



Acorn
Education Trust



Headteacher

Bulford St Leonard's Church of England
Primary School

Welcome from Sara Edwards

Acorn Education Trust CEO

Thank you for your interest in one of our vacancies, I hope the information enclosed in this pack inspires you to apply.

Acorn Education Trust was established in 2014 to provide a local solution to a national strategy. We now serve 19 settings: 14 Primary Schools, 3 Secondary Schools and 2 nurseries.

Our mission is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We strive for excellent leadership, excellent teaching and excellent learning. Our vision is to transform lives through education.

In every Acorn School, you will see:

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

Every Headteacher focuses on leading teaching and learning in their school. Central teams manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure and invest in school to school support. We are therefore able to direct as much money as possible into teaching and learning thus improving the life chances of all our young people.

Whatever role you are applying for, whether in a school or as part of the central team, we hope you can align with our vision and values, have the determination to succeed and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development and a career with Acorn.

We hope this information pack provides you with a flavour of working within our Trust and we look forward to receiving your application.

Sara Edwards



Bulford St. Leonard's
Primary School

About Bulford St Leonard's

Creating futures

Bulford St Leonard's Church of England Primary School is an outward facing and positive single form entry primary school, educating children between the ages of 5 and 11 years old. Situated in the heart of the friendly village of Bulford, Wiltshire, we serve both military and local families and have strong connections with St Leonard's Church.

Bulford is a school where futures are created. Our staff make this a reality by delivering a curriculum based on active learning and real-life, first-hand experiences; this helps students understand its relevance to life and prepares them not just for the next stage of their education, but for the next stage of life. Supported by our strong Christian ethos, we insist on high standards of behaviour and respectful relationships, so that everyone feels safe enough to have a go and take risks in their learning or their teaching.

In May 2022, we joined Acorn Education Trust, which has provided exciting opportunities to improve local education and draw on collective experience. We work closely with other schools within the Trust and the central team to help us continue to grow from strength to strength.

We look forward to welcoming you to our school and showing you what makes Bulford St Leonard's such a wonderful school.

For more information, please visit our website: www.bulfordstleonards.org.uk



Bulford St. Leonard's
Primary School

Our Christian Values

'Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms.'

1 Peter 4:10

At Bulford St Leonard's, our Christian ethos enables us to provide an inspiring and nurturing environment which helps pupils create their own future. We are incredibly fortunate to have a thriving local church, St Leonard's Church (Bulford), which we have a wonderful relationship with and are joined by Reverend Gale Hunt, who leads the whole school in invitational, reflective and engaging acts of worship, each week. Collective worship ensures that all our children and their families are able to further their personal Christian journey, learning about CofE traditions and practices.

We work closely with Acorn, both the Director of Primary and the Leader for Church School Flourishing, to ensure that our curriculum has the depth and breadth to keep every child engaged and have the opportunity to succeed. At the beginning of the academic year each class votes for their two Worship Team representatives. These children attend a weekly meeting with the Worship Lead Teacher and take an active role in daily whole school Worships, as well as leading class worship. Our Reflection Garden, which was officially opened and blessed in 2020, provides all our children with the opportunity to enjoy its plants and wildlife, while taking time to ponder their own thoughts, talk with friends and draw their own interpretations of the sensory flower beds surrounding them.

As a school, we are always striving for the best and have an action plan in place to continue to grow and develop. We are proud to have achieved 'Good' in all areas of our latest SIAMs report.

Job description

Job title	Headteacher
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Reporting to	Director of Primary Education
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Main purpose

As part of the Acorn Education Trust you would be a vital and valued member of the Trust Team. We value people enormously and see the role of Headteacher as critical. To that end we recognise the pressures of such a role and seek to support and challenge in a way that enables a Headteacher to learn and therefore achieve their full potential. This is done in an environment in which everyone is valued.

The successful candidate will lead the continuous improvement of Bulford CofE Primary School, within the Acorn Education Trust – a learning organisation formed in 2014. The core purpose includes:

- Professional leadership and management of the school
- Promotion of a secure foundation from which to achieve high standards in all areas of the school's work
- Strategy and School Improvement
- Line management of senior leaders within the school

To achieve success, the Headteacher with the support of the Trust central team will:

- Provide vision, leadership and direction
- Effectively manage and improve learning and teaching
- Promote excellence, equality and high expectations of all students
- Deploy resources to achieve school aims
- Evaluate school performance and identify priorities for continuous improvement
- Carry out day-to-day management, organisation and administration
- Secure the commitment of the wider community
- Create a safe and productive learning environment that is engaging and fulfilling for all students
- Leadership of safeguarding
- Leading and developing the unique culture, ethos and community feel of the school
- Lead and develop the Church of England ethos and practice of the school in line with Acorn's

