



Headteacher Pack

Sexton's Manor Primary School
Greene Road, Bury St Edmunds IP33 3HG

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A letter from Melanie Barrow, CEO , All Saints Multi-Academy Trust

Dear Candidate,

Thank you for your interest in joining All Saints Multi-Academy Trust. We are a family of 15 primary schools, soon to be 16, in Suffolk and we are committed to providing an excellent education for all children.

As a Trust we work hard to promote a supportive, inclusive, and ambitious environment in each school, where every child can thrive. Our dedicated staff work collaboratively to ensure the best outcomes for all pupils and we are proud of our achievements.

We are committed to continuous school improvement. Our schools are supported by our Directors of Education in the East and in the West, both of whom provide expert guidance to drive high standards across our schools.

We believe that investing in our staff is key to achieving the best outcomes for our pupils. That's why we prioritise high-quality CPD, equipping our teams with the skills and knowledge to inspire, challenge, and nurture every child. Our strong leadership team works closely together, ensuring collaboration and shared expertise to drive success.

This application is for the role of substantive Headteacher at Sexton's Manor Primary, one of four community schools within our Trust. Sexton's Manor does a wonderful job of providing an exciting and engaging curriculum for its pupils. Candidates are warmly invited to visit the school when we return in September, where Kirsten Steele, the interim Executive Headteacher will be delighted to provide a tour.

If you share our vision for excellence in education and want to be part of a supportive and ambitious Trust, we would love to hear from you.

Yours sincerely Melanie
Barrow CEO All Saints
Trust



An Introduction to our Trust

Welcome to the All Saints Schools Trust family of schools.

We are a thriving multi-academy trust of 15 schools situated across the beautiful county of Suffolk.

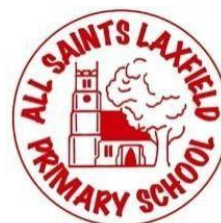
United by a shared vision, we are committed to providing high-quality education that nurtures, inspires, and empowers every child.

Our schools work collaboratively to create a supportive and inclusive community where children can flourish academically, socially, and emotionally.

We are proud to foster a culture of excellence, creativity, and care, ensuring that every pupil reaches their full potential.



St Peter & St Paul
CofE Primary School





All about us

Sexton's Manor Primary School

Sexton's Manor Primary School, situated in the Greene Road area of Bury St Edmunds, serves local families across West Suffolk and the surrounding community. Across two decades the school has built a reputation for nurturing children from Nursery through Year 6 in a safe, inclusive environment.

As soon as visitors enter Sexton's Manor, they experience a warm, calm, and caring atmosphere where achievement, no matter the scale, is recognised and celebrated. The school prides itself on providing a supportive learning setting that encourages pupils to reflect, take risks, and challenge themselves, both independently and as part of a team. This ethos is captured in their vision: "Think, Believe, Achieve."

From the earliest days in the Nursery and Reception years through to their final year in Year 6, children are supported throughout their journey. Sexton's Manor encourages individuality and personal growth, cultivating self-belief to empower pupils to flourish socially, academically, creatively, and physically.

High expectations are embedded in every aspect of school life. Staff set consistent behaviour standards, reinforcing a culture of mutual respect, positive attitudes, and kindness. The nurturing relationships between pupils and staff are founded on empathy, support, and inclusive practice.

Effective collaboration between home and school is central to the school's ethos. Sexton's Manor promotes open communication with parents and carers through newsletters, meetings, and involvement in school life. Parents are invited to share feedback, volunteer in classrooms, and engage with their child's learning journey through regular updates and events.

Sexton's Manor also supports children's social and emotional development through inclusive SEND provision and targeted support, ensuring every child has the opportunity to thrive within the school community.

The curriculum at Sexton's Manor Primary School

At Sexton's Manor Primary School, our curriculum is rooted in the school's vision: Think, Believe, Achieve. It is designed to inspire curiosity, develop confidence and prepare children both academically and personally for life beyond primary school. The curriculum is built around five key pillars that shape every aspect of teaching and learning.

The first pillar is learning behaviours, developed through the Building Learning Power approach. Children are taught to be resilient, resourceful, reflective and collaborative, enabling them to grow as confident, independent learners.

The second pillar is learning opportunities. High quality teaching is enriched through purposeful use of outdoor spaces, strong community links and a range of experiences and events that bring learning to life and deepen engagement.

