

Felix



**Primary
School**

Maidstone Road, Felixstowe,

Suffolk, IP11 9ED

Candidate Recruitment Pack

Headteacher

Closing Date | Friday 7th March 2025

Interviews | Wednesday 12th March & Thursday 13th March

Start | September 2025



Sapientia
EDUCATION TRUST

Welcome

Join us as Headteacher at Felix Primary School – Lead, Inspire, and Make a Difference!

Thank you for your interest in the Headteacher position at Felix Primary School. This is an **exciting** and **rewarding** opportunity to lead a highly ambitious one-form entry primary school in Felixstowe, which also has three specialist SEND units. As part of a **highly regarded Multi-Academy Trust**, we are committed to delivering exceptional education for all learners, regardless of background, and fostering a forward-thinking culture of continuous improvement. The school joined Sapiientia Education Trust in September 2024.

Our Vision for Excellence

Felix Primary was last inspected in 2024 and received a Good rating in Behaviour & Attitudes, Personal Development, Early Years Foundation Stage, and Leadership & Management. While the Quality of Education was rated as Requires Improvement, we have taken decisive steps to raise academic standards and expectations. We seek a leader with the expertise, ambition, and determination to drive teaching and learning to the highest levels.

Why Join Us?

- **A Commitment to Inclusion and high expectations:** With three specialist SEND units, and a high proportion of disadvantaged pupils we take pride in our inclusive ethos and our belief that every child—regardless of background or ability—deserves a world-class education. We are looking for a leader who shares this commitment and has the pedagogical expertise founded in positive relationships and meaningful interactions to drive outstanding outcomes for all pupils
- **A Relentless Focus on Academic Excellence:** We are determined to accelerate progress, raise attainment, and ensure consistently high-quality teaching. As Headteacher, you will play a pivotal role in embedding evidence-based pedagogical approaches and rigorous curriculum development.
- **Strong Leadership and Expert Support:** You will be backed by a dedicated leadership team, including a non-teaching Deputy Head and SENDCo. In addition, our Trust provides expert guidance from a Director of Education, Director of Primary Curriculum, Director of Safeguarding and attendance, and Director of Inclusive Learning, as well as specialist teams in HR, Finance, ICT, and Estates.
- **A Forward-Thinking School Community:** Our staff, pupils, and parents are committed to high aspirations and continuous improvement. We are seeking a Headteacher who will engage, inspire, and lead our school to the next level of educational excellence.

We are looking for an **exceptional, driven, and hands-on leader** who:

- has a **proven track record of raising standards** and improving pupil outcomes.
- Is passionate & experienced in **inclusion and SEND provision**, ensuring every child reaches their full potential.
- Is committed to **collaborative leadership**, working with staff, parents, and the

Trust to achieve excellence.

If you are ready to make a real impact and lead a school that truly values inclusivity and high achievement, we would love to hear from you!

Informal visits to the school are welcomed. Please contact the EA to the CEO, for a telephone discussion regarding the role on 01953 609001 or e-mail: b.ridgwell@setrust.co.uk

If all this excites you, please apply!

Best wishes

Jonathan Taylor
CEO

Emma Davies
Deputy CEO, Director of Primary

Our Trust

The Sapiientia Education Trust (SET) was established in 2016 with the purpose of bringing like-minded schools together to work in partnership to deliver world-class standards of education to young people in Norfolk and Suffolk. The term 'Sapiientia' comes from the motto of the founding school, Wymondham College and means wisdom.

We are committed to delivering high academic standards in our schools, combined with a view of education that is child-centred and holistic. Our schools have a strong commitment to inclusion, personal development and extra-curricular activities are strongly promoted.

Our work is cross-phase and involves a strong commitment to staff development and on-going professional learning for all staff in our schools. We believe that collaboration and partnership work help raise standards, and we work with a range of schools within and beyond the Trust. We are a value-based trust, with collaboration and partnership key factors in our success.

SET provides a range of services to support our schools. This includes established HR, Finance, Health & Safety, ICT and Estate teams. In addition, we have a Central Education Team providing specialist support to help raise standards further.

