



# THORPE PRIMARY ACADEMY

One Community, Growing Together



**CANDIDATE PACK**

**Headteacher**



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Proud to be part of

**KEYS  
ACADEMIES  
TRUST**



## INTRODUCTION

# Welcome from the CEO

I am delighted that you are interested in applying for the role of Headteacher at Thorpe Primary Academy and in joining Keys Academies Trust. Thorpe Primary Academy is a welcoming and ambitious school, currently entering an important phase of development. We are seeking to appoint a dynamic, thoughtful and committed leader who can build on the school's foundations and shape its next stage of growth. This is a genuine opportunity to embed a clear culture, secure high-quality provision and deliver strong outcomes for all pupils.

Keys Academies Trust is a forward-looking, improving and innovative multi-academy trust, working across a family of primary and secondary schools. We have a strong central infrastructure, including school improvement, SEND, finance, HR and estates, designed to enable our schools to focus on what matters most—high-quality education. We are outward-facing, collaborative and committed to contributing positively at local and sector level, recognising that we are strongest when we work together.

We are seeking a leader with a strong track record—someone who combines ambition with clarity, and who can lead a team to sustain high standards while continuing to innovate and improve. This role offers the opportunity to build on an improving school, further strengthening its provision and reputation, while ensuring that excellence is both secured and sustained over time.

The successful candidate will benefit from the full support of the Trust, the Academy's staff and its local governance. Leadership within Keys Academies Trust is grounded in integrity, professional humility and a relentless focus on children. We take collective responsibility for our pupils and have high ambitions for their futures. You will be supported both professionally and personally, with access to expertise, development and collaboration across the Trust. Our leaders work collectively, sharing best practice, tackling challenges together and maintaining high expectations for all.

I hope very much that you will consider applying to what is a friendly and ambitious primary school. I wish you every success with your application and look forward to meeting you.

Best wishes,  
Howard Nelson

## JOB INFORMATION

### Headteacher Thorpe Primary Academy



Salary: L18 - L24

Type of role: Permanent, Full-time

Closing date: 11 May 2026

Interview date: 19-20 May 2026

Start date: 01 September 2026

# Job Description

The job description reflects the Headteachers' Standards published October 2020 and are built on The Teaching Standards (2011) which apply to all teachers, including Headteachers.

### CORE PURPOSE AND RESPONSIBILITY

The core purpose of this role is to provide professional leadership and management of the school to achieve the highest of standards in all areas of the school's work, promoting and supporting the vision of the school and Keys Academies Trust.

The Headteacher will report to, and be line managed by, the Director of Primary.

### KEY RESPONSIBILITIES AND DUTIES

To achieve success, the Headteacher will:

- Assume overall responsibility for the day-to-day running of the school
- Be accountable and responsible for the effective administration, management and performance of the school
- Effectively lead learning and teaching
- Promote excellence, equality and high expectations for all pupils and staff
- Work with the Trust Executive Team and the wider school Leadership Team to continuously evaluate school performance and identify priorities for improvement.
- Effectively manage and deploy resources to achieve the school's aims.
- Develop strong distributed leadership within the school and collaborate with colleagues across the Trust.
- Maintain and develop a safe and productive learning environment that is engaging and fulfilling for all pupils.
- Maintain and further develop parental and local community engagement.
- Work effectively and transparently with the school's Academy Committee and Trustees.
- Safeguard and promote the welfare of children.
- Develop strong working relationships with the Trust colleagues and contribute to collaborative working across all schools in the Trust.
- Ensure the school staff engage in the Trust activities in order to share best practice and contribute to the development of the Trust strategies and policies.
- Promote the school and the wider organisation in a local and national context.

## **SPECIFIC RESPONSIBILITIES**

### Strategic leadership and management

- Shape a vision and direction for the school, setting out the highest of expectations with a clear focus on pupil achievement, behaviour and safeguarding.
- Develop and implement a robust school development plan that directs rapid school improvement against agreed milestones.
- Model and advocate the values of the Trust within the school.
- Contribute professionally to the broader Trust aims and Trust development.

### Educational Leadership and Management

- Inspire, motivate and influence staff and pupils to unlock their potential, taking a leading role in maintaining the highest standards of teaching, learning and pupil behaviour management.
- Ensure the curriculum is broad, balanced and enriching.
- Actively promote equality of opportunity by ensuring the school's curriculum provides the best possible education for all its pupils, taking into account ethnicity, gender, special education needs, disability, pupils learning English as an Additional Language, pupil premium eligibility, others with emotional needs that may affect learning.
- Identify and address any other barriers to learning.
- Maintain a consistent and continuous focus on pupils' achievement using data, benchmarks and feedback to monitor progress in every child's learning
- Secure excellent teaching through an analytical understanding of how pupils learn and the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' wellbeing
- Provide leadership and support for colleagues (teachers and support staff) with regard to teaching, learning and the curriculum.
- Assess, monitor and evaluate the quality of teaching standards and the delivery of the curriculum, in order to build on success and identify and act on areas of improvement.
- Manage the monitoring, analysis and evaluation of information and data to support school objectives, target setting, pupil attainment and achievement, and reporting to parents, students and governors
- Undertake a significant role in maintaining a high standard of pupil behaviour and discipline, within the framework of the school policy and support other staff as necessary.
- Liaise effectively with parents and carers to ensure at least good relationships between school and home in order to improve teaching, learning and behaviour.

