

Candidate application pack



**Lord Street
Primary School**

**Assistant
Headteacher**

A message from our Headteacher



We are a school in the heart of Colne who strive to ensure our pupils receive excellent educational experience.

Our mission is for our children to leave as well-rounded, confident individuals. By promoting our school values of Ambition, Respect and Collaboration, we promote a learning environment where our children are happy and safe. Our role is to shape every child and fill them with ambition and resilience so that they can succeed in later life.

Our teaching methods are evidence based, giving each child the tools needed to become the very best version of themselves. We, as a dedicated staff team, aim to Inspire, Include and Innovate each child and thrive on those lightbulb moments, giving them confidence to release their potential.

Whilst this application pack provides a lot of interesting information, it is no substitute for a visit to our school. We welcome you to talk with our pupils and the staff, to walk around our exceptional school, and to get a feeling for what it would be like to be a member of the community at Lord Street Primary School.

Chloe Whitaker
Headteacher

A message from the **Chief Executive**



I am both proud and excited to have been given the opportunity to lead the Trust in this next stage of its development, and to work with other school and trust leaders locally to ensure the very best education for young people in Craven, Pendle and across the wider region.

Apex Collaborative Trust is a vibrant, cross phase multi academy trust formed by the merger of the Pennine Trust and South Craven Academy Trust.

Our trust consists of 2 secondary schools and 3 primary schools. South Craven School also has a large sixth form. We are delighted that Pendle Vale College, in Nelson, will be an associate member of the trust and has indicated an intention to join fully within the next 12 months.

John Tarbox
Chief Executive Officer

Apex Collaborative Trust

Apex Collaborative Trust is a values-led organisation. Our core values of Ambition, Collaboration and Trust are fundamental to our approach and shape our culture. We believe establishing a strong culture is the most important ingredient for our success, so that we create an ideal environment for learning where all members of our trust community can flourish. We are also committed to providing fantastic opportunities for our young people, so that they can fulfil their aspirations now and in the future.

Ambition

Inspiring excellence & growth

- We set high expectations for our students, staff, and leadership.
- We challenge the status quo, encouraging innovation and creativity in education.
- We believe in potential empowering individuals to reach new heights in their learning and careers.
- We celebrate success, recognising achievements at every level.

In Action: We provide cutting-edge professional development, encourage students to dream bigger, and support schools in raising academic and personal aspirations.

Collaboration

Stronger together

- We share best practices, creating a network where knowledge flows freely.
- We support and challenge each other, working together to find solutions.
- We listen and respect diverse perspectives, ensuring every voice matters.
- We value teamwork, building relationships that foster trust and openness.

In Action: Schools under the trust work as partners, not competitors, pooling resources and expertise to deliver the best education possible.

Trust

Integrity, transparency, & accountability

- We do what we say we will do, building confidence in our leadership.
- We communicate openly and honestly, ensuring transparency in decision-making.
- We hold ourselves accountable, measuring success by our impact.
- We foster a culture of psychological safety, where staff and students can thrive without fear of failure.

In Action: We ensure clear communication with parents, staff, and students, always acting with honesty, fairness, and responsibility.

Our trust and our schools must be rooted in our community. Many local families have an association with our schools across many years and even generations. Deep relationships help us to develop knowledge and understanding of the community and to form effective partnerships with other institutions. These partnerships support holistic development of young people.

Staff benefits

All non-teaching employees will be enrolled into the Local government Pension Scheme which:

- is a secure pension that will keep up with the cost of living,
- provides life cover for your family and loved ones in the event of your death
- provides tax relief on any contributions deducted from your salary
- offers the option to decrease or increase your pension contributions
- offers the option to transfer in any previous pensions you hold within 12 months of joining.



Bike 2 work scheme



CPD opportunities



Employee assistance programme



Local discounts



Occupational health support

Safeguarding statement

At Apex Collaborative Trust, the welfare of children is paramount, and all schools are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

All staff will be expected to take responsibility to safeguard and promote the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

All post holders are subject to an enhanced DBS check. Our policy and practice are in line with the current Department for Education's 'Keeping Children Safe in Education' statutory guidance.



