

E-ACT

OPENING MINDS,
OPENING DOORS

DO YOU THINK BIG?

Candidate Information Pack
Executive Headteacher



E-ACT Merchants'
Academy
Primary • Secondary • Sixth Form



E-ACT Montpelier
High School



WELCOME

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Thank you for your interest in the Executive Headteacher role across two of our Bristol academies, Merchants' Academy and Montpelier High School. This is a significant, exciting and unique leadership opportunity within E-ACT and I am delighted you are considering joining us.

Merchants Academy is a mixed all through 2-16 school and Montpelier High School is an 11-18 all girls school. Working across both schools, you will play a central part in shaping their continued development and ensuring we provide the highest possible quality of education for every pupil we serve from those beginning their education journey through to those moving on to University.

This position is integral to the Trust. You will work closely with our executive leaders to deliver our vision and bring our values to life: Think Big, Do the Right Thing and Show Team Spirit. These values guide everything we do and we are looking for a leader who embodies them in their practice, their decision-making and their relationships.

As a large national multi-academy trust, E-ACT offers the scale, expertise and collaborative culture that enable leaders to thrive. We are looking for someone who will embrace the opportunity to work within a high-functioning, supportive team and who sees the potential that a national MAT provides, whether that's shared learning, professional growth, or the chance to make a wider impact. If you share our ambition for children and communities and you are excited by the challenge and opportunity this role presents, we would be delighted to receive your application.



Niall Gallagher
National Education Director
Secondary



Kate Mann
National Education Director
Primary

Firstly, thank you for taking your time to explore this opportunity to be part of our E-ACT family.

E-ACT is a National and System Leader Multi-Academy Trust, we provide education in London, Birmingham, Bristol, Manchester, Oldham, Buckinghamshire, Northants, Sheffield, and Walsall. As one of the most established trusts in the country, we serve some of the most disadvantaged young people.

Our commitment to becoming 'best in class' is stronger than ever. At E-ACT, we bring our people-first culture to life through our comprehensive people strategy. We have been diligently refining our educational and operational strategies, governance, and organisational culture to ensure we provide the very best experience for our pupils and, of course, our staff.

My fellow colleagues at E-ACT are dedicated professionals who provide the very best for our children to thrive and to grow. We take great pride in serving our local communities and being part of a supportive trust we call E-ACT.

If you think this could be the role for you, please get in touch.



Tom Campbell
CEO

MERCHANTS' ACADEMY

Academy statistics

Planned Admission Number

60
Reception

182
Year 7

125
Year 12



Merchants' Academy

> Primary

Students on roll

322

Pupil Premium

67%

SEND Students

27%

EAL Students

23%



Sarah Flannigan,
Primary Headteacher

> Secondary

Students on roll

748

Pupil Premium

63%

SEND Students

27%

EAL Students

23%



Katy Reeves,
Secondary Headteacher

Merchants' Academy, located in Withywood, Bristol, is a 3 to 18 all-through school offering education from Nursery to Sixth Form. Now part of the E-ACT multi-academy trust, the academy emphasises academic and vocational excellence, fostering a lifelong love of learning. The curriculum is designed to empower students to become leaders who positively contribute to their communities and the wider world. The academy benefits from strong partnerships, providing students with enhanced educational and career opportunities.



MONTPELIER HIGH SCHOOL

Academy statistics



Published Admission Number

140 for entry
into Year 7

Students on roll

865 

EAL Students

41.2% 

Pupil Premium

33.1% 

Montpelier High School, established in 1891 (formerly Colston's Girls' School, renamed in 2021), is a non selective girls' school in inner city Bristol serving over 800 students with over 30 languages and a dozen faiths represented.

We deliver high quality teaching, inspiring academic ambition alongside a caring, accepting environment. Rated among the top non selective state schools in the Southwest and in the top national bracket for attainment and progress, we empower each student to grow academically, personally, and socially, in a community known for leadership and shared achievement.

SEND Students

13.1% 



Vanetta Spence,
Headteacher

JOB DESCRIPTION



Role Purpose

The purpose of this role is to lead the delivery of outstanding education and school performance across a number of academies and work as part of a larger Trust team to deliver improvement at scale.

You'll need to be a high performing, impact driven person with proven results in your field and senior experience within education, including having been a successful Headteacher. You will have an unrelenting focus on making sure that teaching and learning is outstanding within every classroom and an ability to identify need, source support and build capacity within your leadership responsibilities. Flexibility is key, as you'll adapt to shifting priorities and align your efforts with the most critical requirements across both the academies under your care.

