



WESTCOUNTRY  
SCHOOLS TRUST



## Recruitment

Headteacher at  
Ermington Primary  
School

Stronger Together...

Every Child in a

Great School

Life-changing Learning



# Dear Applicant

Thank you for your interest in our vacancy of Headteacher at Ermington Primary School, which is proud to be part of Westcountry Schools Trust (WeST); a bright, vibrant and thriving cross-phase multi-academy trust serving over 14,000 children and young people across Devon, Plymouth and Cornwall.



Iain Grafton, MBE  
Chair of Board of Trustees  
Westcountry Schools Trust

WeST underwent a change to its governance arrangements in January 2023. Schools in WeST belong to one of four Hubs. Each Hub is supported by a Hub Advisory Board (HAB) which serves to provide a connection between the Trustees, schools and their communities. As Headteacher you will be a member of the HAB. This meets three times a year to consider reports from executive leaders and matters arising from HAB members' visits to school. After each HAB meeting the Chair and Vice-Chair of the HAB meet with CEO and Chair of Trust, ensuring a flow of local knowledge and oversight from the HAB to the Trust Board.

Please find enclosed a range of information that will assist you in preparing your application.

For further information about Ermington Primary School, please visit their website:

<https://www.ermingtonprimary.co.uk/>

We would encourage visits to the school in support of research that will be facilitated by our Director of Education, who will be pleased to answer any questions you may have.

If you wish to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact Carol Williams, Executive Assistant (School Improvement), as follows:

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Once again, thank you for your interest in WeST. We look forward to receiving your application.



# From the Trust

This is an extremely exciting time at WeST. Our Trust is currently formed of 26 schools in south Devon, Plymouth and Cornwall. However, it is highly likely that WeST will expand further in the coming year. We have made considerable investment in our school improvement capacity, and are excited about the further value we can bring and seeing the dividend of our work through even stronger outcomes.

We are seeking to appoint a passionate, experienced leader with a proven track record of having a positive impact on the children in their care. We hope that the opportunity to join the team at Ermington Primary School is one you would relish. We believe that the prospect of being a leader at a school such as Ermington is rare, and as such our expectation of the successful candidate is extremely high.



Rob Haring  
CEO  
Westcountry Schools Trust

WeST is an outward-looking, multifaceted Trust that operates in partnership with the RSC Office, Teaching School hub Council, numerous schools, Higher Education Institutions and employers across the South West and beyond. Indeed, we are proud that within WeST there is a former cohort 1 Teaching School that has been effectively supporting children beyond our own boundaries for nearly a decade.

WeST is a cross-phase family of local schools that share a commitment to improving the lives of young people in our community. Collaborative working with other schools in our Trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extra-curricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements. We also believe that by working together we can make our money go further and keep school funding focused on teaching and learning. Whilst the educational landscape has changed significantly in recent years we have always kept abreast of developments and responded in a manner that ensures our children always receive a first-class education. This does not mean that we jump to the tune of the latest 'fad' or initiative, but filter through what we believe will improve and enrich the experience our students enjoy.

For the right individual, this is a rare and exceptional opportunity. The right candidate will have no better chance of working with wonderful pupils, super staff and shaping the continuous improvement of Ermington Primary School and WeST.

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I look forward to hearing from you.

# Our Vision, Mission and Values

While all our schools retain their own identity, we are a united family who share a common Vision, Mission, and Values. We believe that by working collectively, we are stronger and can provide the very best education for our children.



## Vision

Every child in a great school



## Mission

Empowering children to impact positively on society



## Values

Collaboration, Aspiration,  
Integrity, Compassion

# Why work for the Trust

WeST is a close-knit family of schools with a common mission of giving children the best start to life . . . with a vibrant staff community who care passionately about each other and what they do.

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**“Staff want to come and work in WeST schools, they want to work because of the investment in them as a professional. They also want to come and work at WeST schools because of the ethos and principles that underpin the way that we work.”**

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## Employee Benefits:

- A highly competitive salary
- An exciting career path with opportunities for further progression
- Teachers' Pension Scheme
- Cycle to Work and Tech Schemes
- Employee Assistance Programme
- Occupational Health Services
- Corporate Flu and eye care voucher schemes
- Staff discount schemes provided via Employee Benefits Choice and Discounts for Teachers

## Trust Advantages:

- Expert central services for finance, HR, IT, facilities and business functions.
- Innovative approaches to teacher recruitment and retention with our own ITT provision.
- Substantial investment in cross-Trust initiatives to improve teaching and learning.
- Close collaboration between senior leaders across the Trust.
- Integration of primary and secondary approaches into all-through education.
- Adequate scale to design and test new ideas.

