



## St. Peter's CE Primary Academy APPLICATION PACK

# HEADTEACHER

Salary L15 – L21

(£70,292 - £81,440)

Salary negotiable dependent on experience.

To commence 1<sup>st</sup> September 2025

Full time, permanent

[www.futuregenerationtrust.co.uk](http://www.futuregenerationtrust.co.uk)



**In the future  
generation  
we trust**

# CONTENTS

**The Academy 4**

**Welcome from the CEO 5**

**Future Generation Trust 6**

**Our Academies 7**

**Benefits of working for FGT 8**

**Welcome from the Chair of Governors 9**

**The Role 10**

**Job Description 12**

**Person Specification 17**

**How to Apply 19**

**Application and Selection Process 20**

**Safer Recruitment 21**

# THE ACADEMY

St. Peter's Primary Academy is located in the former mining town of Hednesford and is placed on the edge of the Hednesford Hills Area of Outstanding Natural Beauty.

The academy caters for pupils from the age of 3 to 11, as well as having its own on-site Keystones Before and After School Club. Pupil numbers have risen to over 450 pupils on roll, reflecting growing confidence in the academy's provision through the pandemic years.

Our academy boasts bright, attractive and purposeful learning environments, all fitted with UHD Touchscreen interactive boards and supportive learning resources. There is also plenty of outdoor space and the Outdoor Classroom with wildflower meadow is the focal point for our learning beyond the classroom.

The academy became part of Future Generation Trust in 2018 and new leadership has been in place since 2019. In our recent Ofsted inspection, the academy was judged 'good' in all areas, with particular praise for our friendly, inclusive ethos as well as our ambitious curriculum. Leaders, including governors, work closely with the MAT Central Team and partner academies to continue to drive the academy forward by promoting pupil experiences and outcomes, developing staff professional practice and a commitment to collaboration at all levels.



# WELCOME FROM CEO



## **Jo Whitmore – Chief Executive Officer**

I have recently been appointed to the post of C.E.O. at Future Generation Trust and I am delighted to have joined this highly successful MAT.

The MAT has a reputation of collaboration and teamwork which I want to encourage and grow. By working together, we can help all our academies flourish. We will be there to encourage and celebrate success, but we will also be on hand to help our academies through any difficulties that they may encounter.

I want to use the immense talent we have across our academies to the benefit of all. True innovation comes from within an organisation, and I see that by growing talent and providing opportunities it will improve all our academies and grow our capacity and staff.

I also want our MAT to be outward facing so that we don't just use all the examples of good practice in our academies, but we also ensure that we are in touch with the latest research and best practice beyond our organisation.

Our MAT will be a place of innovation and challenge to ensure that the children in all our academies have the best opportunity to succeed.

# FUTURE GENERATION TRUST

Future Generation Trust (FGT) was established in 2015. It now comprises of 7 primary academies, all in Staffordshire, educating a total exceeding 3000 pupils. From our inauguration we have followed a carefully considered developmental and growth plan ensuring that adequate support and capacity is in place before adding each additional academy. Our over-arching strategy has a clear focus upon primary phase only academies and a goal to have them all judged by Ofsted as being at least 'Good'. All our academies are notionally within a 30 minute commute of each other. The academies are supported by a Central Team based at the FGT office on the St. John's site. The small team offers 360 degree support and strategic direction.

They provide:

- educational advice
- financial guidance and practical administration
- estate management and property compliance
- governance support

Future Generation Trust continually strives for excellence. We aim to: -

- Develop confidence, high self-esteem and a love of learning in all our pupils.
- Promote respect of others and help them understand diversity and value everyone.
- Foster tolerance, resilience, perseverance and independence.
- Support the teams at each individual academy to achieve these goals.

# OUR ACADEMIES



Our academies are committed to developing qualities and skills in pupils that will enable them to have happy and successful adult lives. A clear focus upon enjoyment, participation and high achievement aims to create a strong foundation in pupils that will allow them to move forward with purpose and belief. We relish the huge responsibility of helping shape the future generation.

# BENEFITS OF WORKING FOR FUTURE GENERATION TRUST



## **Opportunities for all**

Opportunities for professional learning and development.



## **Pension Scheme**

Local Government Pension Scheme for professional support staff and Teachers Pension Scheme for teachers.



## **Fair pay and competitive benefits**

Our pay and benefits are competitive and fair.



## **Free Childcare**

Free before and after school childcare provision for all staff across all academies, during your hours of work.