Key Accountabilities:

Reporting to the National Director of Education, this post holder will be accountable for the following:

As Executive Headteacher

- The leadership of the academies for which you are responsible.
- The educational outcomes in the academies for which you are responsible.
- Effectively line and performance manage the Headteachers you are responsible for, in every aspect of their work, ensuring that they successfully implement their performance objectives and maintain a central, unrelenting focus on the quality of teaching and learning and outcomes within each academy.
- Effectively and continuously identify and source a network of support from national colleagues (Safeguarding, SEND, Attendance etc.), ensuring that the academies receive appropriate, agile support based on their needs at any one time. Where necessary facilitate external support where needed.
- Ensure all the academies you work with are 'inspection ready'.
- Providing effective governance through rolling assurance activities, the coordination and delivery of Trust reviews and other governance activities, including risk register.
- Ensure all academies are statutory compliant.
- Overseeing the construction and delivery of Post Ofsted Action Plans (POAP), brokering additional support where necessary.
- Overseeing the educational recruitment requirements for your link academies, working closely with the National Director and Onboarding team to ensure a timely fulfilment.
- Ensure the recruitment process attracts the best talent for all roles, while maintaining a focus on retaining and developing existing talent.
- Ensure effective line management, performance management and leadership accountability systems operate successfully in all academies.

- Ensure the Headteachers of your academies are provided with the support they need from their Operational Business Partners, including finance, estates, marketing, IT and HR.
- Provide reports and updates to the National Director as required.
- To quality assure and approve all key documentation, including Curriculum Led Financial Plan, Academy Self-Evaluation, Academy Improvement Plans, and Curriculum models, ensuring that they adhere to E-ACT's School Improvement Strategy.
- To ensure academies provide value for money, are financially efficient and budgets are balanced.
- Attending and inputting into all Ofsted, LA and E-ACT led assurance and governance activity providing assurance regarding how academy performance is scrutinised, supported and held to account.
- Actively support the Education Directorate and the wider work of the Trust by committing to regular attendance at conferences, networks, events and strategic planning days - recognising that this will require consistent engagement and occasional overnight stays to ensure meaningful contribution and collaboration across the Trust.
- Hold your Headteachers to account over their marketing strategy ensuring evaluation and accountability measures are in place for pupil numbers, attracting and retaining talent and enhancing the overall school perception and reputation.
- Contribute to and help to shape the national education landscape, building networks, engaging with organisations and seizing opportunities to promote the Trust and present on areas of interest and passion.
- Ensure that each of your academies deliver a high-quality, inclusive curriculum tailored to its student cohort, with robust assessment, moderation and transition planning that meets all regulatory standards and drives strong outcomes.
- Ensure all staff are provided with training opportunities relevant to their role and career stage.



Culture

- Ensure Headteachers fully embrace and engage with the Trust.
- Partner with Headteachers to implement the People Strategy, fostering a people-first culture that prioritises engagement, impact and learning and development.
- Ensure that you and all the teaching staff within the academies think big, do the right thing and develop and nurture a positive team spirit.
- Work with the Headteachers to ensure that all academies demonstrate both the Trust's and academies' values and vision.
- Encourage a culture of excellence and accountability by setting ambitious expectations, supporting staff development and identifying and nurturing leadership talent to enable clear succession planning across the Trust.
- Ensure that there is a safe and happy culture within your academies, adhering to outstanding safeguarding practice, pupil behaviour and attendance.
- Regularly hold your Headteachers to account to ensure that they and their teams are being the best they possibly can be. This will include honest and sometimes hard conversations and will need to be guided by doing the right thing. Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.
- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity and Inclusivity.

Standard Operating Procedures

- Ensure that you adhere to the E-ACT Scheme of Delegated Authority.
- Manage all educational risks within your academies effectively, ensuring that all required mitigations are in place.
- Undertake any other duties appropriate to the grade of the post as requested by your Line Manager.
- E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.
- Be responsible for safeguarding within the academies and work with the Operational Teams to ensure that Safer Recruitment procedures are adhered to for every appointment. Executive Headteachers will be expected to complete Safer Recruitment training at least every two years.



PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Headteacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to think big for themselves and for the world around them;
- We want everyone to do the right thing in everything they do, even when this means doing something that's hard, unpopular or takes a lot of time;
- We want everyone to show strong team spirit, always supporting and driving their team forward.

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

Values

THINKING BIG

- Show energy, enthusiasm and passion for what you do.
- Demand the highest quality in all that you do and in the work of your team.
- Willing to champion new ideas and think beyond the status quo.
- Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better.
- Be open to new ideas and change where it will have a positive impact on the organisation.
- Show a willingness to embrace different ideas and ways of thinking to improve E-ACT.
- Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things and bring that learning into your work.
- Commitment to self-development and developing your wider team.
- Ability to reflect on yourself, your performance and to think about how this could be improved further.
- Ability to encourage ideas from others in order to improve the organisation and build your team's confidence.