# Key Principles

WeST is a Trust that consists of two major parts: people and culture. We believe for our schools to be great, we need great people and a great culture. We know that to be great and deliver the blend of education in which we believe, we need to be resolute and uncompromising in our approach.

When we make decisions, they are always based on the best evidence possible and focused on making sure the 'main thing is the main thing'.

At WeST, we are determined to recruit, develop and retain the best possible staff. We want our staff to hold a passion and enjoyment for what they do and the difference they make.

# Primary School Improvement Model

The WeST school improvement model fully recognises that schools in the trust are on a wide range of trajectories in terms of school improvement, experiences and outcomes. The WeST school improvement team has expanded capacity considerably over the last year. This is an exciting opportunity to work collaboratively with the trust's current School Improvement Lead (Primary), adding extra leadership capacity for our primary schools. Executive Directors of Subject (EDoS) for English, Maths, Science, Geography, History and MFL, with a Lead Practitioner for RS/PSHE, work across all schools providing clear curriculum and subject specific pedagogical guidance and support from 2-19. From September 2023, we have Primary Lead Practitioners, Primary Phase Leaders and Subject Leaders seconded part-time to the central team. We also have an Inclusion Lead Practitioner who joins the current Director of Education in leading provision for disadvantaged pupils from 2-19.

The Director of Safeguarding supports the work of all schools in matters relating to safeguarding, attendance and exclusion, behaviour and vulnerable pupils. He is assisted by three Education Welfare Officers providing a central service in support of WeST's drive to improve attendance levels across the Trust. The experienced data analyst provides insightful and detailed analysis and reports for Directors, the CEO and Trust board on a range of performance metrics. This means we can spot decline early through a thorough risk assessment approach and intervene where necessary.

# WeST Learning Institute

The WeST Learning Institute has been confirmed as a delivery partner for Ambition Institute for the Early Career Framework (ECF) and National Professional Qualifications (NPQs) from September 2023. The WeST Learning Institute will be positioned at the heart of all training and professional development for our schools and those beyond the Trust. There is a strong expectation that the WeST Institute will deliver approved Ambitions Institute training programmes and courses for staff employed in other schools and trusts with Ambitions Fellows, appointed by WeST and approved by Ambition.

# Advertisement

Headteacher at Ermington Primary School, required for September 2024.

## Who We Are:

Westcountry Schools Trust (WeST) is seeking to appoint an exceptional individual with vision, energy and inspirational leadership to the position of Headteacher at Ermington Primary School. This position includes leadership of SEND and is open to internal applicants only on a secondment basis. We welcome applications from those who are in a leadership role, especially with experience of leading SEND.

WeST is a tight-knit family of schools based around natural geographical proximity in the south west. Initially formed as a small multi-academy trust of only two schools in 2011, the Trust as we know it today was launched in 2017 and now comprises 26 schools, of which 7 are secondary and 19 primary. We are ambitious and hold high expectations for the children in our care. We strive consistently to perform in the top 20% nationally.

WeST holds a firm belief in giving each child every opportunity to learn and succeed in all that they do. Whilst we are a family of schools who share common values and beliefs, all our schools are unique and hold their own identity. We believe that by working collectively, sharing what works well and jointly developing best practice, we are stronger together and can provide the very best education for our children in our geographical area.

## The Role:

The Headteacher will have overall responsibility for the organisation, management and conduct of the school, providing leadership and assisting with the delivery of the WeST strategic direction to ensure the achievement of the highest possible standards of education. The role will require collaboration within and beyond Westcountry Schools Trust and a close working relationship with the Director of Education. The Headteacher will be accountable through our governance structure and to the Director of Education on behalf of Westcountry Schools Trust.

## The School:

Ermington Primary School is in a semi-rural location, whilst drawing from all social and economic groups. We have several service children and are a highly established school for Gypsy, Roma, and Traveller children.

We work collaboratively to provide an excellent education for the children in our local area, preserving the best traditions of a village primary school while taking advantage of new opportunities together. We believe school should be a safe, academically challenging, supportive, and fun place for children, working with parents and carers to give them the best start in their educational and personal journeys.

Having a broad curriculum, one that challenges and supports learning and knowledge acquisition, is crucial to giving everyone an opportunity to shine.

## Duties:

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. This job description is based on the National Standards for Headteachers together with the particular requirements for managing a primary school as part of Westcountry Schools Trust.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS disclosure is required for this post.

## Closing Date:

Further details about the Trust can be found on our website ([www.westst.org.uk](http://www.westst.org.uk)) and on My New Term (<https://mynewterm.com/trust/Westcountry-Schools-Trust/142688>)

Applications can be made through My New Term; the closing date is 12pm on Tuesday 16 April 2024.

