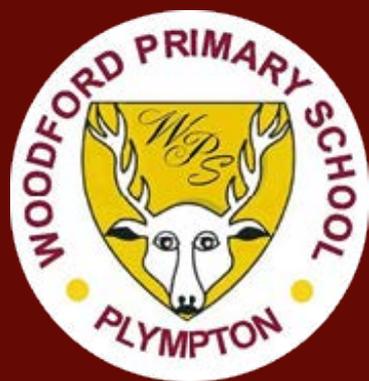




WESTCOUNTRY
SCHOOLS TRUST



Recruitment

Headteacher at
Woodford Primary
School

Stronger Together... Every
Child Achieving in a Great
School

Life Changing Learning

Dear Applicant

Thank you for your interest in our vacancy of Headteacher a Woodford 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.



Carl Atkinson
Chair of the Board of Trustees
Westcountry Schools Trust

WeST has adopted a revised governance model centered on local engagement through Westcountry Community Councils (WCCs). Each school is part of a WCC, which provides a strong link between the Trust Board, individual schools, and their communities. You will work closely with your fellow Headteacher's within your WCC community, which meets termly to review school the remit and the Community Lived Experience. WCC Chairs and Vice-Chairs maintain direct communication with the Trust Board, ensuring local insight informs decision-making and strengthens accountability across the Trust.

Please find enclosed a range of information to assist you in preparing your application. For further information about Woodford Primary School, please visit their website:

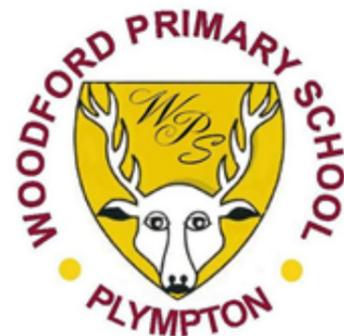
<https://www.woodfordprimary.co.uk/>

We would encourage visits to the school in support of research that will be facilitated by our WeST School Improvement lead 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 Cassie O'Neill, Business Administration Manager, as follows:

Admin@westst.org.uk
01752 891790

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



From the Trust

This is a hugely exciting time for Westcountry Schools Trust (WeST). Our Trust now brings together 31 schools across South Devon, Plymouth and Cornwall, with a strong likelihood of further growth in the years ahead. Each school proudly retains its local identity, yet together we are united in one mission: Empowering ALL children to impact positively on society. Our vision is simple but powerful: Every child achieving in a great school.

We unashamedly strive for academic excellence. Our schools share this commitment, knowing that great outcomes create life chances and opportunities for young people. We are proud to place high expectations at the heart of our work, while ensuring that inclusivity remains central to everything we do.

Our Trust is moving towards a clustering model, enabling schools to retain their autonomy and distinctiveness whilst benefiting from the collective strength and support of a wider family.



Nat Parnell
CEO
Westcountry Schools Trust

This interconnectedness forms the backbone of how we work. The best trusts run quietly in the background: you may not always notice them, but they provide essential support when it matters most. In WeST, what binds us together together is not uniformity but a common set of shared values. To collaboration, aspiration, integrity and compassion, we add a further hallmark of our community: Respect - showing due consideration for the thoughts, feelings and beliefs of others.

We are deliberately large enough to sustain a high-quality central school improvement team, so that colleagues at the chalk face are supported to achieve the very best for children. Our shared services also play a vital role, providing excellent professional support to busy schools and leadership teams. By lifting the heavy load of background activity, we can do what matters most: do everything we can to enable teachers to be excellent in the classroom.

Collaboration across WeST offers a wealth of benefits: sharing best practice in teaching and learning, curriculum design, and staff development, as well as joint working in finance, HR estates, governance, and wider school improvement. Beyond our boundaries, WeST remains outward-looking and proudly works in partnership with the South West Regions Group Director, the Teaching School Hub Council, Higher Education Institutions, The Local Authority and employers.

The successful candidate will influence and shape the Trust's future direction, work alongside expert colleagues, and join a cross-phase family where the combined efforts of staff and schools are focused on giving children the very best start in life. There can be no greater privilege than to work with such wonderful pupils and super staff, whose commitment and passion drive everything we do.