Assistant Headteacher

Salary Range: L3 (£54,394) – L7 £60,145)
Contract Type: Full time
Contract Term: Permanent
Closing Date: 26.6.26



Apex Collaborative Trust

Apex Collaborative Trust offers:

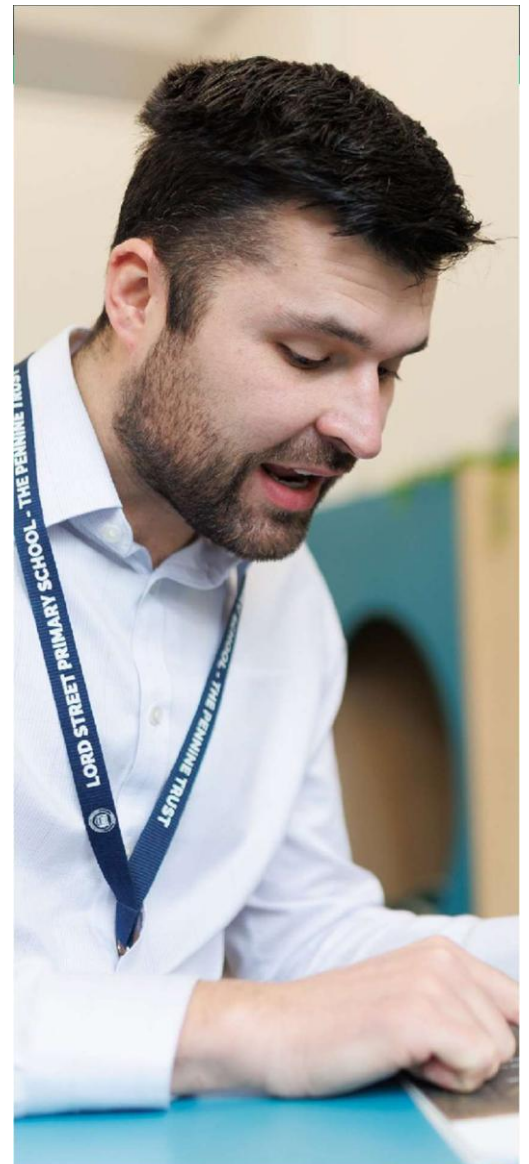
- A **strong culture driven by values**, where **Ambition, Collaboration and Trust** are at the heart of everything we do.
- A **supportive Central Trust team** committed to improving outcomes for all children through meaningful **collaboration**.
- Access to **cutting-edge professional development opportunities** to help you grow.

Why Choose Lord Street Primary School

- A culture where individuals can thrive - where innovation is encouraged and there is no fear of failure.
- An ambitious, happy and vibrant place to work with a family of supporting colleagues who are committed to promoting a warm and friendly atmosphere.
- A strong team of staff who work together with a common goal

The ideal candidate will:

- **Align with our culture and values**, contributing positively to our team dynamic.
- **Be an experienced professional** with a strong track record of success.
- **Proven track record of high-quality teaching and learning**, with consistent evidence of raising attainment
- **Inspirational, visible and approachable leader** who models the school's values and fosters a positive, inclusive and nurturing school culture.
- **Strong experience in developing staff**, providing mentoring and constructive challenge to support professional growth.
- **Confident in leading whole school initiatives** and ensuring smooth day to day running of the school.



Job Description

POST:	Assistant Headteacher
GRADE:	Leadership L3 to L7
REPORTS TO:	Headteacher
HOURS/DAYS	Monday to Friday (in line with STPCD)
CONTRACT TYPE	Permanent January 2027 or ASAP.
<p>Job Purpose</p> <ul style="list-style-type: none"> • Help maintain the ethos of the school by driving the organisational culture forwards and using every opportunity to embed our values. • Play an integral role in the leadership of the school, providing inspirational and highly effective leadership. • Undertake the professional duties of the Headteacher during his/her absence and represent the Headteacher at meetings as and when required. • Undertake such duties as are delegated by the Headteacher. • With the Headteacher, review the school improvement plan, aims and objectives. 	
<p>Strategic Leadership</p> <ul style="list-style-type: none"> • To work alongside the Headteacher in leading and managing the school. • With the Headteacher, lead on the maintenance of the high standards of education at the school. • To work with the Trust, Headteacher, Governors and members of the Senior Leadership Team to formulate and implement the school improvement plan. • To maintain a commitment to a shared vision for the school and Trust which reflects our ethos and values. • To assist in school self-review and evaluation and in the effective planning and management of school resources to secure improvements. • To line manage and manage the performance of staff, as directed by the Headteacher. • To assist the Headteacher in maintaining high standards of student progress, welfare and behaviour. • Ensure teaching is delivered in line with school expectations and goals. • To be a presence around the school, providing an excellent role model for staff and students, leading and modelling the Trust and school values. • To attend and lead on school events, including extra-curricular experiences outside of normal working hours. • To carry out teaching duties, modelling outstanding teaching, as required. • To undertake other responsibilities of the Headteacher during their absence and at other times, as required. <p><i>The role of the successful applicant will encompass the following areas however the specific responsibilities will vary according to the strengths of the successful applicant and how these complement the school overall.</i></p> <ol style="list-style-type: none"> 1. The internal organisation, management and control of the school 2. Curriculum development 3. Teaching and learning 4. Pupil behaviour, inclusion and welfare 5. Leadership, management and development of staff 6. Management of operations, systems and resources 	
SEND	<ul style="list-style-type: none"> • Working with the SENCO to ensure pupils with SEND are appropriately supported.

