



# Paxcroft Primary School

## Headteacher Recruitment Pack



**EQUA Mead**  
Learning Trust  
Every Child, Every Chance



## WELCOME FROM THE CHAIR OF GOVERNORS

### A message from the Chair of Governors

Welcome, and thank you for your interest in the Headteacher vacancy at Paxcroft Primary School.

Paxcroft is proud to be part of the EQUA Mead Learning Trust, a family of schools that work closely together to provide the very best opportunities for every child. Rooted in the heart of the Trowbridge community, our school nurtures children to become confident, curious and resilient learners who are ready to make a positive contribution to the wider world.

As a Governing Body, we are dedicated to supporting Paxcroft's ongoing success and development. We work in partnership with the Headteacher, staff, and the wider Trust to champion the school and to ensure that all pupils receive the best possible education.

We see ourselves as the school's "critical friends": thoughtful, engaged and ambitious for what our children can achieve. As we look to the future, we are seeking an inspirational leader who will embrace the opportunities of working within EQUA Mead Learning Trust, while also leading Paxcroft forward with vision, passion, courage, and emotional intelligence.

If this sounds like you, we would be delighted to hear from you.

Your sincerely,

Dr Andrew Ross





**EQUA Mead**  
Learning Trust  
Every Child, Every Chance



Thank you for the interest in this post.

EQUA Mead Learning Trust is a family of like-minded schools, that collaborate to provide mutual support, share best practice and learn from each other, whilst retaining and developing each school's individual and distinctive character. We believe every child has the right to an inspiring and fulfilling education and we seek to improve the life chances of all those we serve; therefore, we make it our mission to give **Every Child, Every Chance** of success.

At EQUA Mead, we are an inclusive, passionate and forward-looking educational organisation. We are a Trust of twenty two schools, that include nursery, primary, secondary, post 16 and resource base provision.

We believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community where everyone works together to achieve their very best. At all of our schools, we do all we can to enable each child and young person to realise their full potential and to develop positive social and moral values.

We understand that successful schools are rooted in their local community. We respect and value the individual nature and ethos of each school while knowing we are more effective when we work together and support each other. We are a mixed Trust that benefits from both church and non-church-based schools and we actively celebrate this diversity. We are highly inclusive and collaborate closely to promote a culture of openness and integrity.

At EQUA Mead Learning Trust, we place great importance on supporting and valuing our Headteachers. We know that strong, fulfilled leaders are the foundation of excellent schools, so we invest in their wellbeing, professional growth and leadership development. Headteachers within our Trust are part of a collaborative and supportive network, working alongside one another and the central team to share expertise, solve challenges together and celebrate successes. We are committed to looking after our leaders so that they can, in turn, give their very best to their schools and communities.

We have lots more information about EQUA Mead on our website ([www.equamead.org](http://www.equamead.org)), however, if at any stage, you would like to find out more, please do feel free to get in touch.

Paul Skipp  
CEO, EQUA Mead Learning Trust





## ABOUT OUR SCHOOL

Paxcroft Primary School is an inclusive school based at the heart of the community in Trowbridge. We cater for children age 4 to 11 across 10 classes, and have capacity to support 315 pupils

Working in partnership with parents and carers, we strive to create a positive environment in which to nurture happy, kind and respectful children who are motivated to give their very best in whatever they do.

We strive for excellence and have the highest expectations and aspirations for all our children and have a skilled team of teaching and pastoral staff who invest in building positive relationships with children and their families.

Our aim is to inspire children to develop inquisitive and imaginative minds and a positive attitude to learning through a rich and engaging curriculum. The individual talents of every child are recognised and encouraged to flourish.

We focus on supporting all children to develop the life skills of independence and resilience. Ultimately, we aim to develop well-rounded, confident, caring individuals who can play a positive and active role in modern life. This includes learning the importance of staying safe and keeping healthy, both physically and emotionally.

Our core values - **kindness, honesty and respect** - support our goals to develop children who will contribute positively to society. These are the **Paxcroft Citizen Values**.

In addition, we aim to inspire children to develop inquisitive and imaginative minds and a lifelong love of learning. We focus on equipping children with the skills needed to become positive, independent, resilient learners who are not afraid to take a risk and who see failure as an opportunity to learn.

We have also worked with the children to develop three **Paxcroft Learners' Values** - **positivity, independence and resilience** - which are vital elements in becoming a successful learner.





## HEADTEACHER - THE ROLE AND THE PERSON

The children, staff and parents of Paxcroft Primary School, part of the Equa Mead Learning Trust, are looking for an inspirational, motivated and dynamic new Headteacher to lead our friendly and inclusive school.

We are looking for a visionary Headteacher to promote enthusiasm for learning and guide our school through the next phase of its development.

