



## **Joining The White Horse Federation**

Associate Headteacher

Melksham Oak Community School

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## The White Horse Federation is seeking to appoint an exceptional candidate to the role of Associate Headteacher at Melksham Oak Community School.

As a member of the leadership team, the Associate Headteacher is responsible for overseeing the effective running of the school and ensuring that the highest academic, behavioural and professional standards are maintained at all times. The successful candidate will be expected to provide visible and proactive leadership across all areas of school life. The Associate Headteacher reports directly to the Executive Headteacher and deputises for him as required.

The role would suit a talented, experienced and passionate senior leader who is deeply committed to the trust's vision for education and who can demonstrate substantial impact in their current role. They will be an energetic and principled leader who is experienced in the management of change and who is able to develop high-performing teams.

The position of Associate Headteacher offers an excellent final preparatory step on the journey to becoming a headteacher within our trust. Therefore, the successful candidate should have experience of impactful leadership as a deputy headteacher (or equivalent) and be ambitious about progressing to headship as a next career move. To support this, a comprehensive programme of professional development will be provided, including mentoring from an executive headteacher, membership of the trust's headteacher network and the opportunity to complete the National Professional Qualification in Headship.

Before applying, interested candidates are encouraged to learn more about the trust and the school by visiting their websites and to read the school's most recent Ofsted Report. Daniel Smith, Director of Education, is keen to talk informally and confidentially with interested candidates via the telephone or MS Teams and visits to the academy are welcomed. Either can be arranged by contacting Becky Bryant, Executive Assistant, at; [bbryant@twhf.org.uk](mailto:bbryant@twhf.org.uk)

**The application deadline is Monday 13th May 2024.**

**Interviews will take place on Thursday 16th May 2024.**

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. This post is subject to a DBS check and if successful you will be expected to apply for a disclosure from the Disclosure and Barring Service before an appointment is confirmed. Please note that references will be sought for shortlisted candidates prior to interview.

The White Horse Federation values uniqueness and recognises the benefit of having a diverse workforce. We value the contributions of all staff from a wide range of backgrounds and we are committed to building an inclusive workplace that reflects the diversity of the communities we serve. At The White Horse Federation, we believe that everyone should be treated with fairness and respect and share a commitment to Equality, Diversity and Inclusion at all of our schools. We welcome applications from all backgrounds and operate a fair recruitment process, free from discrimination against the protected characteristics, in line with the Equality Act 2010.

**Salary scale: L23 - L27**

**Start date: April 2024 (although a later start date will be considered for the right candidate).**

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# Letter from the Director of Education

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Dear Applicant,

Thank you for your interest in applying to become an Associate Headteacher in The White Horse Federation.

The White Horse Federation was founded with the aim of improving the life chances and raising the aspirations of young people. The trust comprises thirty-one schools, making it one of the largest education providers in the South West. Its five secondary schools, twenty-five primary schools and two special schools serve a range of urban and rural communities across Swindon, Wiltshire, Oxfordshire and Reading.

As an associate college in the National Institute of Teaching, the trust delivers the highest quality of teacher and leader development across the region. Our schools benefit from this by having access to a stream of well-qualified and expertly-trained teachers, middle leaders and senior leaders.

Working in communities that are often materially and socially deprived, The White Horse Federation seeks to provide a first-rate education and to raise ambitions at all its academies. We believe in replicating in the state sector what is most often found in the independent sector; we are committed to ensuring that our students receive the quality of education and access to the same sorts of opportunities their peers whose parents can pay for education receive.

Our aim is for our students to leave our academies ready to take their place in the world - well-educated, motivated and with strong leadership skills, personally accomplished and determined to make a positive and lasting contribution to the world. We firmly believe that a child's background should not be a barrier to success and we are committed to delivering an education that broadens students' horizons in a truly transformative way.

The position of Associate Headteacher offers an excellent final preparatory step on the journey to becoming a headteacher within our trust. Therefore, the successful candidate should have experience of impactful leadership as a deputy headteacher (or equivalent) and be ambitious about progressing to headship as a next career move. To support this, a comprehensive programme of professional development will be provided, including mentoring from an executive headteacher, membership of the trust's headteacher network and the opportunity to complete the National Professional Qualification in Headship.