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Job description continued

Duties and responsibilities

Shaping the future

- Work with other leaders in the Trust to ensure the success and efficient operation of the school
- Work with the School Academy Council and other key stakeholders to ensure the development of the school's vision and that it is clearly articulated, shared, understood and acted upon effectively by all
- Work within the school community to translate the school's vision into agreed objectives and operational plans which will promote and sustain school improvement
- Demonstrate the school's vision and values in everyday work and practice
- Motivate and work with others to create a shared culture and positive environment
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
- Ensure that strategic planning takes account of the diversity, values and experience of the school and the community
- Promote a Christian vision that aligns with Acorn's

Leading learning and teaching

- Closing the gap in student achievement
- Ensure a consistent and continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress in every child's learning
- Ensure that learning is at the centre of strategic planning and resource management
- Establish creative, responsive and effective approaches to learning and teaching
- Ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning
- Demonstrate and articulate high expectations and set stretching targets for the whole school community
- Implement strategies which secure high standards of behaviour and attendance
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Ensure the curriculum is reflective of external scrutiny by both Ofsted and SIAMS Challenge under-performance at all levels and ensure effective corrective action and follow-up

Developing self and working with others

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities

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Job description continued

Duties and responsibilities

- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review
- 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 others and take appropriate action when performance is unsatisfactory
- Regularly review own practice, set personal targets and take responsibility for own personal development
- Manage own workload and that of others to allow an appropriate work/life balance

Managing the organisation

- Create an organisational structure which reflects the school'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 school and its facilities
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school
- Implement successful performance management processes with all staff.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and conforms to health and safety regulations
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money
- Use and integrate a range of technologies effectively and efficiently to manage the school

Secure accountability

- Fulfil commitments arising from contractual accountability to the Trust Board and School Academy Council
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Work with the School Academy Council (providing information, objective advice and support) to enable it to meet its responsibilities

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Job description continued

Duties and responsibilities

- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including directors, governors, parents and carers
- Reflect on personal contribution to school achievements and take account of feedback from others

Working environment

- Working in a Church of England primary school which is part of a multi-academy trust

Additional information

- This job description contains only the main accountabilities relating to this post and does not describe in detail all duties required to carry them out
- The postholder will at times have access to information of a confidential nature and it is essential that the successful applicant is aware of the need for discretion
- The postholder will at all times carry out his/her duties and responsibilities with due regard to the Governors' support and commitment to Equal Opportunities Policies
- The postholder will be expected to undertake any appropriate training to assist them in carrying out any of the above duties
- The postholder will be required to promote, monitor and maintain health, safety and security in the work place. This will include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement

Please note: This Job Description may be amended at any time in consultation with the postholder.

Person specification

Criteria	Essential	Desirable
Qualifications	<p>Evidence of the following is required:</p> <ul style="list-style-type: none"> • Qualified Teacher Status • Readiness for headship - NPQH, or evidence of equivalent level of learning achieved through senior leadership role within a school • Successful teaching experience, preferably in the primary phase • Recent and relevant professional development and training, including Safeguarding • Ability to lead a cohesive team that continues to develop and enhance the Christian vision and ethos of the school. 	<ul style="list-style-type: none"> • Further qualification in education and/or management • NPQH
Experience	<ul style="list-style-type: none"> • Senior leadership experience at headteacher or deputy headteacher level • Successful leadership of whole school change • Proven track record of raising educational standards • Clear understanding of EYFS and both Key Stages, with a proven record of Outstanding practice in at least one • Experience of working collaboratively with other schools and organisations • The ability and commitment to promote pupils' spiritual, social, moral and cultural development within an inclusive school, offering all pupils maximum opportunity to fulfil their potential • Confidence with IT 	<ul style="list-style-type: none"> • Curriculum and/or pastoral experience at senior leader level • Experience in a multi-school group • Experience of SIAMS inspection • SEN expertise/ experience • Experience of financial management
Shaping the future	<ul style="list-style-type: none"> • The ability to clearly articulate and communicate a vision for the successful development of a Christian school • Strong commitment to the core values of the school and the multi-academy trust • Ability to think and act strategically and plan within a changing political environment • Ability to work with all stakeholders to further develop and articulate the vision and future of the school • Willingness to work within a MAT 	<ul style="list-style-type: none"> • Some knowledge of working within a MAT • Knowledge of and interest in new technologies as tools to aid teaching, learning and management