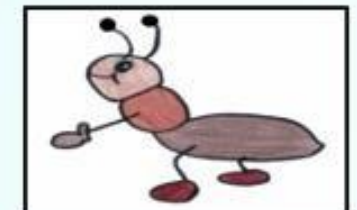
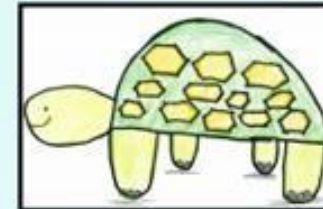
The third pillar is cultural capital. Every half term, children explore a carefully selected piece of music, artwork and literature. This helps to widen their world view, develop appreciation of the arts and build knowledge beyond the classroom.

The fourth pillar is the curriculum structure. Each term has a clear theme: Inspirational People in the autumn, Global Citizenship in the spring and STEM in the summer. These themes are designed to meet the requirements of the National Curriculum while making learning meaningful and connected.

The fifth pillar is key threads across the curriculum, which include reading and writing fluency, mathematical fluency, physical activity and PSHE. These are woven into all subjects to ensure every child leaves Sexton's Manor with strong foundations for lifelong learning and well-being.



Sexton's Manor Curriculum



Key Information

The Trustees from All Saints Schools Trust are seeking to appoint an inspirational Headteacher to lead the team at Sexton's Manor Primary School.

We are committed to appointing an individual who has: · Excellent leadership, management, communication, and personal skills.

A drive and commitment to ensure the school continues to flourish and support the children in achieving excellent outcomes.

An outstanding teacher and team leader with a commitment to equality.

A thorough knowledge of teaching and learning and a good understanding of all aspects of the curriculum. Determination to ensure no learner is left behind so all learners reach their potential.

Total commitment to the safeguarding of all children

If you are an experienced senior leader with the aspiration to lead your own school, we would be delighted to hear from you. For full details of this position, together with the application process, please contact Melanie Barrow, CEO All Saints Schools Trust on m.barrow@asst.org.uk

The closing date for applications is Wednesday 17th September at 9am

Monday 22nd September and Tuesday 23rd September - Candidates to tour the school and meet with Staff and Governors. Full day interview

Leadership Scale - L7-L18 (£60,145-£78,702)



Job Description

Job Purpose

- Provide vision and inspiration for the school.
- Lead, organise, and manage all aspects of the school's operation.
- Work with the Governing Body and staff to develop and implement the strategic plan.
- Manage the school within the available resources.
- Ensure continual improvement and high-quality, creative, and fulfilling education for all pupils.
- Raise standards of teaching, learning, and achievement.
- Collaborate with other leaders across the Multi-Academy Trust (MAT).

Ethos

- Hold overall responsibility as the designated senior member of staff in charge.
- Lead the formulation of school aims, objectives, and the implementation of key policies.
- Promote and safeguard the welfare of children and young people.
- Lead and manage all teaching and support staff and associated resources.
- Carry out professional teaching duties as necessary.

Leadership, Management, and Accountability

- Effectively lead and manage all staff members.
- Monitor, review, and improve school policy and practice.
- Maximise achievement and minimise educational disadvantage.
- Manage school finance and resources strategically.
- Foster teamwork, continuous professional development, and shared responsibility.
- Collaborate with external agencies and organisations to support the school community.
- Work collaboratively with leaders in other MAT schools.



Job description continued

Teaching and Learning

- Model high-quality teaching and promote high expectations throughout the school.
- Promote pupil and staff engagement in their own learning.
- Oversee curriculum planning, implementation, and review.
- Support staff in delivering effective teaching and learning strategies.
- Monitor, evaluate, and improve the quality of education across all year groups.
- Track, assess, and analyse pupil performance data rigorously.
- Encourage independent and confident learners.
- Support enrichment and extracurricular opportunities.

Communication and Partnership

- Establish strong and effective relationships with parents and carers.
- Promote active parental engagement in school life.
- Develop the school's links with the wider community.
- Ensure consistent and clear communication across the school.
- Organise and lead regular staff meetings.



Job description final

Site and Premises Management

- Oversee all aspects of premises management, including caretaking, cleaning, and catering.
- Liaise with contractors regarding site access, repairs, and maintenance.
- Ensure robust security arrangements and fire safety as Fire Officer.

