



Rosehill Methodist Primary Academy

Head of School Recruitment Pack

March 2026



Welcome from the Trust

On behalf of the Epworth Education Trust and the Local Advisory Board, thank you for your interest in the post of Head of School at Rosehill Methodist Primary Academy.

This recruitment pack has been designed to support you as you consider applying for this role. It aims to give you a clear sense of our school, our ethos and our aspirations for the future. We hope it also conveys the warmth, care and ambition that characterise Rosehill.

Rosehill Methodist Primary Academy is a welcoming, inclusive school at the heart of a diverse community. Rooted deeply in its Christian and Methodist heritage, the school is guided by its vision:

“Stand firm in the faith, be courageous, be strong, do everything in love.”

This is an excellent opportunity for a talented and values-driven leader to take on the role of Head of School within a collaborative leadership structure, working closely with the Executive Headteacher, the staff team, families, the Methodist Church and the wider Epworth Education Trust.

We are seeking a Head of School who will:

- champion inclusion and equality
- inspire high-quality teaching and learning
- nurture the spiritual, personal and academic flourishing of every child
- live out our Methodist values in visible, meaningful ways

We encourage you to visit the school to meet our wonderful pupils and staff and to experience first-hand what a special place Rosehill Methodist Primary Academy is.

The Governors and Trust look forward to hearing from you and wish you every success with your application

Julie-Ann Hewitt
Chief Executive Officer

Mrs Jean McManus
Chair of Governors





About the School

“The school’s overarching value of love ensures that there is a tangible culture of care both in the school and wider community.”

SIAMS inspection report, 2024



Rosehill Methodist Primary Academy is a welcoming, inclusive school deeply committed to the teaching of Christian values and to supporting children in applying these values in their daily lives. Guided by its Methodist foundation, the school nurtures pupils spiritually, socially and academically, enabling them to grow in confidence, character and compassion.

The school serves a diverse community and educates around 350 pupils from Nursery through to Year 6, including free full-time Nursery provision. Rosehill is committed to inclusion and high aspirations for all pupils, ensuring every child is supported and challenged to achieve well.

The school benefits from a Forest School and an established in-house inclusion provision, Rosehill Ready, alongside an ambitious curriculum focused on raising expectations and outcomes. Rosehill became an academy in 2018 and joined the Epworth Education Trust in 2020, benefiting from strong strategic support while retaining close community links, including the Wesley Development Centre attached to the academy.

Rosehill Methodist Primary Academy is moving forward with confidence, shared purpose and a clear commitment to continued improvement.

‘Pupils study an ambitious and diverse curriculum. They learn with enthusiasm and take care with their work.’

Ofsted: 2023

About the School



Rosehill Methodist Primary Academy is an inclusive and aspirational school, committed to ensuring that every pupil thrives and achieves highly.

The school serves a diverse community and includes a resourced SEND provision and SEN unit, with inclusion firmly embedded as part of its wider educational vision. Leaders and staff work together to identify and remove barriers to learning, while maintaining high expectations and a clear commitment to raising ambition for all pupils. Ofsted recognised that leaders have high expectations for pupils' achievement, including those with special educational needs and disabilities (Ofsted, 2023).



Inclusion at Rosehill is not an endpoint, but a foundation. The school is focused on continuing to strengthen the quality of education, empowering pupils to be confident, curious learners who aspire to succeed. Ofsted noted that pupils "study an ambitious and diverse curriculum" and "learn with enthusiasm and take care with their work", reflecting a culture of positive attitudes to learning (Ofsted, 2023).

Pupil leadership opportunities, including roles as eco-warriors, school council members and representatives on the Working Together Committee, allow pupils to contribute meaningfully to school life while developing responsibility, service and moral courage.



Strong partnerships with families, the local Methodist Church and the Epworth Education Trust support both high aspirations and inclusive practice. This role is suited to a Head of School who can lead SEND with expertise while driving ambition and excellence across the whole school.

About the Trust



The Epworth Education Trust (EET) is a newly formed Trust created in November 2020 when two successful Academy Trusts – Acorn Trust and Wesley Trust merged. The previous Trusts were well established and, as such, EET is built upon a wealth of experience and expertise that enables it to be a good home for its schools.