Trust CEO, Jonathan Taylor, *has overseen the growth of Sapiientia to 22 schools, has an extensive track record of delivering high standards across multiple schools and In February 2025 was appointed as a DfE RISE advisor.*

Emma Davies, Deputy CEO, Director of Education - *Joined Sapiientia Education Trust in September 2020. Prior to this she was a Headteacher in a local Norfolk school, where she led the school to achieve an Outstanding Ofsted judgement. Much of the success of the school was rooted in strategic leadership that embedded consistent practices which was underpinned by a collective self-efficacy. Prior to this Emma has held many leadership roles. She is relentless in her determination to ensure all children receive a world class education and works with school by improving standards and cementing common goals that are consistent in approach, delivered through a Trust wide improvement strategy.*

Michelle Unstead, Director of Inclusive Learning – *joined Sapiientia Education Trust in January 2022. Michelle has a clear passion and drive for Special Educational Needs & Inclusion. Michelle has also held the role of the Regional SEND Leader for the East of England and North-East London; delivering the Whole School SEND School's Workforce Contract as commissioned by the Department for Education. An experienced Senior Leader & SENDCO, Michelle has a wealth of experience & success across both Secondary & Primary education including Teaching & Learning improvement, Curriculum Development, supporting our most vulnerable learners as well as Safeguarding & Pastoral provision. Michelle works across all 20 Sapiientia schools to ensure our inclusive vision is a reality.*

Rob Brewster, Director of Primary Curriculum – *came to the UEA to do his PGCE in Primary education seventeen years ago and, as with many people who come to Norfolk, ended up making it his home. Since then he has worked in and with many different schools across the county, initially as an Advanced Skills Teacher in maths, and then as a CPD Lead and Acting Head of Sheringham Teaching School. In January this year, he was delighted to start work with Sapiientia Education Trust. Rob is deeply committed to working with schools in the Trust, and more widely through the Sapiientia Teaching School, to support them in their professional development in order to provide excellent learning environments in which children can flourish.*

Michelle Atkinson, Director of Safeguarding and Attendance- joined Sapiientia in March 2024. She brings with her over 14 years experience in the voluntary sector in which she has been instrumental in supporting both adults and children affected by domestic abuse and has implemented effective prevention measures. Building on her existing knowledge, Michelle transitioned to education a decade ago and has been a strong advocate for pastoral support in schools. Her extensive background in safeguarding, attendance and behaviour management has been instrumental in shaping policies and fostering a safer learning environment for all. Michelle is dedicated to setting pupils up for success beyond their academic years, instilling in them a sense of self-worth and belonging. She is passionate about building strong working relationships and is committed to establishing efficient systems to bring about impactful change across the trust.

Our philosophy is to work to support school leaders, so that more of their time can be spent on the core business of delivering a world class education, locally.

Our Track Record

Our trust Primary schools have a particularly strong track record with 2 of our schools graded Outstanding (2023, 2024), all other schools graded Good with a few elements of Outstanding.

'The trust sets a highly ambitious vision for the development of this new school. Through effective challenge and support, leaders have turned this into a reality'

Wymondham College Prep, 2023

'Staff appreciate the support they receive from the school and trust'

Old Buckenham Primary School, 2024

'The trust both challenges and supports leaders. In turn leaders work closely with staff to develop their subject knowledge. Staff appreciate how leaders care for them.'

Ghost Hill, 2024

'The trust supports and challenges the school effectively. It understands the many strengths of the school but also recognises what the school needs to do next. School staff appreciate the support and challenge offered by school and trust leaders'

White House Farm, 2024

'There have been recent changes to leadership at the school. The school is now being well supported at trust level. Leaders are clear about what needs to improve, and they know that it will take time to embed the recent changes.'

Felix Primary, 2024

Felix Primary School

Felix Primary School, located on Maidstone Road in Felixstowe, Suffolk, is a school in which our community and the children in our care are at the heart of everything we do. The school focuses on developing the whole child as an individual throughout their journey from Reception to Year 6, including both mainstream and children in our three Specialist Units

"Inspiring ambition and celebrating every step as one."

The school takes great pride in its diverse and inclusive community, with a high proportion of pupils from disadvantaged backgrounds and a significant number with Special Educational Needs and Disabilities. Felix Primary is committed to ensuring that every child, regardless of their starting point, receives the support and encouragement they need to succeed. The school's dedicated staff, specialist interventions, and tailored learning approaches create a welcoming environment where all children can reach their full potential.