The assessment process will take place the week commencing 22 April 2024



# Job Description

Job Description: Headteacher (Fixed Term)

Location: Ermington Primary School

Reports to: WeST Director of Education

Salary: L4- L10

## Job Purpose

- To provide and model outstanding leadership to secure its continued improvement journey, ensuring high quality education for all its students and improved standards of achievement.
- To build strong relationships and inspire all members of the school community to achieve their very best in carrying the vision forward.
- To support the Chief Executive Officer, Deputy Chief Executive Officer and Director of Education in the efficient and effective delivery of the Trust's vision, strategic aims and corporate plan; to uphold and model the Trust's values and to provide outstanding leadership across WeST.

## Key Accountabilities

- Effective leadership of staff with a relentless focus on raising standards.
- Maintain and develop an unrelenting focus on high standards and excellence for our young people supported by a first rate curriculum.
- Secure the school's continuing development by building upon the work already undertaken to secure improvement.

In doing so, you will have the full support of a committed team of enthusiastic and dedicated staff and senior leaders, and be fully supported in your role through professional development opportunities and by the Trust's Chief Executive Officer, Deputy Chief Executive Officer, Director of Education and local governance.

## Main Duties

### Strategic Leadership and shaping the future

- Ensure the Trust's ethos is embedded.
- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all staff.
- Demonstrate the vision and values in everyday work and practice.
- Develop a talented and motivated Senior Leadership Team (SLT) to drive the school forward. Support and ensure improvements in achievement for all children but, working closely alongside the Director of Inclusion, with a heightened vigilance on the performance of disadvantaged children.
- Work with the Director of Education and School Improvement Team to monitor and evaluate the academic performance and leadership of the school.
- Establish a culture that promotes aspiration within the school community and celebrates success and achievement.

## Teaching and Learning

- Maximise the achievement of all students through providing high quality teaching and learning which motivates, challenges and empowers.
- Ensure high quality teaching is at the heart of strategic planning and resource management. Facilitate and encourage a learning experience that enables teachers to flourish and provides students with the opportunity to achieve the highest standards.
- Ensure the curriculum is broad, balanced and effective whilst meeting national expectations.
- Provide effective, collaborative and inspirational leadership, building strong and focused teams that constantly seek to further enhance teaching and learning.
- Ensure all staff benefit from appropriate teaching and leadership professional development that supports professional growth.
- Empower students to take an active part in their own learning.
- Implement strategies that secure high standards of behaviour and attendance.
- Monitor and evaluate the quality of teaching and standards of learning and achievement.
- Build an effective partnership with parents and other stakeholders to support and enhance the achievement and personal development of all students.
- Work to recruit staff of the highest calibre.
- Challenge underperformance at all levels and ensure effective support and evaluation.

## Managing the School

- Ensure the school is financially viable and operates within its delegated budgets at all times.
- Promote the school to a variety of audiences to raise the profile within the local community and south-west region.
- Work closely with the Director of Education and HR to create and review structures that reflect the Trust's values and enable the delivery of exceptional education for all.
- Produce and implement clear, evidence based improvement plans.
- Produce policies and practices that take into account the Trust's values and are in line with national guidelines and legal requirements.
- Promote and develop a safer working practice culture to ensure all staff and students are supported and safe. Developing self and working with others.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture.
- Work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communication at all levels in the school.
- Develop and maintain effective strategies and procedures for staff induction and professional development.
- Develop and maintain a culture of high expectations for self and others and take appropriate action where necessary.
- Regularly review own practice.

## Securing accountability

- Develop a collective ethos in the school that enables everyone to work collaboratively, share best practice, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities and responsibilities are clearly defined, communicated, understood and agreed.
- Work with the Director of Education to develop and implement suitable quality assurance systems which are fit for purpose.
- Present a clear, coherent and accurate account of performance to a range of audiences including the local governance.

## Strengthening Community

- Create and promote positive strategies for challenging discrimination.
- Collaborate with external agencies to provide a holistic approach to well-being of staff, students and their families.

## Other

- The role of Headteacher is of critical interest to the school and its wider community and the appointee will be held as its moral compass; this is a huge responsibility and demands unimpeachable personal credibility and requires high standards of professional conduct and personal appearance.
- To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality and Diversity.
- This job description does not constitute an exhaustive list; the post holder may, from time to time, be required to undertake other duties commensurate with the responsibility and remuneration of the post.