The main purpose of the newly merged Trust was to further unlock the benefits that schools have in belonging to a family of schools and enable them to work collaboratively to be the best they can be.

We recognise that we are stronger together and benefit from each other's strengths. We are committed to ensuring all schools in the Trust are successful, self-governing schools that provide the best education for the children in their care.

Our Trust is rooted in our Methodist heritage and as such lives by John Wesley's Rule – *'Do All You Can'*.

The Epworth Education Trust is rooted in our communities, our profession and our faith. We work together to ensure that every child and young person can achieve excellence.

The Trust's approach is anchored to six core principles.

These are:

- We will build a family of schools with shared Methodist values, but who can support their individual communities in their own unique way
- Best practice will be delivered through school-based models of excellence
- Each school will deliver a dynamic and creative curriculum that holds no limits on the achievements and learning of all pupils
- A commitment to the highest standard of pastoral care and support
- Our education and ethos will be used to support and develop our local communities
- Our high-quality continuous professional development will enable staff to shine and advance in their career

About the Role



This is an exciting opportunity for an exceptional and values-driven leader to play a key role in shaping the next phase of Rosehill Methodist Primary Academy's journey.

As Head of School, you will provide the day-to-day leadership that ensures the school is a joyful, ambitious and inclusive place where every pupil is supported to flourish academically, personally and spiritually.

Under the leadership of the Executive Headteacher, you will help drive the strategic vision for Rosehill by modelling Christian values, raising expectations and fostering strong relationships across the school community. You will work closely with staff, pupils, families, the Methodist Church and the Epworth Education Trust to ensure that our ethos is lived out in daily practice and that the school continues to build on its strengths.

Rosehill has a strong reputation for inclusive practice and benefits from a resourced SEND provision and SEN unit. The Head of School will bring confidence and expertise in leading inclusive, high-quality provision, ensuring that ambition and support go hand in hand and that pupils with additional needs thrive within a culture of high expectations.

A key priority will be to strengthen ambition across the school — empowering pupils to believe in their potential, supporting staff to refine and deepen their practice, and ensuring that the curriculum remains engaging, well-sequenced and aspirational for every learner. Working within a collaborative leadership model, you will also play an important role in the broader work of the Epworth Education Trust. You will engage with Trust networks, contribute to shared school improvement priorities and uphold Trust values in your leadership of the school.

We are seeking a Head of School who is motivated by our Christian ethos, committed to inclusive and ambitious education, and ready to work with the Executive Headteacher and the wider Trust to lead Rosehill confidently into the future.

Job Description

Post: Head of School,
Rosehill Methodist
Primary Academy

Salary: L13 - L17

Start date: 1st
September 2026

Responsible to: The
Executive
Headteacher, The CEO
and Trustees of the
Epworth Trust and the
Local Advisory Board



EPWORTH
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Key Responsibilities:

The Head of School will lead, motivate and inspire pupils, staff and parents, working closely with the Methodist Church and the wider community, to ensure that every pupil feels valued, confident in themselves, respectful of others, and able to achieve highly.

Through a culture of high expectations and care, the Head of School will help pupils develop the knowledge, character and skills they need to succeed in education and in life.

As a senior leader within the Epworth Education Trust, the Head of School will work in partnership with the Executive Headteacher and the Local Advisory Board (LAB) to implement the vision and strategic direction for Rosehill Methodist Primary Academy. In leading the day-to-day operation of the school, the Head of School will ensure that the Trust's ethos and Methodist values are deeply embedded in daily practice and that inclusion and ambition work hand in hand to enable every child and adult to be the very best they can be.

The Head of School will collaborate with colleagues across the Trust and the wider community to support high standards of leadership, teaching, learning and behaviour. This will include building on Rosehill's strengths in inclusive and SEND provision while continuing to raise aspirations, improve outcomes and enrich opportunities for all pupils, ensuring that the school remains a warm, purposeful and ambitious community in which everyone can thrive.



