



## Joining The Manor Primary School

Talk to the team: [kfyfe@twhf.org.uk](mailto:kfyfe@twhf.org.uk) or call **07808 648 079**

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# Introduction

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## Welcome to The Manor CE Primary School

An exciting opportunity has arisen for a new principal at The Manor CE Primary School. We are an inclusive school dedicated to providing excellence in education at the heart of the Melksham Community. The school serves children aged 4 – 11, with 198 pupils currently on roll.

At The Manor, we ensure all our pupils are supported and challenged within a caring environment. As a result, we have high expectations for the quality of teaching and the variety of learning opportunities that we provide for our pupils. The school joined The White Horse Federation in August 2018 and has yet to be inspected by Ofsted. We are focused on continued school improvement to provide the best possible education for pupils in the centre of Melksham. The Manor CE Primary School is a values based school, and this is an important part of how we deliver teaching and learning. Our values are based on the belief that every child should feel that they are wonderful, amazing, loved, valued, and unique, because God made them that way.

As a school, we do everything in our ability to support each member of staff to achieve excellence. We are a Church of England School and have close links to St Michael & All Angels' Church in Melksham. We also look outward and have engaged with a wide range of external partners, including The White Horse Federation family and beyond to ensure continued improvement.

Our new Principal will be joining a strong Senior Leadership Team, and will be backed by a supportive and inclusive network of teaching and support staff. The Manor staff are bursting with potential and are passionate about encouraging children to be lifelong learners. We want to give all pupils the skills and confidence to face the future with optimism and excitement, knowing that with hard work and determination they can succeed.

The Senior Leadership Team and SENCO inclusion team work hard to ensure every child is well nurtured and supported.

We require an exceptional candidate; a creative leader who will continue to improve the school's success in providing excellence in education, while maintaining its existing good reputation. If you are thinking about applying for the Principal role at The Manor, please take the time to look through the school's website and book a visit to get a flavour of our fantastic learning setting.

The successful candidate will be working with pupils who enjoy coming to school, dedicated staff, and supportive parents who all share the same goal about getting everyone to reach their potential.

To arrange a visit to the school please contact our school office, **Tel: 01225 700 150, Email, [admin@themanor.wilts.sch.uk](mailto:admin@themanor.wilts.sch.uk)** who will arrange this for you.



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# Welcome from the CEO

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Dear candidate,

I am delighted that you are expressing an interest in joining The White Horse Federation family. I hope you find the information contained within this pack useful and, having read it, you decide to proceed and submit an application.

The White Horse Federation is currently comprised of 25 primary schools, an SEN primary school, 5 secondary schools, 2 SEMH secondary schools, and the Swindon Teaching School, our centre for professional development and education for teaching staff. These schools are located throughout five neighbouring geographical locations; Wiltshire, Gloucestershire, Swindon, Oxfordshire, and Berkshire. Across these schools we are proud to deliver first-class education from early years to advanced level study.

Our future looks very positive, with rapidly expanding pupil numbers, strong budgets, and other schools seeking to become trust members.

If you are successful in your application, you will join a welcoming, vibrant, and ambitious community of education professionals and learners who will prioritise your individual professional development and wellbeing while empowering you to lead your school. You will benefit from the membership of a team of expert principals who are all focused on supporting and challenging one another to be the best that they can be. For the right leader, our trust will also offer executive leadership opportunities in the future.

I wish you luck with your application.

Yours Sincerely,

**Dr. Nicholas Capstick OBE**  
**Chief Executive Officer**  
**The White Horse Federation**



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## Welcome from the Executive Director of Primary Education

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Thank you for your interest in the post of Principal at The Manor CE Primary School. The Manor CE Primary School holds a special place within our community, providing education for young people from the ages of 4 to 11. It is a busy, friendly school where success is richly celebrated and our pupils are at the centre of all that we do.

Working closely with both myself and the CEO, you will set out a dynamic, modern and forward facing agenda for Primary education that will inspire and motivate our dedicated and talented staff to deliver the best possible outcomes. Our new Principal should be a strong, approachable and supportive leader. We are looking for someone who embodies the belief that all young people should enjoy the very best opportunities to be the best they can be.

In essence we wish to appoint a person with the wisdom, experience and confidence to take our school forward; a talented leader who builds on what is currently excellent and ensures we continue to improve by embracing opportunities and challenges.

