



# **Headteacher Recruitment Pack Box CE Primary School**





## **Letter from the Chair of the Academy Community Council (Local Governing Body)**

Dear Applicant,

As we move into a new chapter with a new Headteacher, we look forward to welcoming a talented, creative, dynamic and inspiring individual into the team who has the compassion and dedication to continue to build on the successes of the past, bring new initiatives to the table and enable the excellent group of teachers and staff who work at the school to thrive. The school has a huge opportunity to continue its evolution as a focal point in the community, adding value to the children who learn and mature with us as well as the wider community.

Box School dates back to 1707 when Dame Rachel Speke left a bequest to the parish for '*teaching poor children to read and instructing them in the knowledge and practice of the Christian religion*'. This philosophy with the school sitting at the heart of the community is one we hold dear today as much as it was then. Within Box, the school sits in the heart of the village and has successfully taught children from the village and surrounding area throughout its history which means it has a wonderful opportunity to build and grow from this baseline.

The school has sought to provide all children, whatever their background with the potential to shine. The school has used the metaphor 'plant, nurture, flourish, serve' as a guide which can be applied to many aspects of its life, and this is important in the context of our new leader. As an Academy Community Council, we look forward to welcoming the successful candidate into the school and supporting you in bringing your own personality through in helping the school start its next chapter.

Warm regards

Andrew Garcia

**Chair of the Box CE Primary School Academy Community Council**



## **Letter from the CEO of the Mosaic Partnership Trust**

Dear Applicant

Thank you for your interest in the post of Headteacher at Box CE Primary School in Wiltshire. This is a great opportunity for the right candidate to join both the School and the Trust in one of our Diocese of Bristol schools.

Mosaic Partnership Trust is a multi-academy trust of twelve community and church schools that span Wiltshire and South Gloucestershire. It is a Trust founded on the principles of integrity, innovation and partnership and is rooted in equality, diversity, inclusion and belonging. It is our ambition that every child and every adult within the Trust can develop and thrive, whether through high-quality and inclusive learning experiences or through the opportunities the Trust provides for professional growth and development.

Box CE Primary School is a thriving village community minded school located between the city of Bath and the market town of Corsham. We are looking for a forward-thinking leader who will embrace the unique identity of the school in the broader context of the Trust. You will need to be able to both understand and champion the school and community, be outward facing, engaging, compassionate and caring. Box has an ambitious team of staff, a great history of education on the site and a committed and supportive Academy Community Council.

The successful applicant will have the opportunity of working with a great team of people from across the Mosaic Partnership including our Headteachers and members of the central team. You will be well supported in all aspects of the role, from school improvement to finance and resource management through to school estates. We also work in tandem with the Diocese of Bristol who will be there to support the Christian character of Box as a Church School. All those new to role will have access to mentoring and coaching support and we are committed to your professional growth; you are the future of the Trust.

We look forward to your application.

Kind regards

Andrew J Best  
Chief Executive Officer  
Mosaic Partnership Trust



## Information about the School vision and Trust ambition



### Our School Vision and Values

#### Plant, Nurture, Flourish, Serve

*'It's like a mustard seed that man took and planted in his garden. It grew and became a tree and the birds in the sky nested in its branches'. Luke 13:19*

We plant a wide range of seeds in our children in the form of knowledge, skills and new experiences; we nurture their development (providing extra support where needed) to enable all children to flourish. Children are given opportunities to serve by supporting and helping others, sharing work and expertise and by having responsibilities such as looking after a reception buddy, being a young leader or serving on a school committee such as eco-schools.

#### Mosaic Partnership Trust Ambition for Children

Every child in 2026 has a role to play in the future of society.

We aim for the next generation of teachers, health care workers, Business and Public Sector leaders and Politicians to come from Mosaic Partnership Schools where they lead ethically and with integrity.

Others will leave as innovators developing solutions for sustainability and discovering new treatments for our NHS and giving back to society. We see all our children as ambassadors advocating for equality in the workplace and working with others to solve problems and find solutions.

Whatever our children's dreams are we want to help them to realise them.