Job Description

Head of School, Rosehill Methodist Primary Academy

Educational Leadership & Management

The Head of School will:

- Contribute to creating an ethos and educational direction that secures effective teaching, successful learning and strong outcomes for all pupils, grounded in the school's Christian and Methodist values.
- Promote pupils' spiritual, moral, cultural, mental and physical development, preparing them for future opportunities and responsibilities.
- Ensure staff are committed to the school's aims and actively support priorities that drive continuous improvement.
- Develop shared expectations of high-quality teaching and learning, modelling and promoting the Trust's teaching and learning principles through monitoring and coaching.
- Support an aspirational, innovative learning culture where ambition and inclusion work together to secure strong progress for all pupils.
- Implement effective systems for monitoring, assessment and intervention so all pupils — including those with SEND — thrive.
- Work with the Executive Headteacher to embed strategies that secure high standards of education, behaviour and attendance.
- Monitor teaching and learning, evaluate outcomes for all pupils, and contribute to setting and meeting challenging, realistic improvement targets.
- Address underperformance promptly, ensuring appropriate support and follow-up action.
- Support the design and delivery of a rich, creative and well-sequenced curriculum that provides a broad and engaging pupil experience.
- Set and monitor pupil achievement targets, ensuring consistently high expectations.
- Maintain a safe, purposeful and respectful learning environment with clear behaviour expectations that enable effective teaching and learning.
- Ensure appropriate pastoral support and promote pupil wellbeing, safeguarding and readiness to learn.
- Act as Designated Safeguarding Lead, ensuring statutory duties are fulfilled and safeguarding culture remains strong.





Job Description

Head of School, Rosehill Methodist Primary Academy

Strategic Leadership and Management

The Head of School will:

- Lead by example, modelling the school's Christian ethos and demonstrating motivation, integrity and high expectations.
- Implement the school's vision and strategic priorities as agreed with the Executive Headteacher, LAB and Trust, ensuring they are reflected in daily practice.
- Work collaboratively with the Executive Headteacher, LAB and senior leaders, fostering a culture of shared responsibility, transparency and high expectations.
- Promote and embed the Christian and Methodist ethos, ensuring it informs decision-making, relationships and the wider school culture.
- Ensure alignment with the Trust's strategic direction, contributing to Trust priorities and improvement frameworks.
- Support the creation and implementation of the school improvement plan, leading key areas to secure strong progress and high standards for pupils.
- Champion the values of the Epworth Education Trust, contributing to Trust-wide collaboration, professional networks and wider development work.
- Ensure staff and governors understand their roles and accountability for school performance, safeguarding and pupil wellbeing.
- Provide clear and accurate performance information to the Executive Headteacher, LAB and Trust to support effective challenge and decision-making.
- Contribute to the wider education system, sharing practice and working with other schools and leaders to drive innovation and improvement across the Trust.

People Leadership and Management

The Head of School will:

- Lead day-to-day staffing matters, including the deployment of teachers, TAs and support staff, ensuring roles and responsibilities support high-quality teaching and learning.
- Build and sustain a positive, inclusive and collaborative culture, where staff work together to achieve high standards and uphold the school's Christian ethos.
- Model professionalism and integrity, maintaining confidentiality, high expectations and a calm, solution-focused approach.
- Lead performance management and coaching, ensuring staff receive effective support, challenge and development that enables them to meet high expectations.
- Promote high-quality professional learning, identifying training needs and leading CPD that supports school priorities and staff growth.
- Develop leadership capacity across senior, middle and emerging leaders, supporting succession planning and strengthening the wider staff team.
- Promote equality, fairness and wellbeing for all staff, ensuring Rosehill is a safe, supportive and inclusive place to work.
- Act as a visible, approachable and reflective leader, modelling a desire to learn, improve and support others.
- Manage pastoral oversight and staff communication, ensuring effective daily organisation, clear messaging and strong relationships across the school community.
- Oversee ECT induction, daily staff briefings and operational routines, ensuring smooth, well-coordinated running of the school.