We strive for excellence and have the highest expectations and aspirations for all our children.

Our aim is to inspire children to develop inquisitive and imaginative minds and a lifelong positive attitude to learning through a rich and engaging curriculum. The individual talents of every child are recognised and encouraged to flourish.

We also focus on supporting children to develop the life skills of independence and resilience. Ultimately, we aim to develop well-rounded, confident, caring citizens who can play a positive and active role in modern life. This includes children learning the importance of staying safe and keeping healthy, both physically and emotionally.

We are looking for an outstanding educational leader who wants to make a difference for our children. The successful candidate will also be an exceptional teacher with the vision and drive for continuous school development and improvement.

This is an excellent opportunity to work within a high performing Multi Academy Trust at an exciting stage of its development.





## What are we looking for?

The children, staff, parents and Governors of Paxcroft Primary School and EQUA Mead Learning Trust are looking for a new Headteacher with vision, enthusiasm and leadership to take an active part in shaping the next stage in our journey of being a successful community school within the wider community of EQUA Mead. We are keen to welcome:

- A passionate Headteacher who will be an active part of the school, engaging and communicating with all members of the school community. They will provide interactive leadership to the staff, taking advantage of their experience and knowledge and enthusiasm for change.
- A visionary Headteacher who will be an active member of the wider EQUA Mead Learning Trust community, who can see the opportunities for the school and staff through shared resources, shared experiences and shared expertise.
- An enthusiastic Headteacher who is seeking to develop themselves in the role, bringing new ideas and fresh thinking and encouraging others to share their vision. Someone who will create a culture of inclusive continuous development and improvement within the school.
- A Headteacher who is also an exceptional teacher, who wants to continue to teach as part of the role (there is a teaching commitment as well as curriculum leadership of a specific subject area), but they should also see it as a way of supporting staff by freeing time for their development.
- An individual who can communicate effectively with wider community, to foster relationships and to promote both the school and the wider Trust.



*“Pupils feel supported when they have a worry. With the growth of the pastoral team, pupils are confident there are many adults who will help them. When there are friendship issues, they know adults will support them to resolve it.”*

Ofsted – March 2024



## THE SUCCESSFUL CANDIDATE

If successful, you will be able to demonstrate that you have experience of senior leadership, either as a Headteacher, a Deputy/Assistant Headteacher or as a member of the Senior Leadership Team. To fulfill the post of Headteacher you will have:

- the expertise and capacity to provide the leadership and improvement support required
- the ability and organisational skills to provide any day-to-day support with staffing
- the ability to lead and shape the vision of the school and the Trust
- excellent communication skills and the ability to celebrate and promote high-quality teaching and learning
- the ability to support, challenge and inspire our children, encouraging them to achieve the best they can
- a positive and optimistic approach; be proactive and confident. Be able to build relationships quickly
- a thirst for educational issues, approaches and alternatives from around the world
- the ability to be a team player and leader who will go the extra mile to support children and families; and
- be able to use resources, intellect, creativity and innovation to be successful; and
- be committed to partnership, collaboration and sharing.

This is an excellent opportunity to work within a high performing Multi Academy Trust at an exciting stage of its development.

Contract Type: Full Time, Permanent, Salary Scale: L14 to L20 £71,330 to £82,654 per annum

We welcome visits to the school from interested candidates. To arrange this please email the Jon Langlois, School Business Manager [bursar@paxcroft.wilts.sch.uk](mailto:bursar@paxcroft.wilts.sch.uk)

Paxcroft Primary School and EQUA Mead Learning Trust are committed to safer recruitment and promoting the safeguarding and welfare of our children and families. This post is subject to an Enhanced Disclosure and Barring Service check.



## HEADTEACHER JOB DESCRIPTION

The post holder will be responsible for the leadership, internal organisation, management and control of the school, in consultation, where necessary and appropriate, with the LA, Governing Body, staff and parents (subject to any overriding requirements and the professional duties specified in the Condition of Employment of Headteachers referred to in the School Teachers' Pay and Conditions Document).

### School culture

- Establish and sustain the school's ethos and strategic direction, in partnership with those responsible for governance and through consultation with the school community.
- Ensure the school's ethos and strategic direction is in line with the values and vision of Equa Mead Learning Trust.
- Create a culture where pupils experience a positive and enriching school life.
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
- Ensure a culture of high staff professionalism.

### Whole-school organisation, strategy and development

- Provide overall strategic leadership and, alongside others, lead, develop and support the strategic direction, vision, values and priorities of the school.
- Ensure that EQUA Mead's strategic direction, vision and values are reflected in the school.
- Establish, oversee and evaluate systems, processes and policies that enable the school to operate effectively and efficiently.
- Produce and implement improvement plans and policies that benefit the development of the school and Equa.
- Make use of effective and proportional processes of evaluation: to identify and analyse complex or persistent problems; barriers which limit school effectiveness; identify priority areas for improvement.
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context.
- Ensure careful and effective implementation of improvement strategies which lead to sustained school improvement over time.