# WELCOME FROM THE CHAIR OF GOVERNORS



## **Hannah Brindley - Chair of Governors**

“I am delighted to introduce you to our academy and share this exciting opportunity to lead our dedicated and vibrant school community. St Peter’s is a happy, welcoming and nurturing place where each pupil is known individually, encouraged to thrive and developed into confident, caring and active citizens, within our Christian foundation. Every child and staff member is encouraged to ‘Reach for the Sky’ in all that they do. Our governors bring immense dedication, a wealth of experience, and play a vital role in the life of the academy. We are proud of our many achievements and our focus on nurturing both academic excellence and personal development. We are seeking an inspirational and forward-thinking leader to build on our successes, embrace challenges, and bring to life our vision for the future. You will have the opportunity to make a lasting impact on our pupils, staff, and wider community”

# THE ROLE

## HEADTEACHER

Salary L15 – L21 (£70,292 - £81,440) per annum

**Salary negotiable dependent on experience**

**To commence 1st September 2025**

**Full time, permanent**

St. Peter's CE Primary Academy demands outstanding leadership that is characterised by the ability to maintain a hugely positive environment in which all pupils and staff can flourish.

This is a Group 3 academy with a Headteacher salary range from L15 – L21. We are looking to appoint a Headteacher into this role from 1st September 2025, with an anticipated starting salary between £70,292- £81,440 (negotiable depending on experience).

The successful applicant should be a strategic thinker, committed to creating a culture of continuous improvement. They will be able to clearly demonstrate the key skills and values that will enable them to successfully be a role model for everyone at the academy.

We believe this vacancy represents an excellent opportunity for someone who is inspired and not daunted by the reputation the academy enjoys. The ideal candidate will be someone who is aspirational, innovative and energetic. It is essential that they are driven to achieve outstanding educational practices and results.

You will have:

- recent successful leadership experience;
- a proven track record of leading school improvement and demonstrable impact in raising achievement;
- evidence of initiating and implementing strategies to embrace partnership working;
- successfully managed a team through change to bring about positive organisational developments.

We can offer:

- a dedicated and experienced academy with high ambitions for children;
- happy pupils who demonstrate excellent standards of behaviour and who enjoy learning;
- collaborative working with a wide range of academies.
- a supportive parental and wider community.
- A supportive mentor from within the Trust.

# THE ROLE continued

The successful applicant will be ably supported by the CEO, Trust Central Team and other academy leaders in the MAT. Our expectation is that you embrace this partnership and fully collaborate to help drive St. Peter's and Future Generation Trust forward.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

Full details on how to apply and key dates can be found on page 19 in this pack.

# JOB DESCRIPTION

The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document, consistent with Teachers' Standards.

## Shaping the future

The headteacher will:

- Demonstrate vision and values in everyday work and practice.
- Motivate and work with teaching staff and others to maintain and develop the shared culture and a positive climate.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that strategic planning and the school culture and curriculum take account of the diversity, values and experience of the academy and the community at large.
- Work within the academy community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.

## Leading Learning and Teaching

The Headteacher has a central responsibility for the quality of teaching and learning. This involves high expectations, maintaining and evaluating outcomes and establishing a successful learning culture which all impact on pupils' achievement.

The Headteacher will:

- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every student's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Ensure creative, responsive and effective approaches to learning and teaching.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning and self-fulfillment.
- Demonstrate and articulate high expectations and set stretching targets for the whole academy community.
- Implement strategies which secure high standards of behaviour and attendance.
- Determine, organise and implement a diverse, flexible curriculum and implement assessment for learning.

# JOB DESCRIPTION continued

- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Take a strategic role in the development of emerging technologies to enhance and extend the learning experience of pupils.
- Challenge under-performance at all levels and ensure action is taken to secure improvement.

## Managing the Organisation

The Headteacher will provide effective management of the academy and continuously seek to improve organisational structures based on self-evaluation.

The Headteacher will:

- Take lead responsibility for safeguarding and promoting the welfare of children by creating an organisational culture which is vigilant to, monitors and prioritises the safeguarding of children above all considerations.
- Act as a point of contact for safeguarding partners.
- Liaise with teaching and other staff both internally and externally on matters of safety and safeguarding including online and digital safety and, when deciding to make a referral by liaising with relevant agencies.
- Create an organisational structure which reflects the academy'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 academy and its facilities.
- Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
- Manage the academy's financial and human resources effectively and efficiently to achieve the academy's educational goals and priorities.
- Recruit, motivate, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the academy.
- Manage and organise the academy environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources are monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the academy.

# JOB DESCRIPTION continued

## Developing Self and Working with Others

Effective communication and relationships are key to effective headship. The Headteacher needs to build a professional learning community which enables others to achieve.

The Headteacher will:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Further develop our collaborative learning culture and bespoke development of individuals working in all aspects of the academy.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance management.
- 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 for others and take appropriate action where performance is unsatisfactory.
- Regularly review own practice and achievements, set personal targets and take responsibility for own personal development. Take account of feedback from others.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Implement successful performance management systems with all staff which results in professional and personal development contributing to the success of the academy.