### People Leadership and Management

- Lead reflective practice and inspirational professional development that enables staff to flourish.
- Develop effective professional relationships and good communication, which enable everyone in the school to achieve their potential.
- Motivate and work with others to create a shared culture and positive environment.
- Ensure that staff wellbeing is prioritised and workload is managed.
- Ensure effective planning, allocation, support and evaluation of work, establishing clear delegation of tasks and responsibilities.
- Take a lead role in the selection and recruitment of the teaching and support staff in seeking to ensure the best available people are appointed.

## Financial and Business Management

Work with the Chief Finance and Operating Officer and School Business Manager to:

- Ensure budgets are set and managed within guidelines agreed with the Trust's CFOO, Financial Controller and Trustee Board.
- Monitor and evaluate the impact of funding to support the progress and achievement of priority groups.
- Identify resources needed to meet the needs of pupils with particular needs and identify priorities for expenditure in collaboration with the SENDCo and other members of the leadership team.
- Implement all Trust-wide policies and strategies (e.g. in relation to Finance and HR) and ensure they are adhered to by members of staff.
- Manage and utilise the site and its facilities to their full value to the school and its community.
- Ensure that health and safety, equal opportunity and safeguarding policies are fully implemented and managed.

## **OTHER DUTIES AND RESPONSIBILITIES**

- To ensure the safeguarding of children and be a member of the DSL team.
- To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
- To prepare and present reports, as required to the Executive, the Trust Board, ESFA, DfE, LA officers, parents or outside agencies.
- To carry out duties and responsibilities in accordance with Health and Safety Policy and relevant Health and Safety legislation.
- To ensure that duties are undertaken with due regard to, and compliance with, the Data Protection Act, and other legislation with regard to GDPR.
- Working in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school in proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours.
- Taking appropriate action to identify, analyse, minimise and manage any risks to health, safety and security in the working environment and off-site school activities.

*This job description will be reviewed periodically.*

*This job description sets out the main duties to be covered in respect of remuneration at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify Trustee consideration of revising the allowance remunerated.*

*The above represents the key priorities and accountabilities for the role of Headteacher, but it is not an exhaustive list.*



# Person Specification

## QUALIFICATIONS AND TRAINING

- Qualified teacher status and a Degree.
- Evidence of continuing professional development or study in preparation for Headship such as Masters, NPQH or similar.
- Completion of Safer Recruitment training or readiness to do so.

## EDUCATIONAL LEADERSHIP AND MANAGEMENT

- Successful experience of leadership as a Headteacher/Head of School or Deputy Headteacher, in a school (preferably a diverse Primary school)
- Experience of curriculum planning, costing and budget planning.
- Involvement in school self-evaluation and development planning at a whole school level.
- Proven track record of securing successful outcomes for learners through highly effective leadership and management.
- Ability to drive transformational change.
- Demonstrable experience of successful line management and staff development.
- Effective communicator both orally and in writing.
- Ability to communicate a vision and inspire others.
- Effective interpersonal skills with staff and students.

## PERSONAL QUALITIES

- Flexibility.
- Resilience.
- Team centred approach.
- Ability to work well under pressure.
- Empathy for the needs of all the students at your school.

## PROFESSIONAL KNOWLEDGE

- Data analysis skills, and the ability to use data to set targets and identify areas for improvement.
- Understanding of high-quality teaching based on evidence, and the ability to model this for others.
- Understanding of curriculum design.
- Basic understanding of school finances and financial management.
- Ability to build effective working relationships.
- Knowledge of statutory frameworks including safeguarding, exclusions, SEND and allegations management.

## PHILOSOPHY AND COMMITMENT

- Commitment to safeguarding and equality.
- Commitment to the school's ethos of inclusion.
- Commitment to getting the best outcomes for all students.
- Commitment to uphold the seven principles of public life (the Nolan principles) at all times.
- Ability to work under pressure and prioritise effectively.
- Commitment to maintaining confidentiality at all times.
- Unwavering belief in the power of schools to transform lives for the better.

*The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.*





# About the Academy

Thorpe Primary Academy is a vibrant, nurturing environment - a place where every child is known, valued, and supported to thrive. An engaging and innovative curriculum inspires children and equips them with skills, experience and confidence to achieve their best. We strive for children to develop into successful learners and well-rounded individuals through high quality teaching and pastoral care across the school.

We are a relational school, built on trust, respect and strong connections between pupils, staff and families. Our dedicated, caring team works tirelessly to ensure that children feel safe, understood and encouraged every step of the way. At the heart of our vision are high expectations for behaviour, for learning, and for the way we treat one another. We believe that every child can succeed, and we are committed to providing the guidance, challenge and nurture needed to help all children reach their full potential.

