



## **Willows Primary Academy APPLICATION PACK**

# **HEADTEACHER**

**Salary L15 – L21 (£73,105 - £84,699)**

Anticipated starting salary, negotiable dependent on experience.

**To commence Summer Term 2026**

**Full time, permanent**



**In the future  
generation  
we trust**

# CONTENTS

|   |    |
|---|----|
| The Academy                               | 4  |
| Welcome from the CEO                      | 6  |
| Future Generation Trust                   | 7  |
| Our Mission, Vision and Values            | 8  |
| Our Academies                             | 9  |
| Benefits of Working for FGT               | 10 |
| Welcome from the Chair of Governors       | 11 |
| The Role                                  | 12 |
| Job Description                           | 14 |
| Person Specification                      | 19 |
| How to apply                              | 21 |
| Application and Selection process         | 22 |
| Safer Recruitment and Equal Opportunities | 23 |

# THE ACADEMY

At Willows, we pride ourselves on being a very successful academy. Staff enjoy working here, and children enjoy learning here. It all goes towards providing children with a caring and secure environment.

Above all else, we want children to feel they are given the opportunity to succeed. We regard belonging to our academy as something which is important to us all - children, staff, parents and governors alike.

At Willows, we break down barriers both socially and academically to ensure that all our children have the ambition, opportunities, knowledge and skills required to achieve the best outcomes in life. Our children will leave our academy with a high academic understanding, treasured memories, and ultimately a life-long love of learning.

We have designed our curriculum around our children and our community. We have considered the experiences our children bring from outside of school, the interests and aspirations they hold and have thought carefully about how we build on these.

We develop our children through a combination of what is taught, how it is taught, and all daily interactions we have within our academy. Staff are guided by our Willows principles and always behave with these in mind to ensure that everything we do reflects these and grows our children. The Willows Way embodies our school values which are embedded throughout all aspects of school life.

Willows is a large primary school in Lichfield, Staffordshire. Our school is set in very spacious, well-maintained grounds with a large playing field and two playgrounds with an outdoor gym, trim trail, tyre trail and pirate ship. We also have a variety of outdoor learning areas including a multi-use games area (MUGA), forest area with a pond, a yurt, an all-weather canopy, and a sensory garden. The school building includes generously sized classrooms with an onsite nursery and wrap-round care facilities. In addition, we have a specially designed, self-contained training facility that is fully furnished with essential resources.



The academy is organised as a mixed ability 2 form entry primary. It has a designated Nursery which operates with a minimum of 52 places. There are eighteen teaching staff, and the leadership team consists of one Deputy Headteacher and three Assistant Headteachers. A total of twenty-five teaching assistants are employed and the school also has its own sports coach and apprentice and a specialist music teacher. Additionally, Willows has a highly effective pastoral team comprising a full-time non class-based Inclusion Leader / SENCo, Family Support Worker and specialist Inclusion Teaching Assistant. The academy also has a 'Rainbow Room' where children who require specialist support and provision are taught.

The academy has a thriving Nursery and pre-school provision. This attracts significant numbers of 2 and 3-year-old children and is an important element of our school offer. There are successful before and after school clubs. This extended provision is a fundamental part of the academy with the staff team directly employed by Willows and falling under the control of the Headteacher and governing body.

The office team consists of a School Bursar, Finance Officer, Administration Officer, Administration Assistant and a Clerical Assistant. In addition, the academy buildings and grounds are well cared for by the caretaker and cleaning staff who are employed directly by the school. The school employs its own team of catering staff which are ably supported by CMC catering consultants.

# WELCOME FROM THE CEO



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

In January 2025 I was 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 more than 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 and 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 MISSION

Growing the Future Generation Together

## OUR VISION

Together we grow thriving schools where learning, excellence and potential flourish – for every pupil, every staff member and the communities we serve

## OUR VALUES

### THRIVE

#### Togetherness

We achieve more when we share ideas, support each other, and think bigger.