Values

DOING THE RIGHT THING

- Have integrity and honesty in all that you do.
- Make decisions that are based on doing the right thing, even when this means that they are unpopular or will lead to more work.
- Take responsibility and ownership for your area of work.
- Have difficult conversations or deliver difficult messages if that is what is required to do the right thing by our pupils.
- Be transparent and open.
- Be resilient and trustworthy.
- Stand firm and stay true to our mission.

SHOWING TEAM SPIRIT

- Understand how you can have a greater impact as a team than you can as an individual.
- Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission.
- Recognise that everyone is important within E-ACT and show an ability to build strong working relationships at every level.
- Recognise and celebrate the success and achievements of your colleagues, no matter how small.
- Be generous with sharing your knowledge to help to develop others.
- Understand and be willing to receive suggestions and input on your area of work from others.
- Support your colleagues, even when this means staying a little later, or re-prioritising some of your work.
- Be aware of other peoples' needs and show an ability to offer genuine support.
- Show an awareness and respect for peoples' differences and recognise how different characteristics and personal strengths build dynamic and great teams.

Organisational Fit

Essential:

- Thinking Big.
- Doing the Right Thing.
- Showing Team Spirit.



Knowledge and Experience

Knowledge

Essential:

- Qualified teacher status or recognised equivalent.
- Degree in subject specialism or related subject.
- Additional relevant training in Safeguarding.
- Evidence of continuous professional development.
- Knowledge of National Curriculum requirements.
- Knowledge of a creative range of pedagogic approaches to delivering your subject.
- Knowledge of and/or ability to use technology to support student learning.
- Extensive knowledge of national and local strategies for raising educational standards.
- In-depth knowledge of best practice in teaching and learning to support student achievement.
- In-depth knowledge of Educational Leadership and Management.
- Knowledge of current education legislation, Ofsted framework and best practice.

Desirable:

- NPQH completed.
- NPQEL completed.

Experience

Essential:

- Experience of being a high performing Headteacher.
- Proven successful mentoring/coaching of colleagues.
- Experience in providing training and professional development to staff.
- Experience of Ofsted processes.
- Teaching experience across the age range required for the role.
- Proven success in improving student outcomes.

Desirable:

- Experience of Trust wide leadership and/or inspection experience as an OI or HMI and/or experience of Executive headship.
- Successful partnership with other schools, relevant services agencies and stakeholders.



Skills and Personal Qualities

Skills

Essential:

- Ability to support Headteachers in delivering consistent high standards.
- Ability to understand and ensure the Academy is teaching and delivering the appropriate curriculum.
- An ability to lead, motivate, develop and inspire staff.
- An ability to analyse and interpret data to inform planning, target setting and academy performance.
- Ability to think and plan operationally and strategically.
- Ability to ensure the Academy is assessing and recording the progress of students' learning and this is embedded.

Personal Qualities

Essential:

- A commitment to getting the best outcomes for all pupils.
- Ability to work under pressure and adapt to changing circumstances and challenges.
- Commitment to maintaining confidentiality at all times.
- Strong leadership skills and ability to empower, motivate and create a positive working environment.
- Personal resilience and an ability to cope with ambiguity uncertainty, pressure, and scrutiny from others.
- A team orientated approach gaining input and team buy in.
- Excellent communication and relationship building skills at all levels.
- Ability to think critically and creatively to overcome problems and find effective solutions.
- Ability to see the big picture as well as focus on what needs to be done.
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.





How to **APPLY**

We hope this pack has given you a valuable insight into our Academy and Trust and the exciting opportunities we offer. We warmly invite you to visit us and experience the Academy in action.

To reach the right applicants for this role we are working with leading educational recruitment company Pentir.

Should you have any queries or would like a confidential conversation, then please contact Mike Phillips on [07830 313 915](tel:07830313915) (mike.phillips@pentir.com).

If you would like to visit the academies then this can be arranged through Sara Buthlay at Pentir (sara.buthlay@pentir.com) or Mike Phillips.

To apply, please submit your cv/profile and a supporting statement to apply@pentir.com. Your supporting statement should outline how you satisfy the qualifications and experience elements of the person specification. Alternatively, forward your application via mynewterm. We will require you to complete an application form later in the process.

Closing date for applications: 9am Monday 16th March 2026.

Interviews are expected to take place on the 25th and 26th March 2026.

E-ACT is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and all appointments are subject to enhanced Disclosure & Barring Service (DBS) checks and satisfactory references. E-ACT is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

E-ACT

OPENING MINDS,
OPENING DOORS

Find your

THINK BIG



Sign up to our talent pool to receive the latest vacancies and news from E-ACT

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#thinkbig

#dotherightthing

#teamspirit