



Headteacher Application Pack

Stanley Road Primary School

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Contents



Headteacher

Application Pack

1. Letter From the Chief Executive Officer
2. About Perry Hall Multi-Academy Trust
3. About Stanley Road Primary School
4. PHMAT Training and Development
5. Trust Safeguarding Statement
6. Job Description/Personal Specification
7. Post Information
8. Contact Details
9. Recruitment Privacy Notice

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Letter from CEO



Letter from Amarjit Cheema (OBE)

Chief Executive, Perry Hall Multi-Academy Trust

Dear Candidate

Thank you for your interest in this role within the Perry Hall Multi-Academy Trust (PHMAT).

We are a Trust of ten schools based across Wolverhampton, Staffordshire, Dudley, Sandwell and Worcester, and we are driven by a strong moral purpose: to make a real and lasting difference to the lives and life chances of the many primary-aged children we serve.

At PHMAT, we are clear about the importance of securing long-term sustainability for our schools. Our vision is to enable our individual academies to flourish with genuine autonomy, while fostering a strong ethos of collaboration, support and shared responsibility.

Staff all levels within PHMAT belong to a vibrant community of professionals and benefit from a wide range of networks and development opportunities across the Trust. As their careers develop, our strongest practitioners are able to work across schools, develop specialist expertise and progress into leadership roles within and beyond their home academy. We pride ourselves on a culture that combines high expectations with deep professional support.

Stanley Road Primary is an inspiring school that embraces the diversity, ambition and potential of its children and staff. With the retirement of the current Headteacher, we now have the opportunity to appoint a new leader who will continue to build on the school's strengths and lead it confidently into the next stage of its improvement journey.

Those we appoint share our values, demonstrate high levels of motivation, work collaboratively with colleagues, and commit themselves to continuous professional growth. Above all, they are dedicated to ensuring the highest standards of education and care for every child.

If this sounds like you, we would be delighted to receive your application.

Amarjit Cheema (OBE)
Chief Executive
Perry Hall Multi-Academy Trust

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About Our Trust



Perry Hall Multi-Academy Trust has a singular, clear and unwavering purpose: to improve outcomes for all children across the Trust regardless of their starting point in life.

This is achieved by delivering a world class education, by ensuring pupils perform above national expectations, by providing holistic support to our pupils and their families and by adding value to the pupil experience at every given opportunity.

We safeguard and protect all of our schools, providing a platform from which we can grow and succeed together.

Our ethos is to support, collaborate and empower our schools to succeed. We celebrate their individuality and cherish their respective identities. Every one of our schools is different, with unique challenges, opportunities and personalities. We recognise that as a strength and something to be celebrated.

School to school support and staff CPD is provided by the PHMAT Training and Development team and creates an environment wherein all our schools work together to prosper and share best practice. It also provides a number of opportunities for staff to enhance their careers and share their specialist knowledge to others who are able to benefit from it, resulting in better outcomes and experiences for our children.

Values and Vision Statement

Personal Growth

Honesty

Mutual Respect

Ambition

Teamwork

We aim to provide an outstanding education that enables every child to succeed at all levels. Guided by a clear vision that shapes our strategic direction, we strive to be recognised as a Trust that attracts, retains and develops strong leaders and effective governance. We equip our teams to drive substantial improvements at pace, always placing children's well-being, safety and education at the heart of every decision. By establishing a sustainable framework for continuous improvement and professional growth, we ensure the highest quality of learning for all stakeholders—creating the conditions in which everyone can thrive and succeed.

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About Stanley Road Primary School



Success, Respect, Perseverance, Strength in Community

Stanley Road Primary benefits from a large, skilled, and experienced staff team dedicated to providing the very best for our children. Our pupils come from a wide range of races, cultures, and religions, bringing a wealth of experiences and perspectives. Together, they create the warm, inclusive, and vibrant atmosphere that visitors often comment upon. In a previous Ofsted inspection, one child described the school as a “big happy family,” a sentiment the inspection team wholeheartedly agreed with. We are very proud of that recognition.

