



St. John's Primary Academy APPLICATION PACK

HEADTEACHER

Salary L20 – L26 (£79,474-£92,051)

Anticipated starting salary, negotiable dependent on experience.

To commence 1st April or 1st September 2025

Full time, permanent



**In the future
generation
we trust**

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THE ACADEMY

The academy is located in Essington and attracts pupils from the village and surrounding districts in the Walsall and Wolverhampton area. It caters for pupils from the age of 2 to 11 and has a Before and After School provision. At present there are 687 children on roll and numbers are expected to remain at this level moving forward.

The accommodation is spacious and the building is well maintained. Classrooms are large and are well resourced. All have up to date technology. The academy has generous playing fields, a woodland area, an orchard and additional outdoor areas.

The academy became part of Future Generation Trust in 2015 and enjoys excellent relationships with the Central Support Team, trustees and other academies within the MAT. Strong Leadership is provided by the Local Governing Body and a newly formed Senior Leadership Team within the academy.

St. John's strives for excellence for all, by providing a wide range of opportunities that empower children to achieve to the highest possible standards; we are widely recognised for our sporting success. In a recent Ofsted Inspection, the academy has received an outstanding grade for Leadership and Management, Behaviour and Attitudes, Personal Development and early years.



WELCOME FROM CEO



Jo Whitmore, Chief Executive Officer Designate

I have been appointed to the post of C.E.O. at Future Generation Trust and look forward to joining this highly successful MAT in January 2025.

The MAT has a reputation of collaboration and teamwork which I want to encourage and grow. By working together, we can help all our academies flourish. We will be there to encourage and celebrate success, but we will also be on hand to help our academies through any difficulties that they may encounter.

I want to use the immense talent we have across our academies to the benefit of all. True innovation comes from within an organisation, and I see that by growing talent and providing opportunities it will improve all our academies and grow our capacity and staff.

I also want our MAT to be outward facing so that we don't just use all the examples of good practice in our academies, but we also ensure that we are in touch with the latest research and best practice beyond our organisation.

Our MAT will be a place of innovation and challenge to ensure that the children in all our academies have the best opportunity to succeed.

FUTURE GENERATION TRUST

Future Generation Trust (FGT) was established in 2015. It now comprises of 7 primary academies, all in Staffordshire, educating a total exceeding 3000 pupils. From our inauguration we have followed a carefully considered developmental and growth plan ensuring that adequate support and capacity is in place before adding each additional academy. Our over-arching strategy has a clear focus upon primary phase only academies and a goal to have them all judged by Ofsted as being at least 'Good'. All our academies are notionally within a 30 minute commute of each other. The academies are supported by a Central Team based at the FGT office on the St. John's site. The small team offers 360 degree support and strategic direction.

They provide:

- educational advice
- financial guidance and practical administration
- estate management and property compliance
- governance support

Future Generation Trust continually strives for excellence. We aim to: -

- Develop confidence, high self-esteem and a love of learning in all our pupils.
- Promote respect of others and help them understand diversity and value everyone.
- Foster tolerance, resilience, perseverance and independence.
- Support the teams at each individual academy to achieve these goals.

OUR ACADEMIES



Our academies are committed to developing qualities and skills in pupils that will enable them to have happy and successful adult lives. A clear focus upon enjoyment, participation and high achievement aims to create a strong foundation in pupils that will allow them to move forward with purpose and belief. We relish the huge responsibility of helping shape the future generation.

BENEFITS OF WORKING FOR FUTURE GENERATION TRUST



Opportunities for all

Opportunities for professional learning and development.



Pension Scheme

Local Government Pension Scheme for professional support staff and Teachers Pension Scheme for teachers.



Fair pay and competitive benefits

Our pay and benefits are competitive and fair.



Free Childcare

Free before and after school childcare provision for all staff across all academies, during your hours of work.

WELCOME FROM THE CHAIR OF GOVERNORS



Rob Grinsted - Chair of Governors

I am delighted to introduce you to our academy and share this exciting opportunity to lead our dedicated and vibrant school community. St John's Primary Academy is a place where children thrive, supported by a highly committed team of staff, engaged families, and a culture of ambition and inclusivity, all firmly rooted in Christian values.

Although a large primary academy, we take pride in fostering the welcoming, open, and friendly atmosphere of our St John's "family."