## Teaching

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of pedagogy.
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.
- Ensure effective use is made of formative assessment.
- Lead and manage teaching and learning throughout the school, including ensuring that a teacher is assigned in the school timetable to every class or group of pupils.
- Teach, as required.
- Liaise with other leaders within EQUA Mead to secure creative, responsive and effective approaches to teaching and learning.

## Curriculum and assessment

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading.
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

## Health, safety and behaviour

- Promote the safety and wellbeing of pupils and staff.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- Ensure good order and discipline amongst pupils and staff.
- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
- Ensure high standards of pupil behaviour and courteous conduct, in accordance with the school's Behaviour Policy.
- Implement consistent, fair and respectful approaches to managing behaviour.
- Ensure that adults within the school model and teach the behaviour of a good citizen.



## SEND and additional needs

- Ensure the school holds ambitious expectations for all pupils with SEND and additional needs.
- Establish and sustain culture and practices that enable pupils with SEND and additional needs to access the curriculum and learn effectively.
- Ensure the school works effectively in partnership with parents and professionals to identify the additional needs and SEND of pupils, and ensure support and adaptation are provided where appropriate.
- Ensure the school fulfils its statutory duties with regards to the SEND code of practice.
- Management of staff and resources
- Lead, manage and develop staff members, including appraising and managing their performance.
- Use agreed arrangements for performance management of Teachers and advise CEO on pay recommendations for teachers.
- Organise and deploy resources within the school.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Promote harmonious working relationships within the school.
- Maintain relationships with organisations representing staff members, e.g. unions / professional associations.
- Ensure staff are deployed and managed well, with due attention paid to workload and wellbeing.
- Ensure resources are managed in line with EQUA Mead's policies and procedures.

## Professional development

- Promote the participation of all staff in relevant CPD, ensuring access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs.
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the 'Standards for teachers' professional development'.
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.
- Participate in arrangements for own professional development and, where appropriate, that of other teachers and support staff, including induction.
- Take responsibility for own CPD, engaging critically with education research.



### Communication and working with others

- Consult and demonstrate effective communication with the Local Governing Body, staff, pupils and parents, as well as colleagues within the Trust.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school, including relevant external agencies and bodies.
- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.
- Commit to ensuring the school works successfully with other schools and organisations in a climate of mutual challenge and support.
- Establish and maintain working relationships with fellow professionals and colleagues across other public services, to improve educational outcomes for all pupils.
- Build and maintain excellent relationships with other schools in EQUA Mead, the LGB and the Board of Trustees.

### Governance and accountability

- Understand and welcome the role of effective governance, upholding obligations to give account and accept responsibility.
- Establish and sustain professional working relationships with those responsible for governance.
- Ensure that staff know and understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

### Ethics and professional conduct

- Uphold and demonstrate the Seven Principles of Public Life at all times – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Uphold public trust in school leadership and maintain high standards of ethics and behaviour.
- Build relationships rooted in mutual respect and observe proper boundaries appropriate to the position.
- Show tolerance of, and respect for, the rights of others, recognising differences and respecting cultural diversity.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit the position or pupils'



vulnerability or which might lead pupils to break the law. Serve in the best interests of the school's pupils.

- Demonstrate conduct compatible with this influential position in society by acting ethically.
- Uphold the obligation to give account and accept responsibility.
- Know, understand and act in line with the relevant statutory frameworks which set out professional duties and responsibilities.
- Make a positive contribution to the wider education system.



*“Teachers have the information they need to support pupils with special educational needs and/or disabilities (SEND). Teachers use this to adapt and plan the curriculum”*





## HOW TO APPLY

Have you got what it takes to be our primary school leader?

Are you passionate about learning and teaching and want every child to be taught in an excellent school?

Are you someone who enjoys taking measured risks, embraces change, challenges the status quo, thinks creatively and believes in teamwork and collaboration?

If so, we would love to hear from you. For an informal discussion please contact Paul Skipp, CEO at [pskippp@equamead.org](mailto:pskippp@equamead.org) and this can be arranged. Please note that applications will only be accepted through our TES application process and CVs will not be considered.

Please note that references will be requested for shortlisted candidates prior to interview.

**Closing date:** Thursday 16<sup>th</sup> October 2025

**Interview date:** Tuesday 21<sup>st</sup> October 2025

**Start date:** 1 January 2026 or earlier if possible



*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*All applicants will be subject to an Enhanced Disclosure and Barring Service check before appointment is confirmed.*