If you think you have the knowledge, experience and attributes we are looking for, I encourage you to learn more about the trust and the school by visiting their websites and to read the school's most recent Ofsted Report. I am keen to talk informally and confidentially with interested candidates via the telephone or MS Teams and visits to the academy are welcomed. Either can be arranged by contacting: Becky Bryant, Executive Assistant, at;

[\*\*bbryant@twhf.org.uk\*\*](mailto:bbryant@twhf.org.uk)

I look forward to hearing from you and to receiving your application.

Daniel Smith  
The White Horse Federation  
Director of Education



# Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the position of Associate Headteacher at Melksham Oak Community School.

We have the highest of ambitions for the school and there is enormous potential to be unlocked here. We are seeking a passionate educator and leader who is not afraid of challenge and is committed to delivering the highest standards for all students.

We believe that to shape successful lifelong learners we need to mould our students to hold certain attributes. We want our students have respect for themselves and for their community, to have the ambition to achieve great things and to take pride in all that they do.

The staff at Melksham Oak are committed, dedicated and resilient. You will find them welcoming, open to innovation and a privilege to lead.

The school has an excellent site, perched on the edge of Melksham overlooking the rolling Wiltshire countryside. Our sports facilities are excellent, with community use in the evenings rooting the school at the heart of the community. The school benefits considerably from being part of The White Horse Federation. For instance, common curriculum sequencing supports high-quality planning and resourcing, and our staff can always reach out to colleagues in other schools for support and guidance.

There are vibrant and productive trust-wide leadership networks, including one for Associate Headteachers. I would warmly welcome a visit to the school and I look forward to receiving your application.

With best wishes,

David Cooper  
Executive Headteacher



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# About the School

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**Melksham Oak Community School is a secondary school and sixth form in the south-east outskirts of Melksham, Wiltshire, for students aged 11 to 18.**

The school opened on 12 July 2010 and in August 2018, the school became part of The White Horse Federation, a multi-academy trust which runs primary and secondary schools in Wiltshire, Berkshire, Oxfordshire and Gloucestershire.

The school has an excellent site, perched on the edge of Melksham overlooking the rolling Wiltshire countryside. Our sports facilities are excellent, with community use in the evenings rooting the school at the heart of the community. The school benefits considerably from being part of The White Horse Federation. For instance, common curriculum sequencing supports high-quality planning and resourcing, and our staff can always reach out to colleagues in other schools for support and guidance.

In October 2022, Melksham Oak attained an Ofsted rating of "Good", improving upon its previous "Requires Improvement" rating in April 2017.



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# Job Description

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## **Purpose of the Role – Associate Headteacher**

The Associate Headteacher is responsible for the effective running of the school and ensuring that the highest standards of academic achievement, student behaviour and professionalism are maintained at all times. The Associate Headteacher reports directly to the Executive Headteacher and deputises for him/her as required.

## **As a member of the Leadership Team,**

- To maintain confidentiality, collective responsibility and collegiality
- To support, promote and embody the academy's vision and ethos
- To be a source of inspiration, support and guidance to colleagues
- To maintain a visible presence about the school
- To conduct lesson observations, learning walks, work scrutiny and other quality assurance tasks
- To set performance expectations and conduct performance evaluation for assigned staff
- To contribute to academy self-evaluation and development planning
- To contribute to the success of the academy, in the widest possible sense
- To regularly update the pages of the academy's website for which you are responsible
- To deputise for other senior colleagues, as necessary

## **As Associate Headteacher**

- To provide visible and proactive leadership across all areas of school life.
- To oversee the effective day-to-day running and organisation of the school
- To ensure that the highest academic, behavioural and professional standards are maintained at all times.
- To lead a specific portfolio of academic and/or pastoral responsibilities
- To line manage members of the leadership team
- To deputise for the Executive Headteacher, as required.