Our facilities include a large open plan Reception class with dedicated outside learning space, a specialist art-based classroom, and three specialist units with outdoor provision. All lower floor classrooms have outside learning space and a brand-new library for 2024-2025.

Felixstowe itself is a charming seaside town nestled between the rivers Orwell and Deben. Known for its beautiful beaches, family-friendly attractions, and a vibrant town centre, it offers a wonderful backdrop for learning and exploration. Travel to Felixstowe is easy, with regular train services from Ipswich covering the 15-mile journey in just 25 minutes. From Ipswich, there are direct train services to London Liverpool Street, making it possible to reach the capital in just 75–90 minute.

Job description

Headteacher

Job purpose

The core purpose of the Headteacher is to provide professional leadership and management for the school.

This will promote a secure foundation from which to achieve high standards in all areas of the school's work. This should be viewed alongside national standards for Headteachers.

Line manager

Director of Primary Education

Specific Responsibilities

Leadership and Management

- Setting the vision, values and strategic direction of the school
- Be an outstanding teacher and inspirational leader for all employees;
- Leading and inspiring staff to ensure high teaching standards.
- Creating a positive and inclusive school culture.
- Monitoring school performance and setting improvement targets.
- Devise and implement the School Improvement Plan (SIP), sitting alongside SET Trust Strategic Plans;
- Writing, reviewing and developing the School's Self-Evaluation Form (SEF); based on a strong and secure evidence base:
- Leading the quality assurance and improvement planning cycle;
- To foster strong professional relationships and use intelligent Quality Assurance processes to monitor and continually improve student achievement;
- Reporting progress of all ages and groups of students to the CEO and Trustees as required, using robust and quality assured data;

Teaching and Learning

- Ensuring that there is a high-quality curriculum in place that is rich in knowledge
- Developing teaching and learning at the school, including leading on teaching and learning development, action-based research and practice
- Forensic monitoring of data to ensure that pupil outcomes are at least 'above average' in Good Level of Development, Phonics, Multiplication Check and Key Stage 2 SATs across both main school and Specialist Unit classes
- Overseeing progress and attainment of all groups of pupils

Staff management

- Recruiting, training, and appraising teachers and staff.
- Developing and managing whole school appraisal and performance management procedures linking them to CPD, school and/or trust priorities

and making appropriate recommendations relating to pay recommendations and staff capability;

- Responsible for the employment of high-quality teachers, pastoral and support staff, and for their training, development and motivation in order to maintain the highest professional standards.
- Providing professional development opportunities.
- Managing workloads and staff well-being.

Pupil Welfare and Safeguarding

- Ensuring the safety and well-being of all students.
- Implementing safeguarding policies and procedures.
- Promoting positive behaviour and inclusion.
- Monitor pupil's attendance and put in place robust procedures for monitoring
- Maintain excellent standards of pastoral care;
- Ensure that all students can achieve, and maintain a strong commitment to inclusion, through providing an equitable education;

School administration and operations

- Formulate and propose annual budgets with the SET CFO for agreement with the CEO and Trust Board;
- Monitor, manage and adjust the school expenditure to meet the annual budget set by the Trust;
- Ensuring website compliance;
- Producing, presenting and reviewing all appropriate school policies;
- Making recommendations to the CEO for recruitment within budget to ensure high quality curriculum and pastoral provision;
- Responsibility for the effective marketing of the School;

Parent and community engagement

- Build and maintain strong partnerships with other schools and the community;
- Communicating effectively with parents and carers.
- Building partnerships with the local community and stakeholders.
- Addressing parental concerns and feedback.

Safeguarding Responsibilities

To ensure that safeguarding practices secure the safety and welfare of all students; ensuring that the designated safeguarding leads have sufficient time and resources to discharge their duties effectively. This includes the personal professional duty to report welfare and safeguarding concerns to the local children's services, as appropriate, and engage with the Trust's safeguarding processes and professional development.