### **Our children would like a leader who....**

- Is caring, cheerful, forgiving and compassionate (able to help you if you are hurting inside)
- Is courageous, to stand up to people for what is right.
- Has an open door and is willing and happy to talk to people at any time
- Is welcoming, especially to new children coming into the school
- Is protective of all the children and adults in the school
- Is kind and understanding, able to listen to children and the reasons behind our behaviour. (If we don't agree with a rule, we would like to discuss it and our reasons)
- Can give us the chance to express ourselves in terms of what we like and what we don't like
- Is talented, potentially a pianist, someone who loves singing, who is artistic or who likes sport
- Can be jokey, fun and has a good sense of humour
- Is a good listener and open to discussion and to hear our points of view
- Has a lot of passion for life
- Has lots of energy
- Is always calm and gentle
- Is always willing to try new things
- Is full of kindness, firm and fair

### **Our staff would like a leader who....**

- Has integrity, is open, honest and transparent
- Is energetic, has charisma and creativity
- Nourishes relationships with the children, staff and the community
- Is visible, warm and engaging, opening the doors of the school to our families
- Understands inclusion, including SEMH needs and a changing level of need
- Is interested in curriculum design in the context of a village school
- Has the ability to inspire and involve children in opportunities and develop student leadership
- Has a proven track record of teaching and is willing and able to teach when appropriate
- Empowers others and looks for opportunities for the school to be outward facing and more involved in the Trust
- Is creative and is able, with the staff, to strengthen Box's position on the map
- Cares about the aesthetics of the building
- Can effectively market our lovely school
- Has the ability to get stuck in!



### **Our parents and carers would like a leader who...**

- Is a fun, compassionate, child centred leader
- Combines kindness with strong, steady leadership
- Is someone who values fun, inclusion, diversity, creativity and children's wellbeing
- Recognises and responds to individual needs, including in particular SEND
- Is approachable, an excellent communicator, and able to work collaboratively with staff, parents and the wider community
- Has a real interest in curiosity, a love of learning and opportunities beyond the classroom, particularly outdoor learning, the arts and physical activity
- Has a desire to see the outdoor spaces in and around Box being used regularly. This is true in both delivering the curriculum and in developing extra-curricular activities
- Brings fresh energy and modern practice
- Promotes strong role models
- Has a willingness to evolve school culture, while maintaining Box's warm, village school feel
- Is a visible presence, both for the school and community
- Overall is an inspiring, forward thinking Headteacher who will help every child flourish in the Box community





## **JOB DESCRIPTION**

Job Title: Headteacher

Based at: Box CE Primary School

Salary: L9-L15 £63,070 - £73,105

Hours: Full-Time

Accountable To: Chief Executive Officer and Director of Education (Mosaic Partnership Trust)

Start date: 01 September 2026

Closing date: 12pm 25 February 2026

Contract Type: Permanent

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## **PURPOSE**

### **Overall Responsibilities:**

#### **Leadership and Management**

- To uphold the Trust culture and its guiding principles of integrity, innovation and partnership alongside the principles that the Trust is grounded in: equality, diversity, inclusion and belonging.
- To understand the unique context of the school and be committed to working with families in the Box community.
- Has the skills to lead, improve and sustain achievement for all children and is willing to embrace and promote the Christian ethos of the school
- Ensure the school's own vision and values are clearly articulated, understood, and embedded in everyday work and practice.
- To undertake all the required duties and responsibilities of the post of headteacher to ensure the safe and successful operation of the school.
- To continue the implementation and evolution of the School Strategic Plan in line with the Trust Education Plan priorities.
- To provide strong strategic and operational leadership for the school, being a visible presence on a day-to-day basis.
- To engage fully in the work of the Trust as the lead professional for the school, looking for opportunities for the school to learn from best practice but also to share best practice.
- To work with the ACC to embed the ethos of the Trust and the unique context of the school.
- To work with the Box staff team to secure effective teaching, successful learning, and achievement of our pupils.



- To work with the Box staff team to secure effective development in pupils' spiritual, moral, cultural, social, and physical development, preparing them for the opportunities and experiences of life beyond the school.
- Ensure staff roles, responsibilities and accountabilities are clearly defined and understood and that they have effective opportunities for professional growth.
- Ensure the safety and well-being of all pupils and staff.
- Be responsible for child protection and safeguarding across the school.