Our governors bring immense dedication, a wealth of experience, and play a vital role in the life of the academy. We are proud of our many achievements and our focus on nurturing both academic excellence and personal development. We are seeking an inspirational and forward-thinking leader to build on our successes, embrace challenges, and bring to life our vision for the future. You will have the opportunity to make a lasting impact on our pupils, staff, and wider community.

THE ROLE

HEADTEACHER

Salary L20 – L26 (£79,474 - £92,051) per annum

Anticipated starting salary is negotiable dependent on experience

To commence 1st April or 1st September 2025

Full time, permanent

St. John's Primary Academy demands outstanding leadership that is characterised by the ability to maintain a hugely positive environment in which all pupils and staff can flourish.

This is a Group 4 academy with a Headteacher salary range from L14 - L26. We are looking to appoint an experienced Headteacher into this role from 1st April or 1st September 2025, with an anticipated starting salary between £79,474- £92,051 (negotiable depending on experience).

The successful applicant should be a strategic thinker, committed to creating a culture of continuous improvement. They will be able to clearly demonstrate the key skills and values that will enable them to successfully be a role model for everyone at the academy.

We believe this vacancy represents an excellent opportunity for someone who is inspired and not daunted by the reputation the academy enjoys. The ideal candidate will be someone who is aspirational, innovative and energetic. It is essential that they are driven to achieve outstanding educational practices and results.

You will have:

- recent successful leadership experience;
- a proven track record of leading school improvement and demonstrable impact in raising achievement;
- evidence of initiating and implementing strategies to embrace partnership working;
- successfully managed a team through change to bring about positive organisational developments.

THE ROLE cont.

We can offer:

- a dedicated and experienced academy with high ambitions for children;
- happy pupils who demonstrate excellent standards of behaviour and who enjoy learning;
- collaborative working with a wide range of academies.
- a supportive parental and wider community.

The successful applicant will be ably supported by the CEO, Trust Central Team and other academy leaders in the MAT. Our expectation is that you embrace this partnership and fully collaborate to help drive St. John's and the Future Generation Trust forward.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

Full details on how to apply and key dates can be found on page 19 in this pack.

JOB DESCRIPTION

Shaping the future

The headteacher will:

- Demonstrate vision and values in everyday work and practice.
- Motivate and work with teaching staff and others to maintain and develop the shared culture and a positive climate.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that strategic planning and the school culture and curriculum take account of the diversity, values and experience of the academy and the community at large.
- Work within the academy community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.

Leading Learning and Teaching

The Headteacher has a central responsibility for the quality of teaching and learning. This involves high expectations, maintaining and evaluating outcomes and establishing a successful learning culture which all impact on pupils' achievement.

The Headteacher will:

- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every student's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Ensure creative, responsive and effective approaches to learning and teaching.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning and self-fulfillment.
- Demonstrate and articulate high expectations and set stretching targets for the whole academy community.
- Implement strategies which secure high standards of behaviour and attendance.
- Determine, organise and implement a diverse, flexible curriculum and implement assessment for learning.
- Monitor, evaluate and review classroom practice and promote improvement strategies.

JOB DESCRIPTION continued

- Take a strategic role in the development of emerging technologies to enhance and extend the learning experience of pupils.
- Challenge under-performance at all levels and ensure action is taken to secure improvement.

The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document, consistent with Teachers' Standards.

Managing the Organisation

The Headteacher will provide effective management of the academy and continuously seek to improve organisational structures based on self-evaluation.

The Headteacher will:

- Take lead responsibility for safeguarding and promoting the welfare of children by creating an organisational culture which is vigilant to, monitors and prioritises the safeguarding of children above all considerations.
- Act as a point of contact for safeguarding partners.
- Liaise with teaching and other staff both internally and externally on matters of safety and safeguarding including online and digital safety and, when deciding to make a referral by liaising with relevant agencies.
- Create an organisational structure which reflects the academy's values and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the academy and its facilities.
- Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
- Manage the academy's financial and human resources effectively and efficiently to achieve the academy's educational goals and priorities.
- Recruit, motivate retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the academy.
- Manage and organise the academy environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources are monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.

JOB DESCRIPTION continued

- Use and integrate a range of technologies effectively and efficiently to manage the academy.

Developing Self and Working with Others

Effective communication and relationships are key to effective headship. The Headteacher needs to build a professional learning community which enables others to achieve.

The Headteacher will:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Further develop our collaborative learning culture and bespoke development of individuals working in all aspects of the academy.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance management.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action where performance is unsatisfactory.
- Regularly review own practice and achievements, set personal targets and take responsibility for own personal development. Take account of feedback from others.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Implement successful performance management systems with all staff which results in professional and personal development contributing to the success of the academy.