We see ourselves as an integral part of the local community and work hard to maintain strong relationships with families and residents alike. With around 37 different languages represented in our school, **our approach to behaviour and citizenship is guided by our four main values of success, respect, perseverance and strength in community** rather than a set of rigid rules. Mutual respect is at the heart of school life, shaping interactions between staff, children, and the wider community.

Serving a diverse community, we have developed a curriculum that meets the needs of every child. Our pupils are exposed to a wide variety of subjects and experiences, enabling them to gain the skills, knowledge, and attitudes necessary to thrive during their time at primary school. Importantly, this foundation also prepares them to achieve well at secondary school and beyond, supporting their development into successful, productive citizens.



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PHMAT Training and Development

At Perry Hall Multi-Academy Trust (PHMAT), we believe that the best possible education for our pupils is underpinned by continual, life-long learning for our staff. This is achieved through high-quality support and training for both new and experienced leaders and teaching staff.

We recognise that effective staff development must be ongoing, collaborative, and experimental. Our **Teaching and Learning Team** delivers a range of bespoke training courses and support programmes, tailored to the specific needs of each individual and school. We understand that “one size doesn’t fit all,” and we carefully consider the unique challenges and strengths of every school within the Trust.

The Teaching and Learning Team supports not only schools within PHMAT but also schools further afield. Comprised of specialist leaders of education and expert practitioners, the team provides a consistently high standard of support and training. United by a shared goal—to enhance the learning experience for all pupils - the team also creates a wealth of **CPD opportunities** for staff across the Trust, enabling professional growth, leadership development, and the sharing of best practice.

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Trust Safeguarding Statement

At Perry Hall Multi-Academy Trust (PHMAT), the welfare of our children is our **first priority**. We are committed to the highest standards in protecting and safeguarding the children entrusted to our care at all times.

We recognise that some children may be victims of neglect, or physical, sexual, or emotional abuse, and that all staff are well placed to identify such abuse and offer support to children in need.

Our Aims

In our Trust schools, we aim to:

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- Create an atmosphere where all children feel secure, valued, and listened to
- Recognise the signs and symptoms of abuse
- Respond quickly and effectively to cases of suspected abuse

How We Support Children

We support all children by:

- Encouraging self-esteem and self-assertiveness, while not condoning aggression or bullying
- Promoting a caring, safe, and positive environment within school

Please refer to our Academy SEND Policy for procedures on early identification and intervention for children with additional needs.

Staff Responsibilities

All staff working with our children should be aware that:

- Their role is to listen carefully and note observations that could indicate abuse
- They should not attempt to investigate concerns themselves once an initial concern is raised

PHMAT is committed to ensuring that safeguarding is embedded in every aspect of school life, providing a secure environment where all children can thrive.

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Job Description

Headteacher Job Description

Purpose of the Role

To secure outstanding outcomes for all pupils in the Academy school by providing day-to-day leadership of a single school. The Headteacher will promote and support the vision, values, and strategic direction of Perry Hall Multi-Academy Trust (PHMAT) and uphold the ethos of the Trust at all times.

The duties outlined in this job description are in addition to those in the latest School Teachers' Pay and Conditions Document. The description may be modified by the CEO/Executive Headteacher in consultation with the post holder to reflect or anticipate changes in the role.

Safeguarding

All staff within PHMAT have a responsibility to promote the safeguarding and welfare of children.

Commitment to Safeguarding Children:

- Ensure awareness and compliance with Trust safeguarding policies and procedures
- Recognise signs and symptoms of neglect or abuse
- Complete and maintain Designated Safeguarding Lead (DSL) training
- Report all safeguarding concerns to the CEO or Executive Headteacher mentor
- Ensure the safety of children in all learning environments, both indoors and outdoors
- Conduct appropriate risk assessments prior to school activities
- Supervise Deputy Safeguarding Leads and provide ongoing guidance

Context & Leadership Structure

The strategic leadership and management team includes:

- CEO: Governance, Business Support, Leadership Development, Teaching and Learning Outcomes
- Executive Leaders – Trust school improvement and accountability at all levels
- Headteacher: Responsible for day-to-day school leadership, school improvement planning, curriculum, teaching and learning, safeguarding, and staff coaching