	<ul style="list-style-type: none"> • Working with the LA and outside agencies to support the development needs of children
Safeguarding	<ul style="list-style-type: none"> • Work with the DSL to ensure staff understand their safeguarding responsibilities. • To lead on the promotion of safeguarding to ensure the welfare of children, young people and adults and deal with concerns as appropriate. • Have in depth knowledge of safeguarding legislation including 'Working Together to Safeguard Pupils' and KCSiE.
Data Protection	<ul style="list-style-type: none"> • To comply with the Trust's policies and supporting documentation in relation to GDPR, Data Protection, Information Security and Confidentiality. • Share information confidentially about pupils to other professional as required. • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an leader and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
Equalities	<ul style="list-style-type: none"> • Promote inclusion and acceptance of all pupils. • Within own area of responsibility work in accordance with the aims of the equality statement, treating individuals with respect for their diversity, culture and values.
Customer Service	<ul style="list-style-type: none"> • Apex Collaborative Trust requires that all employees offer the best level of service to customers and behave in a way that inspires excellence and enthuse confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Apex Collaborative Trust requires a commitment to its mission, vision and values and to always have due regard to equality, diversity, dignity and respect.

Person Specification

Person Specification		Role: Assistant Headteacher	
	Essential	Desirable	How measured
Qualifications	<ul style="list-style-type: none"> • Appropriate degree level qualification • Qualified teacher status (QTS) 	<ul style="list-style-type: none"> • NPQSL or other to support role of AHT 	A/C/I A/C/I
Experience	<ul style="list-style-type: none"> • To have a minimum of 2 years whole school leadership • Have extensive experience of teaching in KS2 • Experience of delivering high quality, well planned primary curriculum • Demonstrate outstanding teaching that supports the progress of all students • Experience of using data to identify underachievement and inform classroom practice • Experience of parental engagement strategies 	<ul style="list-style-type: none"> • TLR for whole school responsibility 	A/R/I R/I A/R/I R/I I R/I
Attributes	<ul style="list-style-type: none"> • Ambitious and reflective of own strengths and areas for development • Respectful of others • Collaborative with own team members and wider school and trust community • Shows initiative • Ability to work successfully in a team • Maintains confidentiality • A good attendance and punctuality record • Excellent verbal and written communication skills. • Demonstrates a clear understanding of the principles and practice of quality assurance systems, including school review, self evaluation and performance management. 		R/I I/R I/R I/R I/R I/R A/I/R A/I/R
Knowledge & Skills	<ul style="list-style-type: none"> • Knowledge of the National Curriculum • Knowledge of effective teaching and learning strategies • A good understanding of how children learn • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Good ICT skills, particularly using ICT to support learning 		A/I/R A/I/R I/R I/R I/R A/I/R A/I/R A/I/R
Key A – Application R – Reference I – Interview C – Certificate			

How to Apply

If you share our core values and meet the criteria for the role, please apply by following the process below.

Follow the link to complete an application form:
<https://mynewterm.com/jobs/145818/EDV-2026-CLSS-93023>

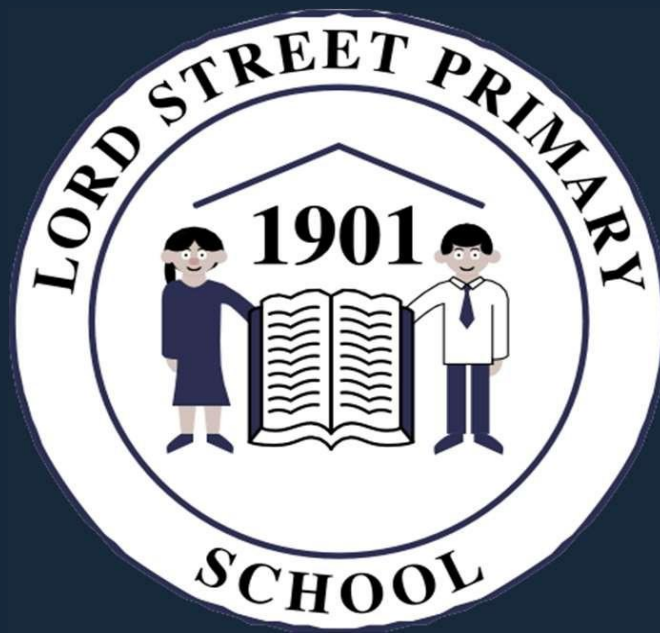
- In your personal statement, please include how your skills and experiences have prepared you for this post. Please pay particular attention to the job description and person specification whilst completing this section with a focus on your suitability for the post gained from past experiences.

**Closing date for applications is noon on:
Friday 26th June at 12pm.**

CVs will not be accepted. It is standard practice in the education sector to seek references for shortlisted candidates prior to interview.

The Apex Collaborative Trust is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance'.





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