Job Description

Head of School, Rosehill Methodist Primary Academy

Financial and Business Management

The Head of School will:

- Work with the Executive Headteacher and Trust CFO to ensure budgets are planned, set and managed in line with Trust guidance.
- Monitor actual spending against budget and ensure effective financial controls and accountability across day-to-day operations.
- Implement key Trust-wide policies and procedures, including compliance, finance, HR, health and safety and IT systems.
- Ensure efficient and effective administrative and organisational systems that support smooth daily running of the school.
- Manage and utilise the school site, facilities and learning environments to their full potential, supporting pupils, staff, the Church, the Trust and the wider community.
- Ensure safeguarding, health and safety and statutory compliance requirements are fully met and remain a daily priority.
- With the Executive Headteacher, organise and maintain the school environment so it meets curriculum needs and health and safety standards.
- Manage and review the use of all resources — including buildings, equipment and staff deployment — to improve educational quality, secure value for money and support the school's inclusive and ambitious ethos.
- Approve day-to-day operational finance actions such as timesheets, overtime, purchase order approvals and routine administrative requests, in line with Trust processes.

Links with the Epworth Trust, the Church, Wider Community and Businesses

The Head of School will:

- Build strong, open and trusting partnerships with parents and carers, recognising the crucial role they play in pupils' learning, wellbeing and achievement.
- Ensure that parents and pupils are well-informed about the curriculum, attainment and progress, and understand how they can contribute positively to school life.
- Foster a thriving, inclusive school community that values present and past pupils, families, staff, the local Methodist Church and the wider community.
- Work closely with the school chaplain and the Methodist Church to support the spiritual life of the school and ensure Christian values are lived out through service, compassion and care.
- Develop productive relationships with external organisations and community partners, enriching pupils' experiences and supporting aspiration beyond the classroom.
- Make a professional contribution to the wider work of the Epworth Education Trust, collaborating with other leaders and schools to share practice, support improvement and strengthen collective ambition.



Job Description

Head of School, Rosehill Methodist Primary Academy

Reporting

The Head of School will:

- Report directly to the Executive Headteacher, who is accountable to the Trust Board.
- Provide clear, accurate and timely information, advice and support to the LAB to help it meet its responsibilities for teaching, learning, standards and value for money.
- Work closely with the Executive Headteacher, keeping them fully informed of the school's progress, priorities and performance.
- Contribute proactively to monitoring, review and evaluation activities, submitting reports and evidence as required.
- Participate fully in the Professional Learning Review as part of performance development.

The Local Advisory Board, and in particular its Chair, will work closely with the Headteacher in its role as a critical friend to the school. This professional relationship will be central to providing both support and challenge, driving the school forward and further strengthening local and trust-wide partnerships.

Head of School Standards

While the Head of School is not the statutory Headteacher, they are expected to uphold and act in line with the Headteacher Standards (DfE, 2020), demonstrating high-quality leadership, professional integrity and effective day-to-day management within a multi-academy trust.





Person Specification

Head of School

The person specification outlines the key knowledge, skills and attributes required for the role of Head of School at Rosehill Methodist Primary Academy.

Candidates will be shortlisted based on how well they meet the criteria below.

Your supporting statement should be no more than three pages of A4, using Arial size 12, and should give clear evidence of how you meet these criteria.

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Qualified Teacher Status (QTS) • Degree qualification • Recent successful leadership experience as a member of a primary school senior leadership team • Evidence of relevant and appropriate professional development for the role of Head of School 	<ul style="list-style-type: none"> • NPQH or further professional qualification • Experience of teaching across the Key Stages • SEND leadership qualification, or willingness to complete one • Experience of working in a Church school
Professional Development	<ul style="list-style-type: none"> • Evidence of recent engagement in professional learning relevant to school leadership 	<ul style="list-style-type: none"> • Completion of Child Protection/Designated Safeguarding Lead training (or willingness to complete) • Completion of Safer Recruitment training (or willingness to complete)
Strategic Leadership Skills	<ul style="list-style-type: none"> • Ability to think strategically and communicate a shared vision that motivates the whole school community • Evidence of successfully implementing, managing and evaluating change collaboratively and sensitively • Ability to build on strengths and ensure smooth transitions that support continuous improvement • Clear understanding of current issues in education and the ability to embed relevant new approaches in teaching, learning and pupil welfare • Proven record of inspiring, enabling and motivating others to succeed • Experience of self-evaluation and contribution to school development planning 	