Safeguarding, Equal Opportunities, and Diversity

- Promote and safeguard the welfare of children in accordance with statutory policies.
- Act as the Designated Safeguarding Lead.
- Promote equal opportunities and celebrate diversity across the school.
- Monitor and support the progress of vulnerable pupils and implement effective interventions.
- Hold an Enhanced DBS clearance.

General Responsibilities

- Engage in relevant CPD and performance development.
- Uphold professionalism, tact, and discretion at all times.
- Maintain confidentiality regarding staff, pupil information, and school matters.
- Represent the school positively within the community.
- Carry out additional duties as requested by the CEO, Director of Education, or Governors.
- Maintain effective internal communication.



Person Specification

	Essential	Desirable
Training and Qualifications	Degree or equivalent with Qualified Teacher Status	Relevant further professional qualifications and training
Experience	<p>Proven track record of effective leadership</p> <p>Proven track record of good teaching which has led to high standards of pupils' learning</p> <p>Successful experience of working with parents/carers</p> <p>Commitment to safeguarding issues and understanding of promoting the welfare of children</p> <p>Experience of leading a team and effective delegation</p>	<p>Experience of working across Key Stages</p> <p>Experience of reporting to governors</p> <p>Experience of leadership at school level</p> <p>Experience of small school leadership</p>
Knowledge and Understanding	<p>Good knowledge and understanding of expectations for age range across the school</p> <p>Understanding of the opportunities and challenges for staff when using published schemes</p> <p>Understand how to implement inclusive practices which demonstrate you can cater for all educational needs</p> <p>Good understanding of effective assessment procedures, recording and reporting</p> <p>Knowledge of statutory policies and procedures including safeguarding and child protection</p>	<p>Up-to-date knowledge of current issues relating to education</p> <p>Designated Safeguarding Lead training</p>

Person Specification

	Essential	Desirable
Knowledge and Understanding continued	<p>Knowledge and experience of IT for teaching and management purposes</p> <p>Good understanding on the way in which children develop and learn</p> <p>Knowledge and understanding of how to promote wellbeing of staff</p> <p>Knowledge and understanding of the wider curriculum including framework for independence</p> <p>Knowledge of how data and target setting can raise standards</p>	<p>Up to date knowledge of current issues relating to education</p> <p>Designated safeguarding lead</p>
Skills	<p>Excellent time management, with the ability to meet deadlines</p> <p>Good communication to a range of audiences</p> <p>Ability to skilfully and effectively deploy staff for the benefit of the school and for their professional development</p> <p>Ability to evaluate the effectiveness of teaching and learning</p> <p>Good behaviour management strategies</p> <p>Creative and imaginative thinking in order to identify opportunities and anticipate problems</p>	<p>Proven skills in effective school leadership e.g. leading a school through Ofsted</p>

Person Specification

	Essential	Desirable
Personal attributes	<p>Personal and professional commitment to the ethos and aims of the school</p> <p>Support and promote the vision of the school</p> <p>Positivity and resilience</p> <p>Commitment to raising achievement, attainment and aspirations</p> <p>Determination to ensure the success of all</p> <p>Able to use initiative and solve problems</p> <p>Flexibility, energy and enthusiasm</p> <p>Able to reflect on own practice and identify areas of development</p>	<p>Highly effective communication skills with staff, parents and pupils</p> <p>Evidence of dealing with difficult conversations</p>

How to apply

- Candidates are asked to complete an application form.
- Completed application should be emailed to Melanie Barrow at m.barrow@asst.org.uk by 9am on Wednesday 17th September.
- Shortlisted candidates will receive an invitation to attend for interview which will outline the expectations and pre- interview detail.
- We welcome visits from potential applicants. Should you wish to have a tour of Sexton's Manor Primary School, please contact Kirsten Steele, Interim Executive Headteacher in September at k.steele@asst.org.uk
- *We look forward to receiving your application*



Statement of Child Protection and Safeguarding

All Saints Schools Trust are committed to safeguarding and promoting the welfare of our pupils. We expect all staff and volunteers to share this commitment.

In our schools we create a culture of safeguarding which is the responsibility of all staff.

When applying for a post at one of our schools you will be subject to a safer recruitment process as follows: If you are shortlisted, you will be required to complete a self-disclosure, which you will need to bring with you to the interview (in an envelope marked confidential).

During the interview process, the interview panel will explore your skills, experience and attitudes and the questions asked will include questions about safeguarding of children

If you accept a post at one of our schools you will be

- required to complete an enhanced DBS