Person specification

Qualifications

Qualified to degree level	Essential
Qualified Teacher Status	Essential
Qualified to Master's level or NPQH	Desirable
SENDCo	Desirable
Designated Safeguarding Lead	Desirable

Experience

Proven track record of effective leadership.	Essential
Senior Leadership Experience at Deputy or Headteacher level with significant evidence of impact in current role	Essential
At least 3 years' experience as a Deputy Headteacher or equivalent in a successful school	Strongly desirable
Demonstrable evidence of innovating and adapting curriculum to engage students and enable them to perform highly	Essential
Considerable and wide ranging up to date knowledge of curriculum, including structure, content, pedagogy and assessment	Essential
Experience of driving up academic standards, closing the gap.	Essential
Experience of successful work in partnership with parents and the wider community	Essential
Experience and impact of rapid school improvement	Essential
Experience in developing and implementing effective behaviour management strategies to create a positive and inclusive school environment.	Essential
Knowledge of SEND Statutory requirements, processes and systems including the SEND Code of Practice 2015	Essential
Experience of providing a rich personal development offer that develops pupils character	Essential
Experience of work across the EYFS, KS1 and KS2	Essential
Experience of managing a key school budget area and understanding of school financial planning	Essential

Innovative approaches to teacher recruitment and retention	Desirable
Experience of the strategic overview of pupil progress and the ability to translate this into strategic plans with specific, measurable targets	Desirable
Experience of developing strong community links	Desirable
Experience of leading rigorous Quality assurance Procedures	Essential
Experience of strategic oversight of pupils with SEND and disadvantaged pupils including within the role of SENDCO	Desirable
Experience of working within a specialist setting with a variety of SEND needs	Desirable

Skills

Excellent communication and interpersonal skills	Essential
Strong written skills, with attention to detail	Essential
Ability to lead teaching and learning underpinned by a knowledge of what works best	Essential
Able to manage own time and workload and to work under pressure to meet deadlines	Essential
Able to support staff to manage own time and workload and to work under pressure to meet deadlines	Essential
Highly ICT literate	Essential
Ability to handle complex issues	Essential
Ability to solve problems, independently or collaboratively	Essential
Ability to delegate effectively	Essential
Ability to effectively evaluate and plan for improvement	Essential
Ability to develop effective relationships and teams	Essential
Ability to prioritise, meet deadlines and work under pressure	Essential
Ability to sustain outstanding practice in relation to behaviour management	Essential
Ability to engage senior leaders in the process of self-evaluation; holding them to account for their areas of responsibility	Essential
Ability to foster a positive culture that is focused on World Class Education so that all pupils can flourish	Essential

Personal Attributes

Passionate about education and educational issues	Essential
Strongly committed to the moral purpose of education, including educational inclusion and belief in achievement for all	Essential
Constant drive for improvement	Essential
Ability and energy to inspire the best in others	Essential
Exceptional personal integrity and character	Essential
Evidence of commitment to significant continuous professional development	Essential
Culturally agile and adaptable	Essential
Personal confidence, determination and resilience	Essential
Personal impact and presence	Essential
Displays sensitivity	Essential
Sense of humour and approachability	Essential
Team player and leader	Essential
Self-awareness and the ability to reflect on own performance	Essential
Keen for the potential of further professional learning for self and others	Desirable

Terms and Conditions

This post is offered on a full-time, permanent basis and is based at Felix Primary School.

Remuneration

Competitive - on the leadership spine, appropriate to the seniority of the role and the skills and experience of the post holder.

All payments are payable under the Teachers' Pension Scheme.

The Trust provides a SODEXO benefits package to all staff.

Pre-employment checks

All applicants must be prepared to undergo several compliance checks to confirm their suitability to work with children and young people in line with "Keeping children safe in education".

The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

Interview process

Application will be considered upon receipt.

Interview process

- Candidates will be shortlisted
- Psychometric tests will be sent for completion
- References will be requested

The interview process will be over 2 days and will include:

- Lesson observation and feedback
- Deliver an assembly
- Values based interview
- Pupil panel
- Data task
- School Improvement task
- SEND and Safeguarding panel
- Meetings with staff
- Final panel, including presentation

How to apply

Complete an online application form via our website - <https://www.se-trust.org>
Please explain how your experiences to date equip you to lead a world class education at Felix Primary School Please limit to 1000 words.

Pre application visit

If you would like to visit the school or would like an informal discussion, please contact Briony Rigwell – Executive Assistant to the CEO by calling 01953609012 or emailing ea@setrust.co.uk



Sapientia

EDUCATION TRUST

*Sapientia Education Trust
Wymondham College,
Wymondham,
Norfolk,
NR18 9SZ*

**01953 609012
HR@setrust.co.uk**