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# Job Description (continued)

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## **As a teacher,**

- To deliver excellent lessons, achieve excellent results and act as a role model to students
- To have the highest expectations of every student, in terms of achievement, character and conduct
- To love your subject and cultivate a similar passion in your students
- To support your students through academic intervention, as required
- To contribute to the co-curricular programme and the wider life of the school
- To attend academy events and meetings

## **As an employee of The White Horse Federation,**

- To promote the aims, values and ethos of the trust
- To adhere to all trust and academy policies and procedures
- To maintain discretion when privy to confidential information
- To participate in any appropriate meetings with colleagues
- To participate in performance management arrangements
- To undertake further training as required
- To be committed to equality, diversity and inclusion
- To work flexibly, prioritise workload and use one's initiative
- To carry out any other duties appropriate to the post, as required



# Person Specification

		Essential (E) Desirable (D)
Qualifications	1. Strong academic credentials, including as a minimum, a 2.1 undergraduate degree	E
	2. Qualified Teacher Status	E
	3. Evidence of continued professional development e.g. a relevant post-graduate qualification or a National Professional Qualification (NPQ)	D
Knowledge, skills and experience	4. Substantial experience as a Deputy Headteacher	E
	5. Experience of establishing, developing and maintaining high standards of behaviour across a school	E
	6. An excellent classroom practitioner	E
	7. A proven track record of delivering significant change at pace as part of a school leadership team	E
	8. Evidence of sustained impact in an academic or pastoral senior leadership portfolio	E
	9. Experience of working in a high-performing organisation	D
	10. An appreciation of what educational excellence looks like	E
	11. An understanding of the demands involved in leading a large, successful school	E
	12. An awareness of best practice in pastoral care and safeguarding	E
	13. The ability to use data confidently to inform and diagnose weaknesses	E
	14. The ability to lead, coach and motivate staff within a performance management framework, supporting their development and effectively challenging and managing any underperformance.	E
	15. The ability to develop and maintain positive relationships with other senior leaders, teachers, support staff, students and parents	E
	16. High standards of written and verbal communication	E

# Person Specification

		Essential (E) Desirable (D)
Personal attributes	17. An aptitude and desire to progress to headship as a next career move	E
	18. A deep alignment with the vision and ethos of The White Horse Federation	E
	19. A commitment to a knowledge-rich curriculum and teacher-led instruction	E
	20. A strong belief in the importance of clear systems and consistency	E
	21. A visible, energetic and principled leader	E
	22. Relentless ambition for all staff and students	E
	23. The ability to lead confidently and with conviction, to put students first and to accept no excuses	E
	24. A good sense of humour	E
	25. An appetite for hard work	E
	26. The ability to work to tight deadlines and managing competing priorities	E
	27. Strong organisational skills	E
	28. Excellent attention to detail	E
	29. Sound judgment	E
Other requirements	30. Ability to maintain discretion when privy to confidential information	E
	31. Commitment to safeguarding and promoting the welfare of children and young people	E
	32. Willingness to undergo appropriate checks, including enhanced DBS checks	E
	33. Commitment to equality, diversity & inclusion	E

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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, Swindon, Oxfordshire, and Reading.

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.

## The Advantages of joining our Federation

In addition, our employees reap the rewards of a competitive benefits package, including:

- Pension scheme
- Salary Sacrifice Car Purchase Scheme
- Generous annual leave
- Employee Assistance programme
- Staff discounts
- Flexible Family Friendly Policies
- Gym discounts
- Specsavers Eye Care Scheme
- Staff Wellbeing Centre
- CPD Programme

# How to Apply

We are thrilled you would like to join our trust!

For an informal discussion with the Director of Education or to visit the school please contact Becky Bryant, Executive Assistant; [bbryant@twhf.org.uk](mailto:bbryant@twhf.org.uk)

For any other queries in relation to this post, please contact the Recruitment Team: [recruitment@twhf.org.uk](mailto:recruitment@twhf.org.uk)

To apply, please complete an application form via our applicant tracking system, Eteach: <https://www.eteach.com/careers/thewhitehorsefederation-org/>





Proud to be a part of  
**The White Horse Federation**



Registered in England: Company  
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