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- Deputy / Assistant Headteachers: Responsible for curriculum areas, phase leadership, inclusion, or other agreed areas within the school
- All leadership roles are responsible for safeguarding, mentoring, appraisal, and CPD

Main Duties and Responsibilities

Leadership

- Embed and implement the vision, values, and ethos of the school across the school
- Lead and manage the day-to-day organisation of the school effectively
- Conduct performance management, coaching, and mentoring for all staff
- Support the recruitment and selection of teaching and support staff in liaison with the CEO, Executive Headteacher mentor, and governors
- Foster positive relationships across the school community
- Work with the CEO and Executive Headteacher mentor to manage the school budget in line with strategic priorities
- Ensure all Trust policies and procedures, including safeguarding, are rigorously followed
- Support the CEO and Executive Headteacher mentor in reviewing and updating Trust policies
- Undertake other professional duties as delegated by the CEO or Executive Headteacher

Leading Teaching and Learning

- Lead high-quality teaching and learning to ensure the best possible outcomes for pupils
- Ensure statutory requirements for the National Curriculum are met and provide a broad, balanced, and relevant curriculum
- Oversee provision for pupils to make optimal progress, including those with barriers to learning
- Implement effective systems to monitor, evaluate, and develop teaching and learning across the school
- Ensure rigorous assessment, recording, and reporting of pupil progress
- Implement and review behaviour policies to maintain a safe and positive learning environment
- Support Heads of School to achieve consistently high or world-class standards

General Duties

- Maintain a commitment to safeguarding and child protection in line with Trust policies
- Report concerns promptly according to PHMAT procedures
- Undertake a teaching commitment as appropriate to the needs of the school
- Engage in regular professional meetings with the CEO / Executive Headteacher mentor to maintain high standards and outcomes

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Person Specification Highlights

- Inspirational leadership with a commitment to collaborative school improvement
- Strong understanding of safeguarding legislation and best practice
- Experience in leading curriculum, teaching, and learning development
- Excellent interpersonal and communication skills
- Ability to manage resources effectively and strategically

This job description provides a clear framework of leadership, safeguarding, and operational responsibilities, aligned with PHMAT's ethos, ensuring a consistent, high-quality educational experience for all pupils.

Personal Specification

Key:

Requirements for the post of Headteacher

Qualifications

Essential Factors	How Identified
Qualified Teacher Status (QTS)	Application Form
Evidence of professional development relating to school leadership and curriculum development	Application Form

Experience and Knowledge

Essential Factors	How Identified
Excellent teacher with recent experience	Application, Interview, Reference
Substantial senior leadership experience in a primary school, including leadership/management of a team	Application, Interview, Reference
Successful experience of planning, implementing and evaluating school improvement	Application, Interview
Secure knowledge of the primary curriculum (including EYFS) and statutory requirements for curriculum and assessment	Application, Interview
Knowledge and experience of a range of successful learning strategies to meet the needs of all pupils	Interview
Understanding of assessment strategies and their use to inform next steps in learning	Interview
Evidence of promoting an effective learning environment, including successful behaviour management	Interview, Reference
Current knowledge of safeguarding requirements and ability to implement them	Application, Interview
Experience of leading professional development for others	Application, Interview
Successful experience of delivering performance management	Application, Interview
Understanding of school finance and budgetary control	Application, Interview
Experience of working with governors	Application, Interview

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Commitment to collaboration with other schools and organisations	Application, Interview
Ability to build effective relationships with staff, governors, parents and the wider community	Interview, Reference
Experience of improving the skills of individual teachers and making accurate judgements about teaching quality	Interview
Experience of analysing data to identify areas for improvement and demonstrating impact	Application, Interview
Knowledge and understanding of positive behaviour strategies and dealing with behavioural issues	Application, Interview
Ability to coach and mentor individuals to achieve specific outcomes	Interview
Experience of dealing with safeguarding concerns – DSL or DDSL	Application, Interview