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Person specification continued

Criteria	Essential	Desirable
Leading Learning & Teaching	<ul style="list-style-type: none"> • Commitment to placing learning at the centre of strategic planning and resource management • Knowledge and understanding of excellent teaching • Proven experience of leading teaching and learning • Strong commitment to enabling all students to fulfil their true potential • Experience of curriculum development 	<ul style="list-style-type: none"> • Research undertaken into an aspect of learning
Developing Self and Working with others	<ul style="list-style-type: none"> • Ability to set appropriate and challenging targets • Ability to make and take decisions • Understanding when to consult or seek advice • Willingness to work constructively with governors 	<ul style="list-style-type: none"> • Having completed a leadership development programme
Managing the Organisation	<ul style="list-style-type: none"> • Commitment to and experience of building, managing and developing a high performing and successful team • Leadership presence and the ability to inspire and lead others to do their best • Ability to sustain a high profile in school • Experience of leading and managing staff in a period of change (continue to develop middle leaders) • Skills in coaching and improving performance of others • Commitment to partnership between governors, staff, parents and students • Clear knowledge and understanding of the implications of current educational development 	
Understanding Accountability	<ul style="list-style-type: none"> • Understanding of and commitment to the high level of accountability of the role • Commitment to the principles and practice of school self-evaluation 	
Strengthening Community	<ul style="list-style-type: none"> • Responsive to the nature of the school's communities, partners and stakeholders • Able to engage with parents and build strong relationships • Committed to effective work with other agencies for the well-being of students and their families • Committed to further developing a flourishing Church of England school 	

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Person specification continued

Criteria	Essential	Desirable
Personal qualities and attributes	<ul style="list-style-type: none"> • Effective communicator in all media • High professional standards • Ability to inspire and motivate others • Dynamic, positive and constructive • Resilient • Energetic • Creative and innovative • Embraces opportunities • Interpersonal awareness • Sense of proportion • Ability to handle resistance successfully • Good sense of humour 	

The Headteacher will be required to follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Support for our staff

Whether your role is in a school or the central team, you will be part of a caring team that will provide you with the support and challenge needed to fulfil your role effectively.

Continued Professional Development (CPD)

- A comprehensive induction programme for all new staff (across all roles), that includes mentor and peer support
- Statutory training on safeguarding, health & safety and GDPR
- Access to over 2,500 world-leading courses, webinars and resources via the National College online training platform
- Support for Early Career Teachers (ECTs)
- Role specific training for Designated Safeguarding Leads (DSLs) and Special Educational Needs and Disability (SEND) roles
- School based training, including mentoring and coaching from senior leaders within school and across the wider Trust; Cross phase and school to school support
- Subject communities, across primary and secondary level, to share good practice across the Trust
- Opportunities to role shadow
- Apprenticeships available at various levels across the Trust for multiple roles, including Teaching, Teaching Assistants, Nursery and IT Technicians

Health and wellbeing

- A strong culture of wellbeing across all schools and the central team
- Family friendly policies, including comprehensive flexible working policy, adoption leave policy, maternity and paternity (including shared parental leave) policies and staff wellbeing policy
- Access to [Care First](#), an employee assistance programme which provides confidential support on health and wellbeing, relationships, money issues, bereavement and loss, stress, anxiety and depression and much more

Pensions

- Teacher pension
- Local government pension
- Nest pension

Staff wellbeing is very important at Acorn Education Trust. We are consistently looking for new ways to improve our offering, and, regularly collect feedback at all levels to check in with our staff and ensure they feel supported in their role.



Bulford St. Leonard's
Primary School

How to apply

We highly encourage all interested applicants to arrange a tour of our school prior to applying.

To arrange a tour, or if you would like any additional information about this role, please contact the school office via email at admin@bulfordstleonards.org.uk or by phone on 01980 632309.

To apply

Please visit our [TES vacancy page](#) to complete an application form.

Please use the Supporting Statement section to explain why you're right for the job (including any experience, skills or other information which you think makes you suited for the role at Bulford St Leonard's. Please keep your statement to no more than two sides of A4.

Shortlisted candidates will be invited for a one-day interview.

**Bulford St Leonard's Church of England Primary School,
John French Way, Bulford Village, SP4 9HP**

01980 632309

admin@bulfordstleonards.org.uk

Bulford St Leonard's Church of England Primary School, as part of the Acorn Education Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.