### Safeguarding commitment

- Ensure that all safeguarding policies and practices fully meet the latest national guidelines and are updated and published as required in line with Trust policies.
- Ensure all staff are fully trained and aware of their responsibilities.
- Work with all relevant agencies to protect children.

### Teaching and learning

- Work alongside colleagues in the Trust to support, motivate and inspire staff so that the school delivers the highest standards of learning, teaching, and behaviour.
- Engage in research and evidence-based approaches.
- Understand and apply the principles of adaptive teaching to meet needs of all learners including those that are disadvantaged and/or those with SEND.
- Sustain an environment that supports effective and creative approaches to learning and teaching in all areas of the curriculum.
- Monitor and evaluate the quality of teaching, the impact of interventions and learning outcomes and use this information to develop improvement strategies.
- Develop an effective partnership with parents/carers to support pupils' achievement and personal development.
- Ensure that the school's provision extends and enhances the curriculum, including using links with the church and community to support this.

### Leading and managing staff

- Lead on, and be a role model for, constructive and respectful working relationships across the school community, including staff, ACC members, pupils, parents/carers, Friends of Box (FOBs) and members of the local church.
- Foster an environment where all staff are motivated and supported to develop their own skills and knowledge and to support each other through professional growth.
- Engage staff in professional learning opportunities at a Trust and Diocesan level and to offer skills and expertise to the Trust's strategic priorities.
- Adopt and adjust effective staffing structures and staff deployment as needed to maximise the contribution of staff in improving provision at the school.
- Be responsible for the leadership and management of all staff, including recruitment, induction, deployment, performance management, attendance, and conduct.

### Systems, processes and resources

- Manage the school's resources with support from the Trust's central finance team to ensure the highest quality of education and pupil achievements, ensure efficiency and value for money.





- Manage and organise the school site effectively to ensure it meets the needs of the curriculum and provides a safe and well-ordered environment, accessing support and guidance from the Trust Estates and Sustainability Manager as appropriate.
- Undertake all the duties of the role in accordance with relevant legal requirements, including health and safety, employment regulations, and safeguarding legislation.

### Accountability

- Provide information, objective advice, and support to the ACC to enable it to meet its responsibilities.
- Develop an organisation in which all staff recognise that they are accountable for the success of the school and have a contribution to make to the Trust.
- Present a coherent and accurate account of the school's performance and risks for the ACC and CEO.
- Ensure that pupils and parents/carers are well-informed about the curriculum, attainment, and progress and about the contribution they can make to achieving the school's and Trust's culture and principles.

The job description is subject to the general conditions of service for a Headteacher as set out in the School Teachers' Pay and conditions Document. The job description is based on the Headteachers' Standards 2020.



## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>		
Qualified Teacher Status	E	
Degree or equivalent	E	
NPQH (or working towards it)	E	
Demonstrable commitment to professional growth	E	
Other NPQ qualifications (or working towards one)		D
<b>Experience</b>		
An exemplary leader of teaching and learning	E	
Senior leadership in at least one Primary School	E	
Senior leadership role that has been through an Ofsted inspection process or equivalent e.g. Estyn	E	
Experience of implementing strategies that have demonstrable outcomes for pupils	E	
Experience of leading and managing whole school initiatives	E	
Experience of monitoring and evaluating teaching and learning	E	
An experiential understanding of the EEF and how research can help inform best practice approaches	E	
Developing relationships with Academy Community Councillors, professional partners outside the school, parents, carers, and the wider community	E	
Experience at a basic working level of school finance and resources	E	



Experience and understanding of the range of ability in the Primary phase including those children with SEND and those in receipt of Pupil Premium	E	
Senior leadership role that has been through a SIAMS inspection process		D
Experience of working within a Multi-Academy Trust		D