Competencies and Attributes

Essential Factors	How Identified
Ability to inspire and innovate, sharing a clear vision with the school community	Interview
Effective oral and written communication skills for diverse audiences	Application, Interview
Ability to motivate, empower and support staff to drive improvement	Interview, Reference
Strong interpersonal skills to build positive relationships in a diverse community	Interview
Visible, approachable leadership style	Interview
Ability to use data to identify improvement priorities, set targets and take action	Application, Interview

Personal Qualities

Essential Factors	How Identified
Enjoys challenge and performs effectively in a key leadership role	Interview
Able to take responsibility for others and their own performance	Interview
Leads by example with integrity and professionalism	Interview, Reference
Tenacious, committed, and composed under pressure	Interview

Strategic thinker with strong organisational and delegation skills	Interview
Able to synthesise information quickly while managing a demanding workload	Interview
Effective time management; able to meet deadlines	Application, Interview
Strong team player	Interview, Reference
Ability to enthuse and motivate others	Interview
Excellent communication skills (oral and written)	Application, Interview
Approachable, sensitive and supportive	Interview, Reference
Positive leadership qualities with a strong presence in the school	Interview
Ability to make difficult decisions in the best interests of children	Interview
Ability to relate well to pupils and adults at all levels	Interview
Caring and understanding approach	Interview, Reference
Able to set targets and work under pressure	Interview
Adaptable with a good sense of humour	Interview

Other Requirements

Essential Factors	How Identified
Unequivocal recommendation in professional references	Reference
Satisfactory enhanced DBS check	Pre-employment Checks

Post Information

Salary: Leadership scale 12 to 18 (£67,898 - £78,702 per annum)

Closing Date: Wednesday 4th February 2026 (9am)

Shortlisting: Wednesday 4th February 2026

Interview Date: To be confirmed

Start Date: September 2026

Staff Benefits:

Working for our Trust entitles you to a number of staff benefits, some of which are detailed below:

- **High Street Shopping Discounts**
- **Dining and Ticket Discounts**
- **Car Leasing Discounts**
- **Cycle to Work Scheme**
- **Free Will Writing Contacts**
- **Childcare vouchers**
- **Free Telephone Counselling**

Visits to the school:

Applicants are encouraged to visit our school before applying. The following dates have been pre-booked for visits it will be someone from the Executive Team and the headteacher that will be showing candidates around:

- Thursday 22nd January at 9.30am
- Thursday 22nd January at 1.30pm
- Thursday 22nd January at 3.45pm
- Monday 26th January at 9.30am
- Monday 26th January at 1.30pm

To confirm an appointment, or if you are unable to attend any of the dates listed above, please contact Kellie Percival at the Trust Office on **01902 927143** or email **k_percival@perryhallmat.co.uk**.

Applying:

Please complete our application form which can be found on www.wmjobs.co.uk, [Career Opportunities](#) | Perry Hall MAT and www.teaching-vacancies.service.gov.uk.

Submit your application form by email to a.cheema@perryhallmat.co.uk.

Contact Details

Address

Perry Hall Multi-Academy Trust

Business Suit

PO Box 7177

Greenacres Avenue

Wolverhampton

WV1 9DB

Phone : 01902 927143

Email : k_percival@perryhallmat.co.uk

Visit websites for information:

www.Stanleyroad.worcs.sch.uk

www.perryhallmat.co.uk

**PLEASE ENSURE ANY CORRESPONDANCE RELATING TO THIS JOB ADVERT IS SENT TO THE
CONTACT DETAILS PROVIDED AND NOT DIRECTLY TO THE SCHOOL**

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Recruitment Privacy Notice

Recruitment and Candidate Information

Recruitment Privacy Notice Perry Hall Multi-Academy Trust

Recruitment and Candidate Data

1. Purpose of this Notice

This notice explains how **Perry Hall Multi-Academy Trust** (“PHMAT”, “we”, “us”) collects, uses, stores and shares personal data relating to individuals who apply for roles within our Trust (both in our schools and central team). It also sets out your rights under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Data Controller & Data Protection Officer

PHMAT is the data controller, registered with the Information Commissioner’s Office (ICO). We determine how and why candidate data is processed.