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 achieving a great school



Mission

Empowering children to impact positively on society



Values

Collaboration,
Aspiration, Integrity,
Compassion & Respect

Why work for the Trust

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

“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.”

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 that 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. This is an exciting opportunity to work collaboratively with the trust's Director of Education (Primary) and School Improvement Leads (Primary) to ensure all children achieve and thrive. 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. Primary Lead Practitioners, Primary Phase Leaders and Subject Leaders seconded part-time to the central team to support, challenge and advise school colleagues. Our Inclusion Lead Practitioner, Specialist Inclusion Teacher and Secondary SEND lead work in collaboration with the Director of Education to ensure inclusive provision for pupils in all primary and secondary schools across the trust.

WeST Training Institute (WTI)

WeST Training Institute (WTI) The WeST Training Institute has seen remarkable growth over the past 12 months, establishing a strong 'Golden Thread' of teacher development that supports educators at every stage of their career. With over 200 Early Career Teachers (ECTs) benefitting from the Early Career Framework, WTI continues to provide an unparalleled foundation for professional growth. Our comprehensive suite of National Professional Qualifications (NPQs) further cements our commitment to leadership and professional excellence in education. We are now thrilled to expand our impact by offering secondary teacher training as a delivery partner for Ambition Institute.

WTI is proud to be the sole provider of this transformative teacher training programme in the Southwest, reinforcing our role as a key hub for teacher education and development in the region.

The WTI has been positioned at the forefront of training and professional development, serving all staff within our family of schools and beyond. Our mission is to support the growth and development of every individual, fostering a culture of continuous improvement across all roles. Through a broad range of tailored programmes, workshops, and collaborative initiatives, we ensure that all staff have access to opportunities that enhance their skills, build confidence, and empower them to excel. By placing professional development at the heart of our schools, WTI is dedicated to creating a thriving, dynamic workforce that drives exceptional outcomes for our students and communities

Advertisement

Headteacher at Woodford Primary School, required for September 2026.

Who WeST are:

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 31 schools, of which 8 are secondary and 23 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:

Westcountry Schools Trust (WeST) is seeking to appoint an exceptional individual with vision, energy and inspirational leadership to the position of Headteacher at Woodford Primary School.

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.

If, having read the job description and person specification, you believe you have the skills, attributes and experience to successfully take on this exciting new role and make a real difference to the outcomes for our young people, then we warmly welcome your application.

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) 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 14th April 2026 at 9am

The assessment process will take place on Tuesday 21st April 2026.



Job Description

Job Description:

Headteacher

Location:

Woodford Primary School

Reports to:

WeST Director of Education

Salary:

L16 - L22

Job Purpose

- The Headteacher supports the effective operation of the trust and works to uphold and promote its vision and values.
- To provide and model outstanding leadership to secure the school's 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

- At all times demonstrate and uphold WeST's core values, ensuring that behavior, actions and decisions align with the principles that guide our work.
- 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 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 caliber.
- 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.

Managing the School

- 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

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)
WeST Vaues Bases Behaviours (these are deemed absolutely vital):			
Compassion			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	E		X
Aspiration			
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
Integrity			
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
Collaboration			
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
Qualifications:			
Qualified Teacher Status	E	X	
National Professional Qualification for Headship (NPQH) or working towards	E	X	
Proven commitment to professional development	E	X	X
Proven experience of successful school improvement initiatives	E	X	X

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)
Experience:			
Proven senior leadership experience in primary phase	E	X	X
Leading, and teaching, across the full primary age range	E	X	X
Inclusion and strategies for engaging all learners especially disadvantaged and those who have special educational needs	E	X	X
Strategic direction and development of the school:			
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
Knowledge, Skills and Abilities:			
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
A deep understanding what constitutes quality and high standards in learning, teaching and curriculum design	E	X	X
A deep understanding of what constitutes appropriate and successful relationships with children	E	X	X
A comprehensive working knowledge of 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
Play a lead role in contributing to the wider community developments of the school	E	X	X
Excellent communication and interpersonal skills	E	X	X

Additional Information

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=2525&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 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 and the school will carry out these checks and should you fail these checks, our offer of employment will be withdrawn.