Person Specification

	Essential	Desirable
Strengthening the Community	<ul style="list-style-type: none">• Ability to nurture a positive, collaborative team culture in which staff work together to secure school improvement• Experience of building effective relationships with parents, carers, governors, the Church, the wider community and other schools• Commitment to the Christian ethos of the school and ability to promote it across the community	<ul style="list-style-type: none">• Successful experience of capitalising on appropriate sources of external support and excellence
Leading Teaching & Learning	<ul style="list-style-type: none">• Strong understanding of effective teaching and learning and the ability to promote a school-wide learning culture• Evidence of improving provision and outcomes for pupils• Experience of evaluating and using data to plan and improve pupil performance• Experience of monitoring, evaluating and improving the quality of teaching and learning• Understanding of curriculum design principles and how to engage pupils through an exciting child-centred curriculum• Experience of developing staff performance through effective professional reviews and coaching• Evidence of supporting vulnerable pupils and addressing barriers to learning• Experience promoting positive behaviour, respectful conduct and celebrating success	



Person Specification

	Essential	Desirable
Systems & Processes	<ul style="list-style-type: none"> • Experience of creating and sustaining accountability systems across a school community with support from the leadership team • Experience of promoting and safeguarding the welfare of children (extensive) 	<ul style="list-style-type: none"> • Experience of financial planning or effective use of pupil premium funding
Personal Qualities	<ul style="list-style-type: none"> • Sympathetic to and supportive of the Christian ethos of the school • Able to inspire and influence others, within and beyond the school, to recognise the value of education in children's lives • Actively promote an inclusive culture that celebrates children's uniqueness • Visible and approachable; able to listen, understand and work effectively with pupils, staff, governors and parents • Able to foster an open, transparent and equitable culture and handle difficult conversations constructively • Lead by example with integrity, resilience and compassion • Demonstrate sustained hard work, energy and enthusiasm, with a flexible, "hands-on when needed" leadership style 	

Employees of the Epworth Education Trust have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

Safeguarding

Epworth Education Trust and Rosehill Methodist Primary Academy are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. This post involves working closely with children and is therefore exempt from the Rehabilitation of Offenders Act.

An Enhanced Disclosure and Barring Service (DBS) check will be required for the successful candidate. Safeguarding and child protection procedures apply to all staff, governors and volunteers, and candidates will be expected to demonstrate a strong understanding of safeguarding responsibilities consistent with the role of Head of School.

Equality & Diversity

We welcome applications from all suitably qualified candidates. We are committed to ensuring equality of opportunity regardless of age, disability, gender identity, sexual orientation, religion, belief or race. All applications will be acknowledged and evaluated fairly.

Full references will be requested for candidates shortlisted for interview, but only taken up with your consent. Shortlisted applicants will be required to bring original identification documents and relevant certificates to interview.





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Epworth Education Trust and Rosehill Methodist Primary Academy are committed to the safeguarding of children and young people. An enhanced disclosure from the DBS will be required for this post.

Information for candidates:

- **The closing date for applications is:** Midday Monday 13th April 2026
- **Shortlisting:** Tuesday 14th April
- **Interviews:** Tuesday 21st April and Wednesday 22nd April
- School Visit Opportunities:
 - **Monday 30th March at 10am**
 - **Monday 30th March at 2pm**
 - **Tuesday 31st March at 4.30pm**
- All applications must be submitted via our HR platform, MyNewTerm.

All information relating to the application process can be found on our MyNewTerm page, and applications must be completed online using the link below:

<https://mynewterm.com/jobs/146177/EDV-2026-RMPA-18366>

- Your supporting statement should be no more than three pages of A4 using Arial font, size 12, demonstrating your knowledge and understanding of the criteria laid out in the person specification.
- We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race. All applications will be acknowledged and evaluated.
- Full references will be required for the shortlist interviews but will only be taken when the school has received specific consent from candidates to do so.
- Short-listed candidates will be required to bring original documentation, proof of identity and certificates with them to interview.
- For an informal discussion about the school, to arrange a visit or for more information on the Epworth Education Trust, please contact Amy Burkes, Executive Education Lead at Epworth Education Trust via email at aburkes@epworthtrust.org.uk.



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