Securing Accountability

With values at the heart of leadership, the Headteacher has a responsibility to the whole school community and is accountable to a range of groups particularly pupils, parents, carers, Governors, and the LA / M.A.T.

The Headteacher will:

- Take responsibility for establishing and monitoring the systems and culture of the academy to promote and safeguard the welfare of children.
- Ensure relevant staff participate in multi-agency processes when safeguarding concerns are raised.

JOB DESCRIPTION continued

- Maintain a log to demonstrate staff are up to date with safeguarding and child welfare training.
- Fulfil commitments arising from contractual accountability to the Board.
- Maintain a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual teaching staff and other's accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the Board (providing information, objective advice and support) to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of attainment and for achieving efficiency and value for money.
- Develop and present a coherent, understandable and accurate account of the academy's performance to a range of audiences including governors, parents and carers.

Safeguarding and Child Protection

The Headteacher will:

- Be the deputy Designated Safeguarding Lead for the academy and have responsibility for safeguarding matters.
- Have due regard for safeguarding and promoting the welfare of children and follow the child protection procedures and safeguarding policy adopted by the academy.
- Have up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children.
- Display commitment to the protection and safeguarding of children.
- Value and respect the views and needs of children.
- Be willing to work within organisational procedures and processes and to meet required standards for the role.
- Demonstrate a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children

JOB DESCRIPTION continued

Strengthening a Community

The Headteacher should engage with the internal and external school community to secure equity and entitlement and collaborate strategically with a wide range of partners to bring positive benefits.

The Headteacher will:

- Build a school culture and curriculum which takes account of the richness and diversity of the academy's communities.
- Ensure learning experiences for pupils are linked into and integrated with the wider community.
- Collaborate with other agencies in providing for the academic, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the academy to enhance and enrich the academy and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other academy's and promoting innovative initiatives.
- Co-operate and work with relevant agencies to safeguard children.
- Create and promote positive strategies for challenging prejudice and harassment.

The content of this job description may be amended at any time following discussions between the Board and the Headteacher and will be reviewed on an annual basis as part of the Headteacher's performance management.

PERSON SPECIFICATION

E= Essential, D= Desired, A – Assessed by application form, I= Assessed during interview

Factors	Essential or Desirable	Measured by
Qualifications		
Qualified teacher status/Qualified Teacher Learning & Skills.	E	A
Appropriate leadership and management training, qualification or accreditation e.g. NPQH.	E	A
Safeguarding training at appropriate level for post.	D	A/I
Evidence of further study, action research, significant curriculum development or school improvement.	E	A
Experience and Knowledge		
Recent and successful experience (at least 3 years) as a headteacher in a primary school or academy.	E	A
Knowledge and understanding of primary education including current national policy framework and initiatives.	E	A/I
Successful experience of leading school improvement and raising achievement.	E	A/I
Planning, determining and organising major curriculum areas.	E	A/I
Knowledge and experience of initiating and implementing strategies to embrace partnership working to raise the profile of the school.	E	A/I
Experience of organisational and financial management including budget responsibilities.	E	A/I
Evidence of successfully leading and managing change in pursuit of strategic objectives which are translated into action plans.	E	A/I
Experience of using assessment data to track and analyse student progress and setting targets for improvement.	E	A/I
Successful experience of coaching and mentoring colleagues to achieve continuous improvement.	D	A/I
In-depth knowledge and understanding of safeguarding legislation and statutory guidance.	E	A/I
Knowledge and experience of preparing and participating in school inspections.	E	A/I
Application of new technologies to teaching, learning and management.	D	A/I
Record of working collaboratively with governing bodies/boards including producing and presenting information to support them in their governance role.	E	A/I
Successful implementation of strategies and impact relating to Pupil premium and S.E.N.D children.	E	A/I
Practical Skills		
Exemplary primary teaching practitioner with ability raise and maintain high standards.	E	A/I
Ability to share knowledge and demonstrate outstanding practice in relation to pedagogy across the whole school.	E	A/I