## Securing Accountability

With values at the heart of leadership, the Headteacher has a responsibility to the whole school community and is accountable to a range of groups particularly pupils, parents, carers, Governors, and the LA / M.A.T.

The Headteacher will:

- Take responsibility for establishing and monitoring the systems and culture of the academy to promote and safeguard the welfare of children.
- Ensure relevant staff participate in multi-agency processes when safeguarding concerns are raised.
- Maintain a log to demonstrate staff are up to date with safeguarding and child welfare training.

# JOB DESCRIPTION continued

- Fulfil commitments arising from contractual accountability to the Board.
- Maintain a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual teaching staff and other's accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the Board (providing information, objective advice and support) to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of attainment and for achieving efficiency and value for money.
- Develop and present a coherent, understandable and accurate account of the academy's performance to a range of audiences including governors, parents and carers.

## Safeguarding and Child Protection

The Headteacher will:

- Be the Designated Safeguarding Lead for the academy and have responsibility for safeguarding matters.
- Have due regard for safeguarding and promoting the welfare of children and follow the child protection procedures and safeguarding policy adopted by the academy.
- Have up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children.
- Display commitment to the protection and safeguarding of children.
- Value and respect the views and needs of children.
- Be willing to work within organisational procedures and processes and to meet required standards for the role.
- Demonstrate a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children

## Strengthening a Community

The Headteacher should engage with the internal and external school community to secure equity and entitlement and collaborate strategically with a wide range of partners to bring positive benefits.

The Headteacher will:

- Build a school culture and curriculum which takes account of the richness and diversity of the academy's communities.
- Ensure learning experiences for pupils are linked into and integrated with the wider community.

# JOB DESCRIPTION continued

- Collaborate with other agencies in providing for the academic, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the academy to enhance and enrich the academy and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other academies and promoting innovative initiatives.
- Co-operate and work with relevant agencies to safeguard children.
- Create and promote positive strategies for challenging prejudice and harassment.

The content of this job description may be amended at any time following discussions between the Board and the Headteacher and will be reviewed on an annual basis as part of the Headteacher's performance management.



# PERSON SPECIFICATION

*E= Essential, D= Desired, A – Assessed by application form, I= Assessed during interview*

Factors	Essential or Desirable	Measured by
<b>Qualifications</b>		
Qualified teacher status/Qualified Teacher Learning & Skills.	E	A
Appropriate leadership and management training, qualification or accreditation e.g. NPQH, NPQSL	E	A
Safeguarding training at appropriate level for post.	D	A/I
Evidence of further study, action research, significant curriculum development or school improvement.	E	A
<b>Experience and Knowledge</b>		
Recent and successful experience (at least 3 years) as a senior leader in a primary school or academy.	E	A
Knowledge and understanding of primary education including current national policy framework and initiatives.	E	A/I
Successful experience of leading school improvement and raising achievement.	E	A/I
Planning, determining and organising major curriculum areas.	E	A/I
Knowledge and experience of initiating and implementing strategies to embrace partnership working to raise the profile of the school.	E	A/I
Experience of organisational and financial management including budget responsibilities.	E	A/I
Evidence of successfully leading and managing change in pursuit of strategic objectives which are translated into action plans.	E	A/I
Experience of using assessment data to track and analyse student progress and setting targets for improvement.	E	A/I
Successful experience of coaching and mentoring colleagues to achieve continuous improvement.	D	A/I
In-depth knowledge and understanding of safeguarding legislation and statutory guidance.	E	A/I
Knowledge and experience of preparing and participating in school inspections.	E	A/I
Application of new technologies to teaching, learning and management.	D	A/I
Record of working collaboratively with governing bodies/boards including producing and presenting information to support them in their governance role.	E	A/I
Successful implementation of strategies and impact relating to Pupil premium and S.E.N.D children.	E	A/I
<b>Practical Skills</b>		
Exemplary primary teaching practitioner with ability raise and maintain high standards.	E	A/I
Ability to share knowledge and demonstrate outstanding practice in relation to pedagogy across the whole school.	E	A/I