# Person Specification

E = Essential      D = Desirable

<b>Method of Assessment</b> - The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other section activity)
<b>Qualifications:</b>			
Qualified Teacher Status	E	X	
National Professional Qualification for Headship (NPQH) or working towards	D	X	
Proven commitment to professional development	E	X	X
Proven experience of successful school improvement initiatives	E	X	X
<b>Experience:</b>			
Proven senior leadership experience in primary phase	E	X	X
Leading, and teaching, across the full primary age range	E	X	X
<b>Strategic direction and development of the school</b>			
Ability to implement the whole school policies and procedures to affect rapid and sustained school improvement	E	X	X
Experience of using a range of information and evidence to raise pupil achievement, improve teaching and the curriculum	E	X	X
<b>Knowledge, Skills and Abilities:</b>			
Proven ability as an excellent classroom teacher (as a member of staff)	E	X	X
Deep subject and disciplinary knowledge to drive standards	E	X	X
Illustrations of how knowledge and concepts are structured to lead subsequent learning	E	X	X
Knowledge of working memory, recall, practice and scaffolding	E	X	X
Specific knowledge, understanding and skills	E	X	X
What constitutes quality and high standards in learning, teaching and curriculum design	E	X	X

<b>Method of Assessment</b> - The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other section activity)
Inclusion and strategies for engaging all learners especially disadvantaged and those who have special educational needs	E	X	X
What constitutes appropriate and successful relationships with children	E	X	X
Child protection and effective safeguarding in a primary school	E	X	X
Ability to work well with parents and carers	E	X	X
Deep understanding of Early Years provision	E	X	X
<b>WeST Values Based Behaviours:</b>			
<b>Compassion</b>			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	E		X
<b>Aspiration</b>			
Works to high expectations, modelling the delivery of high-quality outcomes	E		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		X
<b>Integrity</b>			
Acting always in the interests of children and young people,	E		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		X
<b>Collaboration</b>			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	E		X
Building and securing value from relationships, developing self and others to achieve positive outcomes	E		X



# Additional Information

Method of Assessment - The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other section activity)
<b>Personal qualities (The listed personal qualities are deemed absolutely vital)</b>			
Take a lead role in focussing on the things that matter	E	X	X
Continually develop self and team	E	X	X
Come to work each day to personal best	E	X	X
Take a lead role and be totally committed to developing teams	E	X	X
Play a lead role in contributing to the wider community developments of the school	E	X	X
Fully embrace the aims and values of the school and Trust	E	X	X
Excellent communication and interpersonal skills	E	X	X

Westcountry Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

## Equal Opportunities

In fulfilling its aims and objectives, Westcountry Schools Trust actively seeks to achieve equality of opportunity and treatment for all members of the school community.

We will continuously strive to ensure that everyone is treated with respect and dignity. Each person in our school will be given fair and equal opportunities to develop their full potential regardless of their gender, ethnicity, cultural and religious background, sexuality, disability or special educational needs and ability. The school works actively to promote equality and foster positive attitudes. WeST is committed to combatting all forms of discrimination by implementing positive policies and practices in compliance with the Equality Act 2010.

## Procedures

All appointments are subject to pre-employment checks. That means:

- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. A copy of our Child Protection Policy & Safeguarding Policy is available at: <https://www.westst.org.uk/attachments/download.asp?file=2101&type=pdf>
- Your identity will be confirmed by sight of original, official documents such as a Birth Certificate, Passport etc. in line with the Asylum and Immigration Act 1996
- Original documents relating to all the qualifications you have listed on your application form must be supplied
- Your employment history will be thoroughly examined and clarification will be sought where there are gaps or other discrepancies arising from information provided either by you as the candidate or your referee
- References will be used to check dates of employment and your relevant experience. A minimum of two written references will be taken up and these references will be requested before the interview. References should cover the last 3-5 years' work history, as a minimum
- An online search of shortlisted candidates will be conducted in accordance with Part Three 'Safer Recruitment' of Keeping Children Safe in Education statutory guidance.
- The identity of referees and information relating to disclosures will be verified
- You will be required to provide details of any relevant unspent or spent convictions in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986
- An enhanced Disclosure and Barring Service (DBS) check will be requested. This check will be cross referenced against the Protection of Vulnerable Adults list (PoVA), the Protection of Children Act (PoCA) list and List 99. These lists contain details of people deemed unsuitable to work with children or vulnerable adults. Please note that it is an offence to apply, offer or accept to do any work with children (paid or unpaid) if disqualified from working with children. Applicants will be challenged where inconsistencies exist. Please be aware that a firm offer of appointment will only be made after receipt and verification of all satisfactory checks. Westcountry Schools Trust will carry out these checks and should you fail these checks, our offer of employment will be withdrawn.