PERSON SPECIFICATION

Ability to think strategically and articulate a clear vision for the future of the academy which is implemented through managed and monitored action plans.	E	A/I
Ability to build and support a high performing team, holding staff to account for their performance.	E	A/I
Excellent interpersonal skills with a variety of audiences.	E	I
Be an inspiring and motivating role model for staff, children and the wider community.	E	I
Ability to further develop partnerships with others in the community in order to enhance the personal development of our children.	E	I
Ability to enhance parent/carers engagement to support children's learning.	E	A/I
Ability to maintain a positive approach under pressure, meeting deadlines and being able to reprioritise when required.	E	I
Ability to understand and appreciate the academy's current strengths and be open to, and generate, new ideas to develop and improve.	E	I
Ability to work on own initiative and with a team, being willing to undertake professional duties at short notice when the need arises.	E	A/I
Personal Skills		
Ability to form and maintain appropriate relationships and personal boundaries with children and being committed to the welfare and safeguarding of children.	E	A/I
Resilient and reliable leader with strong motivation and drive who is committed to the development of children and staff.	E	A/I
Be approachable and have personal presence as a visible leader with the ability to gain confidence of colleagues and school community and engage in school activities.	E	I
Able to gain credibility and respect of colleagues quickly to establish productive working relationships.	E	I
Willingness to contribute to enrichment activities and lead intervention projects.	E	A/I
Handles sensitive issues constructively to avoid or resolve conflict quickly, ensuring inclusion, addressing diversity and access.	E	A/I
Demonstrates integrity, professional courtesy, and role models high standards of behaviour.	E	I
Commitment to own personal and professional development and that of all staff.	E	A
Commitment to open, collaborative style of management welcoming discussion and encouraging engagement.	E	A/I
Able to work effectively with the physical and financial resources available to the academy.	E	I
Commitment to uphold and build upon Christian values in the school community.	E	A/I

HOW TO APPLY

Application documents

Full information, and all supporting documents for this vacancy can be found on the Academy's and Trust's vacancy page by following the links below:

<https://www.stjohns-eagle.com/vacancies>

<https://www.futuregenerationtrust.co.uk/vacancies>

Applying for this role

It is strongly recommended that potential candidates arrange a visit to the academy. Appointments can be made by emailing Laura Greenhouse

lgreenhouse@stjohnsprimary.academy

Scheduled visit times are as follows:

- Wednesday 11th December - 9.15am
- Thursday 12th December - 1.30pm
- Friday 13th December - 9.15am
- Tuesday 7th January at 9:15am
- Wednesday 8th January at 9:15am

Candidates should ensure they include a personal statement of 2 sides of A4 to support their application. In particular this should include any experience, skills, knowledge, training and qualifications relevant to the role of Headteacher. A further sheet of A4 should also be included which solely details why the candidate has identified Future Generation Trust as a potential employer.

The above 2 x personal statements, a fully completed application form and a recruitment and monitoring form should be emailed to Emma Joyce at; emma.joyce@futuregenerationtrust.co.uk by 3pm on Monday 13th January 2025.

Please ensure application forms are signed. CV's will not be accepted.

Please complete the application form in full ensuring you have provided true and accurate information.

Candidates shortlisted for interview will be notified by 3pm on Tuesday 21st January 2025.

APPLICATION AND SELECTION PROCESS

We will:



Information

Provide you with clear, accurate and timely information.



Questions

Give you the opportunity to ask questions.



Respond

Respond to enquiries promptly.



Fair

Adopt a fair and consistent assessment process.



Offers

Make sure all offers are fair and equitable.

In return we will ask that you:



Honest

Be honest and upfront about your experience, goals and aspirations.



Accurate

Provide open and accurate information when submitting your application.



Prepare

Prepare yourself for the interview and research who we are and how we work.

SAFER RECRUITMENT & EQUAL OPPORTUNITIES

Safer Recruitment in Education information for applicants.

Safeguarding

All vacancies are subject to an enhanced criminal records check from the Disclosure and Barring Service which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application. It is an offence to apply for any role with Future Generation Trust if you are barred from engaging in regulated activity with children.

Right to Work in the UK

The Immigration, Asylum and Nationality Act 2006, make employers responsible for evidencing that all employees have proven their right to work in the United Kingdom. To evidence your right to work in the UK, you will need to provide appropriate documentation prior to recruitment using a right to work checklist.

Fitness for Work (Medical Clearance) and DBS Checks

All posts are subject to medical clearance and an enhanced DBS check.

References

Full details of the references which will be required can be found within the Future Generation Trust application form.

Equal Opportunities

The academy aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates. Criminal convictions, cautions and bind-overs will be taken into account for recruitment purpose, only when relevant.





St. John's Primary Academy

Hobnock Road

Essington

Wolverhampton

WV11 2RF

01922 476695

www.stjohns-eagle.com