#### Honesty

We care for our world and we are honest.

#### Respect

Everyone belongs. Everyone matters.

#### Inspire

We lift others as we strive to be our best.

#### Valiant

We are brave and courageous, pushing ourselves to aim high.

#### Empathetic

We strive to be kind – always, words and actions have power. We show we care and understand.





# 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.



## **Long Service Recognition**

A one-off anniversary day off for 10 years continuous employment with FGT.

# WELCOME FROM THE CHAIR OF GOVERNORS



## **Brian McMullan – Chair of Governors**

Hello,

My name is Brian McMullan, and I am lucky enough to be the Chair of Governors at Willows Primary Academy. I am thrilled that you are interested in the opportunity to lead our wonderful academy and wider school community.

Willows is a wonderful place, full of children who are happy and achieving, and where our team of excellent teaching professionals is ambitious to ensure each pupil becomes the best possible version of themselves. Our academy is a very welcoming place, where each pupil is greeted by name as they walk through the gate in the morning, which is an impressive feat given that we are not a small academy.

Our governing board is driven and passionate about the role we play in helping the school continue to be the success story for pupils that it has always been. We are seeking an inspirational, forward-thinking leader to help us build on the excellent platform laid by previous Headteachers.

I look forward to meeting you.

*Brian*

# THE ROLE

## HEADTEACHER

Salary L15 – L21 (£73,105 - £84,699 per annum)  
Anticipated starting salary is negotiable dependent on experience  
To commence Summer Term 2026  
Full time, permanent

Willows Primary Academy demands outstanding leadership and is a 2 form entry academy having 416 pupils. We are looking for an existing Headteacher or experienced senior leader who has a track record of successfully implementing improvements in teaching and learning and maintaining 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 for the Summer Term 2026, with an anticipated starting salary between £73,105- £84,699 (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 role models 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 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 Willows and the 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 21 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.
- Work in partnership with others at FGT to promote the Trusts Mission Vision and Values at academy level.

## 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.
- Communicate effectively and regularly with Senior Leaders and the wider Staff Team.
- 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 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.



# JOB DESCRIPTION continued

- Maintain a log to demonstrate staff are up to date with safeguarding and child welfare training.
- 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 deputy 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.   | 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 headteacher or 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   |

# 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 page by following the links below:  
[www.willows-lichfield.com/vacancies](http://www.willows-lichfield.com/vacancies) [www.futuregenerationtrust.co.uk/vacancies](http://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 Emma Joyce at [emma.joyce@futuregenerationtrust.co.uk](mailto:emma.joyce@futuregenerationtrust.co.uk).

To discuss the role with Jo Whitmore, CEO please call 01922 496570, selecting Option 6.

### Scheduled visit times are as follows:

- Thursday 8<sup>th</sup> January 2026 at 10.45am
- Thursday 15<sup>th</sup> January 2026 at 9.30am
- Friday 16<sup>th</sup> January 2026 at 1.30pm
- Monday 19<sup>th</sup> January 2026 at 9.30am

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 a 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 Wednesday 21<sup>st</sup> January 2026.

- Please ensure application forms are signed and completed in full ensuring you have provided true and accurate information.
- CV's will not be accepted.
- References will be requested before the interview

Candidates shortlisted for interview will be notified by 3pm on Friday 23<sup>rd</sup> January 2026.

Selection activities will include you leading a tour of your current school with Jo Whitmore, CEO. These visits will take place either Monday 26<sup>th</sup> January or Tuesday 27<sup>th</sup> January 2026. A mutually convenient day and time will be confirmed nearer the time.

Interviews will take place Wednesday 28<sup>th</sup> January 2026 & Thursday 29<sup>th</sup> January 2026.

# 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.



# Willows Primary Academy

Anglesey Road  
Lichfield  
WS13 7NU

01543 421830

[www.willows-lichfield.com](http://www.willows-lichfield.com)