# PERSON SPECIFICATION

Ability to think strategically and articulate a clear vision for the future of the academy which is implemented through managed and monitored action plans.	E	A/I
Ability to build and support a high performing team, holding staff to account for their performance.	E	A/I
Excellent interpersonal skills with a variety of audiences.	E	I
Be an inspiring and motivating role model for staff, children and the wider community.	E	I
Ability to further develop partnerships with others in the community in order to enhance the personal development of our children.	E	I
Ability to enhance parent/carers engagement to support children's learning.	E	A/I
Ability to maintain a positive approach under pressure, meeting deadlines and being able to reprioritise when required.	E	I
Ability to understand and appreciate the academy's current strengths and be open to, and generate, new ideas to develop and improve.	E	I
Ability to work on own initiative and with a team, being willing to undertake professional duties at short notice when the need arises.	E	A/I
<b>Personal Skills</b>		
Ability to form and maintain appropriate relationships and personal boundaries with children and being committed to the welfare and safeguarding of children.	E	A/I
Resilient and reliable leader with strong motivation and drive who is committed to the development of children and staff.	E	A/I
Be approachable and have personal presence as a visible leader with the ability to gain confidence of colleagues and school community and engage in school activities.	E	I
Able to gain credibility and respect of colleagues quickly to establish productive working relationships.	E	I
Willingness to contribute to enrichment activities and lead intervention projects.	E	A/I
Handles sensitive issues constructively to avoid or resolve conflict quickly, ensuring inclusion, addressing diversity and access.	E	A/I
Demonstrates integrity, professional courtesy, and role models high standards of behaviour.	E	I
Commitment to own personal and professional development and that of all staff.	E	A
Commitment to open, collaborative style of management welcoming discussion and encouraging engagement.	E	A/I
Able to work effectively with the physical and financial resources available to the academy.	E	I
Commitment to uphold and build upon Christian values in the school community.	E	A/I

# HOW TO APPLY

## Application documents

Full information, and all supporting documents for this vacancy can be found on the Academy's and Trust's vacancy pages by following the links below:

<https://www.stpeters-keys.com/vacancies>

<https://www.futuregenerationtrust.co.uk/vacancies>

## Applying for this role

It is strongly recommended that potential candidates arrange a visit to the academy. Appointments can be made by emailing **Mrs Lyndsey France**

[lfrance@stpetersprimary.academy](mailto:lfrance@stpetersprimary.academy)

Scheduled visit times are as follows:

- Wednesday 12<sup>th</sup> March 2025 at 10.45am
- Friday 14<sup>th</sup> March 2025 at 9.15am
- Wednesday 19<sup>th</sup> March 2025 at 10.45am

Candidates should ensure they include a personal statement of 2 sides of A4 to support their application. In particular this should include any experience, skills, knowledge, training and qualifications relevant to the role of Headteacher. A further sheet of A4 should also be included which solely details why the candidate has identified Future Generation Trust as a potential employer.

The above 2 x personal statements, a fully completed application form and a recruitment and monitoring form should be emailed to Emma Joyce at; [emma.joyce@futuregenerationtrust.co.uk](mailto:emma.joyce@futuregenerationtrust.co.uk) by 3pm on Monday 24<sup>th</sup> March 2025.

Please ensure application forms are signed. CV's will not be accepted. Please complete the application form in full ensuring you have provided true and accurate information.

Candidates shortlisted for interview will be notified by 3pm on Tuesday 1<sup>st</sup> April 2025.

Interviews will take place W/C 7<sup>th</sup> April 2025.

# APPLICATION AND SELECTION PROCESS

## We will:



### **Information**

Provide you with clear, accurate and timely information.



### **Questions**

Give you the opportunity to ask questions.



### **Respond**

Respond to enquiries promptly.



### **Fair**

Adopt a fair and consistent assessment process.



### **Offers**

Make sure all offers are fair and equitable.

## In return we will ask that you:



### **Honest**

Be honest and upfront about your experience, goals and aspirations.



### **Accurate**

Provide open and accurate information when submitting your application.



### **Prepare**

Prepare yourself for the interview and research who we are and how we work.

# SAFER RECRUITMENT & EQUAL OPPORTUNITIES

## Safer Recruitment in Education information for applicants.

### **Safeguarding**

All vacancies are subject to an enhanced criminal records check from the Disclosure and Barring Service which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application. It is an offence to apply for any role with Future Generation Trust if you are barred from engaging in regulated activity with children.

### **Right to Work in the UK**

The Immigration, Asylum and Nationality Act 2006, make employers responsible for evidencing that all employees have proven their right to work in the United Kingdom. To evidence your right to work in the UK, you will need to provide appropriate documentation prior to recruitment using a right to work checklist.

### **Fitness for Work (Medical Clearance) and DBS Checks**

All posts are subject to medical clearance and an enhanced DBS check.

### **References**

Full details of the references which will be required can be found within the Future Generation Trust application form.

## Equal Opportunities

The academy aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates. Criminal convictions, cautions and bind-overs will be taken into account for recruitment purpose, only when relevant.



# St. Peter's CE Primary Academy

30 Reservoir Road

Hednesford

WS12 1BE

01543 227205

[www.stpeters-keys.com](http://www.stpeters-keys.com)