In this pack you will find information about the school and The White Horse Federation. We have also included a job description and person specification so that you can match your suitability against the role.

I encourage you to visit the school to get a feel for the school and understand more about its unique community. Please do get in touch if you would like to discuss the role with me [scowley@twhf.org.uk](mailto:scowley@twhf.org.uk).

Best Wishes,

**Simon Cowley**  
Executive Director of Primary Education  
The White Horse Federation



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# Why Join Our Family?

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The White Horse Federation is a not-for-profit multi-academy trust that supports and sponsors many Primary, Secondary, and Special Schools across Wiltshire, Gloucestershire, Swindon, Oxfordshire, and Berkshire.

Our shared vision for excellence through partnership means we are also committed to upholding and celebrating the best of what makes a local school great - in other words, the qualities and characteristics that shape the type of school every member of our federation would be proud to send their own children to.

The White Horse Federation combines a relentless drive for academic excellence with a shared moral purpose and shared values, while ensuring that fun and happiness are a key attribute of each of our schools. We genuinely believe that partnership - working with our schools, pupils and their parents, and the wider community - helps to create the best possible outcomes for all children. The White Horse Federation empowers its colleagues through support, training, and career opportunities so our schools can recruit, develop, and retain outstanding staff who are leaders in their field. That way, we're able to ensure that every student achieves their full potential, regardless of their background, culture, heritage, or ability.

## Safeguarding

The White Horse Federation is committed to Safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. If successful for this position, you will be expected to apply for a disclosure from the Disclosure and Barring Service before your appointment is confirmed. References will be sought on shortlisted candidates before interviews take place.

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# Contract Details

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**Job Title:** Principal

**Salary Scale:** Salary Band L15-21 / £59,581 - £69,031pa

**Line Manager:** Executive Director of Primary Education

**Job Purpose:** The core purpose of the Principal role is to provide professional leadership and management for the school that reflects the vision, values and beliefs of The White Horse Federation (TWHF). This will promote a secure foundation from which to achieve high standards in all areas of the academy's work.

The Principal will provide effective, dynamic, and inspirational leadership to The Manor Primary School community. This is a professionally challenging and rewarding position that involves implementing the school's vision and values to ensure its success.

It is essential that the Principal leads the pursuit of excellence. The curriculum aims to meet the needs of the whole child through combining emotional and academic approaches. Our new Principal will have a real understanding of the complexities of this setting and work to remove barriers and ensure success.

The Principal of The Manor Primary School will work closely on all aspects of school improvement strategy with the Executive Director of Primary Education, Mr Simon Cowley.

To gain this success the Principal will:

- Provide vision, leadership and direction for the school.
- Secure exceptional outcomes for students.
- Develop outstanding teaching and learning.
- Promote excellence, equality and high expectations for all students and staff
- Create a culture of self-improvement across the school and wider community.
- Promote the social and cultural development of all students.
- Evaluate and be accountable for school performance, student outcomes, staff development and identifying priorities for continuous improvement.
- Ensure that day-to-day management, organisation and administration is carried out effectively.
- Create a safe and productive learning environment which is engaging and fulfilling for all students and staff.
- Work effectively with the Chief Executive Officer, Executive Director of Primary, Central services and the local governing body to ensure a continuous relationship is evident to all communities.

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# Responsibilities - Teaching and Learning

