclusion and justice as a key and ongoing focus for all.
- Establish and sustain culture and practices that enable primary school pupils to access the curriculum, learn effectively and flourish.
- Ensure the primary schools work effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate.
- Ensure the primary schools fulfil their statutory duties with regard to the SEND Code of Practice.

## Organisational Effectiveness

### Organisational Management

- Regularly review own practice, model excellence, set personal targets and take responsibility for own development, seeking advice and support from other senior staff and agencies where appropriate.
- Alongside the Heads of School, write SEFs for the primary schools in the Trust to support school improvement in all schools, and the Christian Distinctiveness of church schools.
- Ensure each school is Ofsted ready.
- Ensure that church schools are SIAMS ready.



## School Improvement

- Build sustainability of pupil numbers into plans by taking responsibility for standards, results and pupil achievement across all the primary schools and accounting for this to the CEO / Executive Headteacher.
- Be known as a pillar of the community and attract positive sentiment towards the schools.
- Translate the Trust vision into agreed objectives and operational plans for the primary schools.
- Drive a continuous and consistent Trust- wide focus on pupils' achievement, using data and benchmarks to monitor progress and set KPIs.
- Monitor, evaluate and review each school's practice and promote improvement strategies and congruence of practice where that is appropriate.
- Support schools to ensure that the RE curriculum meets legal requirements, reflects the CofE Statement of Entitlement for RE in church schools, and is effective.
- Support schools leaders to ensure that daily collective worship reflects the foundation of the school and enables the spiritual flourishing of those in the school community.
- Ensure evidence-based improvement plans and policies promote continuous school improvement linked to each primary school's self-evaluation and the foundation of the school.
- Tackle under-performance at all levels and support staff to achieve their best.



## Working in Partnership

- Establish excellent partnerships with colleagues in the primary schools in the Trust in order to share expertise and sustain a relentless focus on excellent provision for children. To focus on sustainability by increasing the number of primary pupils in the Trust.
- Motivate others to create a shared learning culture and positive of ambition and inspiration, with distribution of leadership through teams and individuals in each school and across the Trust.
- Build on the positive partnership with the Diocese of Exeter, Education Team. This includes taking on the role of the Trust lead in the Exeter Flourishing Partnership Programme and support EFP colleagues across and beyond the Trust; having regard to the advice of the Diocesan Board of Education.

**This document outlines the duties required of the postholder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied which do not change the level of responsibility or the general character of the job.**

## Location

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.



Essential	Desirable	Method of Assessment
<ul style="list-style-type: none"> <li>An outstanding teacher</li> </ul>		R / Lesson Observation
<ul style="list-style-type: none"> <li>Potential to provide inspirational and strong leadership to staff</li> </ul>	<ul style="list-style-type: none"> <li>Track record of providing inspiration and strong leadership to all staff</li> </ul>	I/R
<ul style="list-style-type: none"> <li>Experience of leadership at a senior level that has clear impact upon a school</li> </ul>	<ul style="list-style-type: none"> <li>Experience as Headteacher of a Primary School/ Head of School</li> <li>Church School experience</li> </ul>	AF
<ul style="list-style-type: none"> <li>Qualified teacher with 5 years' experience</li> </ul>	<ul style="list-style-type: none"> <li>Experience of teaching in a range of Primary age groups and more than 7 years' experience as a teacher</li> </ul>	AF
<ul style="list-style-type: none"> <li>Good understanding of strategies for ensuring all pupils make excellent progress</li> </ul>	<ul style="list-style-type: none"> <li>Experience of intervention strategies</li> </ul>	AF
<ul style="list-style-type: none"> <li>A proactive individual who undertakes guided and self-guided study and learning</li> </ul>		R
<ul style="list-style-type: none"> <li>Committed to forging links with other schools in CAT</li> </ul>	<ul style="list-style-type: none"> <li>Can articulate a vision for the 0 – 16 educational journey</li> </ul>	I/R
<ul style="list-style-type: none"> <li>Can accurately assess the levels at which children are working, and plan the next steps using a rigorous evidence base</li> </ul>	<ul style="list-style-type: none"> <li>Experience of action planning and leading staff through School Improvement, including RE</li> </ul>	I/R
<ul style="list-style-type: none"> <li>Reliable, punctual, excellent attendance record and has a high standard of personal presentation</li> </ul>		R
<ul style="list-style-type: none"> <li>Establishes excellent relationships with parents</li> </ul>		R
<ul style="list-style-type: none"> <li>Able to successfully achieve key accountabilities in job description</li> </ul>		I/R Job Description
<ul style="list-style-type: none"> <li>Highly motivated, flexible and ability to work exceptionally hard to achieve the needs of the schools</li> </ul>		I/R Job Description
<ul style="list-style-type: none"> <li>Leads by example, setting high standards for self and for others</li> </ul>		AF/
<ul style="list-style-type: none"> <li>High level of emotional intelligence</li> </ul>	<ul style="list-style-type: none"> <li>Able to support the spiritual development of self, other leaders and pupils.</li> </ul>	I/R

AF: Application Form  
I: Interview  
R: Reference

# How to Apply

Please complete the online application form available [here](#).

A tour of the schools will be arranged as part of the interview process. If you would like to discuss the role with the CEO or have any questions please email: [personnel@chulmleigh.devon.sch.uk](mailto:personnel@chulmleigh.devon.sch.uk)

**Status:** Permanent, part time (0.6 fte)

**Closing date:** Monday 9<sup>th</sup> February 10am

**Interview date:** To be held over 2 days in the week commencing  
23<sup>rd</sup> February - TBC

**Start date:** April or September 2026

If you have any questions please email:  
[personnel@chulmleigh.devon.sch.uk](mailto:personnel@chulmleigh.devon.sch.uk) or  
call 01769 580215.

Chulmleigh College, Chulmleigh, Devon, EX18 7AA