We are located within the bustling city of Peterborough and enjoy direct rail links with London. We work closely with our four Trust academies (Jack Hunt, Nova Primary, Ravensthorpe Primary and Longthorpe Primary), as all schools are within a maximum 15-minute walking distance from each other, which allows us to work collaboratively with our peers across both primary and secondary settings. We are all proud members of Keys Academies Trust. Due to the locality of Jack Hunt Academy and Ravensthorpe Primary Academy, our pupils are able to benefit from the Forest School environments located at the two school sites.

We benefit from an on-site internal Nursery, which is the main feeder Nursery into our school. We have recently benefited from various site work to refresh our Nursery provision, including internal and outdoor spaces.

Our school aims are very important to us and underpin all our work:

- for all our pupils to develop into successful learners and achieve their full potential through high quality purposeful teaching,
- to nurture and develop every child to become responsible and caring members of the community,
- to work in genuine partnership with families and the wider community,
- to provide for every child an engaging curriculum in a high quality stimulating environment,
- to challenge support and develop our staff to create an outstanding workforce.

We welcome new colleagues to join our dedicated team, who will bring energy, optimism and a drive to build dreams for our pupils.



# About the Trust

Our Trust is a vibrant, diverse and ambitious family of five academies serving the west of Peterborough. Established in 2018, it was formed from a strong partnership of primary academies working closely alongside our large secondary academy, built on a shared commitment to collaboration and high standards.

We have had a clear and deliberate focus on improving outcomes and strengthening how our academies work together. This has included developing a more cohesive and aligned approach across our schools, underpinned by an experienced and ambitious central team that enables and supports sustained improvement. As a result, we have seen a sustained improvement in outcomes for our young people at our Trust, and we remain ambitious to improve further.



# Work for Us



Our Trust culture is centred on valuing people, through supporting their ambitions and career paths, so that we are a respected and attractive employer. By creating a culture where staff feel respected, empowered and inspired, we create a positive learning environment.

We are keen to reward and recognize our staff and have developed a comprehensive range of employee benefits to achieve this.

## OUR STAFF BENEFIT FROM:

- Professional Development and extensive CPD programmes
- Perkbox employee benefits platform providing big discounts on shopping, dining and entertainment
- Generous Occupational Pension Schemes (Teacher Pension Scheme and Local Government Pension Scheme)
- Generous sickness benefits to support you in a time of need
- Free parking at all the Trust schools
- Nursery provision
- Free on-site annual flu vaccination scheme
- 24/7 free and confidential Employee Assistance Programme
- Wellbeing programme and support
- Additional planning days
- iPads for all teaching staff
- Open door listening policy to Senior Leaders

## OUR PEOPLE VISION:

- Our people are proud of our Trust and the difference we make to young people
- We are all hungry to learn and we offer career development and opportunities for all
- Everyone enjoys coming to work, we are inclusive and listen to our people
- Our leaders serve our people ensuring their professional and personal need are supported
- Our people go the extra mile because they feel well rewarded and valued and that we care

## KEY INFORMATION

# Applications



Applications should be submitted via the Keys Academies Trust website. The completed online application form should be accompanied by a personal statement of suitability.

In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Applications for job share may be made jointly. Please include specific examples which support your application. Applications must be received no later than **12 noon on Monday 11 May 2026**. Applications received after this date and time will not be considered.

### SHORTLISTING

Applicants will be advised whether they have been shortlisted by **Tuesday 12 May 2026**.

### INTERVIEWS

The selection process will consist of a range of panel discussions, tasks and presentations. Shortlisted candidates will receive further details to support preparation. The provisional date for the interview process is **19 - 20 May 2026**. This will be confirmed after shortlisting.

### REFERENCES

We require two satisfactory references before a job offer is confirmed; one of which must be your line manager/headteacher in your present or most recent employment. Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

### NOTIFICATION OF OUTCOME

Shortlisted candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

### TAKING UP POST

The successful candidate will take up post on 01 September 2026, however a comprehensive handover will be offered.

Should you require any additional information or a tour of the school, please contact: [enquiries@kestrust.org](mailto:enquiries@kestrust.org).

All staff are required to undertake employment checks which include:

- References (for all staff and volunteers)
- Right to work in the UK (ID check)
- Qualification checks
- Barred List check
- DBS check (for all staff and volunteers)
- Childcare Disqualification check (primary only)
- Online Search checks
- Health checks

# Safeguarding Statement



Keys Academies Trust (the Trust) and Thorpe Primary Academy (the School) are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post.

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the School with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy subsequently comes to light.



# Peterborough: *A Well-Connected and Growing City*

Peterborough is a vibrant and growing city, offering a dynamic community and a range of professional opportunities, and is increasingly regarded as one of the best cities in which to work. As a regional centre for education, industry, and public services, the city provides a supportive and well-connected environment for work and career development.

Excellent transport links include direct rail services to London King's Cross in under an hour, and strong connections to Cambridge, the Midlands, and the North. These connections make Peterborough an accessible and convenient location for professionals.

With a mix of housing, green spaces, and access to the surrounding countryside, Peterborough offers the best of city life alongside a welcoming community, rich history including the iconic Peterborough Cathedral, and plenty of cultural and leisure opportunities.






## CONTACT US

Thorpe Primary Academy

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