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- Secure the commitment of the wider community.
- Value the diversity of the community served by the school and the Trust.
- Continue to raise the quality of teaching and learning for pupils, securing exceptional outcomes for students, within a successful learning culture.
- Ensure the school provides a learning environment that promotes and secures excellent teaching, effective learning, high standards of achievement and good behaviour.
- Accountable for the development, implementation and review of a curriculum, compliant with statutory requirements, that delivers breadth, balance and relevance to all pupils whatever their abilities, aptitudes and educational needs within the financial constraints of the school budget.
- Ensuring that effective plans are in place for key stage transition and internal/external moderation in order to avoid self-referencing and regulation without due regard to national norms.
- Ensure that parents/carers and pupils are continually well informed about the curriculum, progress, attainment and the contribution parents/carers may make to the pupil's learning and achievement of the school's targets for improvement.
- Proactively encourage the celebration of the achievements of pupils and employees throughout the academic year.
- Monitor and evaluate the quality of teaching and learning and standards of achievement for all pupils compared to national and regional data, tackling underperformance promptly and effectively.
- Empower all leaders at the school to enable them to support their departments with lesson preparation, delivery and pupil assessment.
- Maintain good pupil behaviour and discipline through the development and implementation of effective behaviour management strategies and policies, including pupil reward and exclusions.
- Promote extracurricular activities which support the educational aims of the Trust.
- Cultivate effective communications with all employees and parents and carers within the school and the wider Trust.
- Encourage the sharing of best practice and collaborative working across the academy and the Trust as a whole.
- Undertake an appropriate programme of teaching in accordance with the duties of a principal and when teaching to lead by example, acting as a role model of teaching excellence for the academy.
- Provide support for trainee and Early Careers Teachers.
- Be aware of and keep abreast of the demands and requirements of Ofsted schedules to ensure a proactive stance is taken in tackling the need to understand the structure and purpose of Ofsted inspections.



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# Responsibilities - Managing the School / Academy

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- Provide effective management of the academy and identify ways of improving organisation structures and functions through the use of information technology and centralised services.
- Ensure that the corporate systems, processes and protocols of the Trust are securely embedded and habitual in the practice of the School/Academy.
- Show an openness to both contribute and accept support where required to Trust schools and wider if required.
- Within the Trust's broader vision, beliefs and strategy produce and implement clear evidence based continuous improvement plans for the school/academy. Where educationally advantageous, improvement plans of individual academies will be aligned to one another.
- Ensure that the management systems, structures and processes work effectively in line with both Trust and legal requirements.
- Produce a balanced budget for the school for each financial year for approval by the Board and ensure that all expenditure is within the agreed budget, frequently seeking the advice of the Finance Director and as required.
- Recruit highly skilled employees for both teaching and support posts with the academy ensuring that all interview and selection processes are compliant with employment legislation and the most up to date safer recruitment advice.
- Ensure that every employee is properly appraised, with quality discussion around strengths and weaknesses, followed by clear target setting linked to a personalised development plan for the coming year.
- Encourage all employees to embrace continual professional development and to provide suitable high quality training for all employees on the 5 annual training days and beyond.
- Provide training and support for senior leadership to empower them to manage their teams in an effective and efficient manner, from the development of potential future leaders through to tackling underperformance.
- Ensure all relevant policies and procedures required for the effective running of the academy are effective, communicated to employees and parents, and regularly updated.
- Maintain good working relationships with the employees, Directors, central services team, other TWHF schools, local governing bodies, parents/carers and the wider community.
- Ensure the vision for the academy and the Trust is clearly understood, promoted and shared by all.

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# Responsibilities

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## Safeguarding and Safer Recruitment

- Ensure that the Safeguarding arrangements within the academy are visibly compliant with national guidelines and the Trust's policies and procedures.
- Ensure all recruitment is in accordance with the safer recruitment guidance and conducted by suitably qualified managers.
- Nurture a supportive working environment where employees and pupils feel able to report behaviour / incidents of concern in complete confidence.
- Ensure all employees receive safeguarding training at least once a year.
- Monitor the school's single central record and DBS clearance processes to ensure compliance.

## Duties Specific to the Post Holder

- Recognise and fulfil contractual accountability to the Trust.
- Reflect on personal contribution to the school's and the Trust's achievements and challenges, taking account of feedback from the Executive Director for Primary Education and/or Chief Executive Officer.
- Treat everyone fairly, equitably and with dignity and respect in line with TWHF visions & values to create and maintain a positive culture across the school and the Trust.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Maintain an appropriate work life balance for self and colleagues.

## Additional Duties & Responsibilities

- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.
- In fulfilling the requirements set out in this job description, the post holder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs.
- In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role.

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## How to Apply

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We are thrilled you would like to apply to join our Trust! Should you wish to have an informal chat regarding the role, please contact Kirsty Fyfe CertRP - TWHF Recruitment Specialist, on:

Phone: 07808 648 079

Email: [kfyfe@twhf.org.uk](mailto:kfyfe@twhf.org.uk)

Alternatively, please complete an application form via our applicant tracking system, Networx, on our careers page via:

<https://thewhitehorsefederation.org.uk/careers>