Our Data Protection Officer (DPO) is provided by Services 4 Schools Ltd and can be contacted at:

DPO@PerryhallMAT.co.uk

3. What Personal Data We Collect

We only collect personal data that is necessary for recruitment, including:

- Contact details (name, address, telephone, email)
- Qualifications, employment history, skills, experience
- Current remuneration / benefits information
- Information about disabilities (to allow us to make reasonable adjustments)
- Identity and right-to-work information (e.g. passport, visa)
- Safeguarding-related data (e.g. criminal convictions, checks)
- References, performance and conduct from previous employers
- Equal opportunities data (e.g. ethnicity, religion or belief, sexual orientation, health)

4. How We Collect Your Data

We collect data in a number of ways:

- From application forms, CVs, cover letters
- During interviews, assessments or other recruitment activities
- From third parties: e.g. referees, previous employers, DBS (Disclosure & Barring Service) checks, background check providers

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5. Lawful Basis for Processing

We process your personal data on the following legal bases:

- **Article 6(1)(b)** UK GDPR – in order to take steps at your request prior to entering into a contract (i.e., to progress your application).
- **Article 6(1)(c)** UK GDPR – to comply with legal obligations (e.g., verifying right to work in the UK).
- **Article 6(1)(f)** UK GDPR – our legitimate interests in managing the recruitment process, assessing candidates, verifying information, and deciding to whom to offer a role. We have carried out a Legitimate Interests Assessment (LIA) to ensure that your rights do not override these interests.

For **special category data** (e.g., health, ethnicity, religion) and **criminal conviction data**, we rely on the following:

- **Article 9 UK GDPR** – e.g., **9(2)(b)** for employment and safeguarding, **9(2)(j)** for legal claims. [GOV.UK+1](#)
- **Schedule 1 Data Protection Act 2018** – especially for processing criminal records / DBS data, under the substantial public interest condition (such as safeguarding). [ICO](#)

6. How We Use Your Data

We use your personal data to:

- Manage and assess your application (shortlisting, interviews)
- Conduct pre-employment checks (e.g., DBS, right to work)
- Obtain references and verification from previous employers
- Make decisions about appointment and contract offer
- Make reasonable adjustments if you have a disability
- Monitor equality and diversity data in an anonymised way
- Defend or respond to legal claims, if necessary

We do **not** use your data for any purposes outside of the recruitment process without further notice or consent (as appropriate).

7. Sharing Your Data

Your information may be shared with:

- Our HR provider (Services 4 Schools Ltd) for recruitment support
- Background check providers (e.g., DBS) for pre-employment screening
- Referees and previous employers for references / performance data
- Legal or statutory bodies if required by law
- Other third parties only when necessary for recruitment purposes and under strict data protection controls

We will not transfer your data outside the UK unless we have appropriate safeguards in place or your explicit consent.

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8. Data Security & Storage

We store your data securely on:

- Our internal systems (HR system, email)
- Cloud-based infrastructure
- Paper file (where needed)

We have implemented policies such as a **Data Protection Policy** and **Records Management Policy** to ensure your data is protected from misuse, loss or unauthorised access.

9. Retention of Data

- If your application is **unsuccessful**, we retain your data for **six months** after the recruitment process completes, after which it is securely destroyed in line with our Records Management Policy.
- If your application is **successful**, your data moves to your personnel file and is retained in accordance with our staff data retention policies.

10. Your Rights

You have the following rights under UK GDPR:

- Access your personal data and receive a copy (Subject Access Request)
- Request correction of inaccurate or incomplete data
- Request erasure (under certain conditions)
- Request restriction of processing
- Object to processing when we rely on **legitimate interests**
- Ask us to stop processing while we verify data or assess your objections

To exercise these rights, please contact our **DPO** at **DPO@PerryhallMAT.co.uk**.

If you believe we have not handled your data appropriately, you also have the right to lodge a complaint with the **ICO**: <https://ico.org.uk/make-a-complaint/>.

11. Updates to This Notice

We may update this privacy notice periodically (for example, to reflect changes in law or our processes). The version in effect at the time of your application will apply.

Last updated: November 2025.



Perry Hall Multi-Academy Trust

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www.perryhallmat.co.uk

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