Skills		
Commitment to offering a high-quality experience for every child that allows them to be their authentic selves	E	
Think strategically for the school in the context of the Trust and Diocese, looking at opportunities	E	
Demonstrate integrity and gain respect from all members of the school community and to motivate all to aspire	E	
Create a sense of belonging in school where every individual is valued and respected and where diversity and inclusion are celebrated	E	
Investigate and resolve problems, prioritise effectively, and make sound decisions, often under pressure and to tight deadlines	E	
Seek professional guidance and support from the Trust central team and partner Headteacher colleagues	E	
Delegate tasks and responsibilities and utilise the expertise within the school	E	
Be supportive and challenge staff professionally	E	
Manage people sensitively and with compassion	E	
Develop and sustain effective relationships with pupils, staff, ACC members, parents, carers, external agencies and local primary and secondary schools	E	
Communicate clearly, appropriately and effectively to a wide range of audiences	E	



<b>Knowledge and understanding</b>		
Knowledge and understanding of what makes good teaching	E	
An understanding of the school and the community it serves, the history of the school and how it has become sustainable	E	
An understanding of the Mosaic Partnership Trust vision and principles	E	
The context in which the school operates at Trust, local, Diocesan and national levels	E	

Safeguarding and child protection processes including changes to KCSIE, prevent duty and safer recruitment	E	
Inclusion and SEND including adaptive teaching strategies	E	
Equality and diversity including a secure understanding of the Equality Act 2010 and protected characteristics	E	
Developments in education, teaching and learning, and effective practice	E	
The EEF and how research can inform best practice	E	
The Ofsted and SIAMS inspection processes, the Ofsted and SIAMS documentation and guidance	E	
Data and how this can be used in areas such as academic performance, attendance, suspensions, finance, estates and workforce	E	
Professional growth approaches and how professional development can support teaching and support staff	E	
Nursery age children and/or enhanced provision with a view to potential future opportunities on the school site		D
<b>Personal Qualities</b>		
Authentic as a person and a role model for the school and the Trust	E	
The ability to be outward facing, warm and opening to the school community	E	



Principled and a subscriber to the Trust guiding and grounded in principles	E	
Strong commitment to the distinctive Christian Character of the school	E	
Strong and consistent in decision making	E	
Calm, compassionate predictable and professional	E	
Ability to lead the school team and be part of a wider Trust team	E	
Approachable, demonstrating openness and honesty	E	
Demonstrates compassion and understanding to children, families, staff, and other stakeholders	E	
Resilient and strong in the face of challenges and an ability to inspire the same in others	E	
Demonstrate enthusiasm for all aspects of the role but especially for the development and delivery of teaching, learning and inclusion	E	
Open to advice, support, mentoring and coaching from colleagues and the central team	E	
Shows humility	E	

## Application Process

All prospective candidates are strongly encouraged to visit the school for an informal tour; this can be arranged prior to application by contacting the office on 01225 742663 or email [admin@box.wilts.sch.uk](mailto:admin@box.wilts.sch.uk) If you would like to know more about the Mosaic Partnership Trust in the context of this role, we strongly encourage you contact Andrew Best (CEO) [andrew.best@mosaicpt.org.uk](mailto:andrew.best@mosaicpt.org.uk)

## Applying

The E-teach platform ([www.eteach.com](http://www.eteach.com)) is to be used to complete and submit applications. In addition to the application form, applicants are requested to submit a supporting statement that describes their vision for education and how they will work alongside colleagues from the Mosaic Partnership Trust and the Diocese of Bristol. They must also include their relevant skills and experience, and approach to meeting the expectations of the role as described in this pack (maximum 1000 words). References will be requested for applicants that are shortlisted.



## Safer Recruitment

Our school is committed to safeguarding and promoting the welfare of children and requires staff and volunteers to share this commitment. All appointments are subject to safer recruitment procedures and pre-employment background checks, including satisfactory references, Enhanced DBS with children's barred list clearance, online and social media checks, and completion of relevant safeguarding training including Safeguarding Children in Education. All school roles are classed as regulated activity and as such, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

## Deadline

The closing date for applications for this position is **12:00 (Noon) on Wednesday 25 February 2026**. Candidates invited to attend the selection interviews will be notified **by 9:00pm Thursday 26 February 2026**. Interviews and selection activities will take place on the **06 and 12 March 2026** (depending on the number of candidates) and candidates will be informed on Day 1 as to whether they are invited to attend Day 2.