



Southwold Primary
& Nursery School



Joining The White Horse Federation Candidate Pack

**Executive Headteacher - Southwold Primary &
Nursery School and Gagle Brook Primary School**

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Welcome from the CEO

Dear Candidate,

Thank you for your interest in joining The White Horse Federation at this important and exciting time for the Trust.

As CEO, since September 2024, I am delighted to be able to recruit to this key role, which is a huge opportunity for the right candidate to join the Trust, accelerate improvement and be a key leader into the next phase of the Trust.

The Trust is a family of 30 schools with an excellent team that works closely together to support and inspire all children and colleagues, offering greater opportunity and choice. The Trust aims to be a deeply connected, collaborative, and supportive organisation that creates the conditions for all colleagues to influence the lives of children positively.

The Trust enjoys a strong and growing reputation. As one of the most mature Trusts in the sector, with a significant track record of school improvement, this is an excellent opportunity and time for a motivated and committed individual to join us. Over time, the Trust has achieved substantial progress, with all 30 schools now graded at least 'Good' by Ofsted—compared to just 50% when they first joined. This summer, all key performance indicators improved and are now above national averages.

The following offers details of the Trust and the role, and you will gain an understanding of the role from the Job Description and Person Specification.

It is an exciting time to work within the Trust and contribute to our mission:

"Inspiring every child to flourish through an inclusive, all-through education that nurtures opportunity, equity, and agency for life."

I look forward to receiving your application. Thank you for considering this exciting opportunity.

Dr. Dan Nicholls



Dr Dan Nicholls | CEO

Joining The White Horse Federation

The White Horse Federation runs a growing network of primary, secondary and special schools with clusters in Swindon, Wiltshire, Oxfordshire, and Berkshire. Working with young people who are often materially and socially deprived, The White Horse Federation seeks to provide a first-rate education and to raise ambitions at all its schools. You will be expected to travel between our schools and The White Horse Federation headquarters in Swindon Town Centre, located in the grounds of Drove Primary School where it all started in 2012.

As a member of staff at The White Horse Federation, you will join a dedicated and supportive network of professionals. We pride ourselves on our positive working relationships and our professional development opportunities. We actively seek to support staff with workload and work-life balance.

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.

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

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. 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.

Competitive remuneration will be offered commensurate with the role and experience.

About the Trust

The White Horse Federation is a multi-academy trust of primary schools, secondary schools, and special schools. Founded in 2012 our federation is now among the largest Multi-Academy trusts in South West England.

At the heart of The White Horse Federation is our united belief in collaborating to provide first-class education for a wide range of young people. Our schools embrace values-based education to ensure young people from all walks of life are supported with the skills and qualities they'll need to succeed in the future.

Our Trust operates across a number of regional hubs, including, Wiltshire, Swindon Oxfordshire, and Berkshire. Across the Federation, more than 1500 members of staff work to achieve positive outcomes for approximately 11.000 pupils.

The White Horse Federation in numbers:

30
Schools

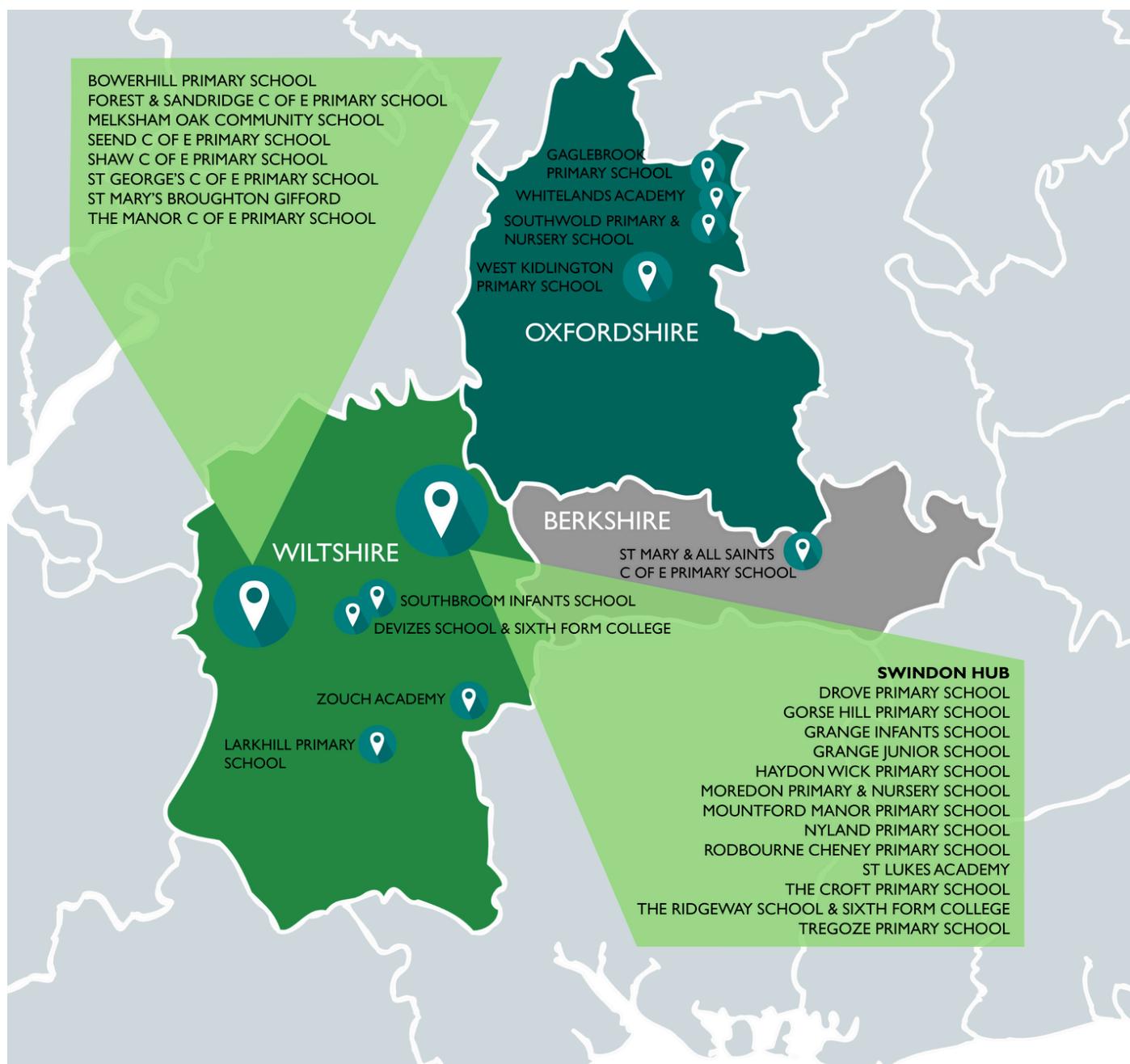
1500
Members of Staff

11000
Students



Our Schools

The White Horse Federation has 30 schools at the heart of its Trust. Including five secondary schools, 25 primary schools and 2 special provision schools. Our schools are located in the boroughs of Swindon, Oxfordshire, Wiltshire and West Berkshire.



About Southwold & Gagle Brook

Southwold Primary & Nursery school and Gagle Brook Primary School started working in close partnership with one another in January 2024, and we share a common goal with one another – to provide a high-quality education experience for the children of Bicester which excites, inspires and unleashes the unlimited potential of every child, enabling them to feel success and achieve.

We are a values-based partnership of schools where our values underpin our culture of high expectations. Our ACHIEVE Values encourage all members of our school community to aim to be the best version of themselves.

A - We are ambitious and want to succeed;
C - We work together as a team through collaboration;
H - We act with honesty;
I - We are inclusive, appreciate differences and make everyone feel welcome in school;
E – We care for our environment;
V – We show valiance and courage when faced with a challenge;
E – We aim for excellence in all that we do.

As the Executive Headteacher of Southwold Primary School and Gagle Brook Primary School, you are joining us at an exciting time. You are joining a team of highly dedicated professionals, who commit themselves to creating a nurturing environment which is supportive of pupils and colleagues. You will work with the team to unleash the unlimited potential of our young people and inspire lives.



**Southwold Primary
& Nursery School**

Our Curriculum

At The White Horse Federation, we believe in a “Students First” approach – The best interests of students are at the heart of every decision that we make. By employing a shared common curriculum across all primary schools offers numerous advantages for both teachers and students.

Standardising the curriculum ensures consistency in teaching methods and content delivery, fostering a cohesive educational experience across all schools within the trust.

Moreover, a shared curriculum promotes collaboration among teachers, allowing them to share best practices, resources, and innovative teaching strategies, ultimately enhancing the overall quality of education whilst simultaneously reducing staff workload.

Additionally, it enables the Trust to more efficiently allocate resources, streamline administrative processes, and implement targeted professional development initiatives for educators. Ultimately, a shared common primary curriculum promotes educational excellence, collaboration, and a unified vision for student success.

At the heart of our educational mission lies the unwavering commitment to providing our students with the highest quality learning experiences. We recognise that, our talented educators, are the driving force behind this endeavour.



The Executive Headteacher role

Executive Headteacher – Southwold Primary & Nursery School and Gagle Brook Primary School

Southwold Primary & Nursery School is a thriving school in North Oxfordshire, proudly serving the Southwold community and Caversfield parish. We are committed to providing all pupils with a strong academic foundation, enabling every child to reach their full potential, particularly in English, mathematics, science and computing. Alongside academic success, we place great value on developing confident, resilient individuals who understand who they are and aspire positively towards their future.

Gagle Brook Primary School is a modern, purpose-built school in Bicester, serving the Gagle Brook and Caversfield community. Opened in 2018 as an eco-school, it is guided by the 10 One Planet Principles, promoting sustainability and responsible living as part of everyday school life. The school has grown steadily each year and, from September 2024, now provides education from Nursery through to Year 6. At Gagle Brook, we believe firmly in the unlimited potential of every child and strive to ensure all pupils feel supported, valued and able to succeed.

Both schools were most recently judged **Good** by Ofsted, reflecting the dedication, professionalism and passion of our staff teams and wider school communities.

We are now seeking an outstanding and inspirational Executive Headteacher to lead and support both schools. As a key member of the Senior Leadership Team, you will provide strategic direction, foster strong and supportive leadership across both settings, and ensure the highest standards of teaching, learning and wellbeing for all pupils.

This is a unique opportunity for a skilled, compassionate and forward-thinking leader to make a meaningful impact across two vibrant school communities.

All About You

- A supportive, inspirational and nurturing leader with a proven track record in teaching, learning and leadership.
- Able to motivate and promote the highest quality of teaching and learning, modelling best practice.
- A collaborative and reflective practitioner.
- Aspirational for our school and pupils.

Why Work for us?

We think you will love working with us and here are some of the reasons why:

- We are a welcoming and supportive school with strong values and a caring ethos.
- Our staff are a hardworking team dedicated to helping children succeed.
- Our children are engaged and eager to learn.
- We have a supportive leadership team and wider school community.
- As part of The White Horse Federation multi-academy trust, we benefit from their support, encouragement, shared resources and outstanding CPD opportunities.

The White Horse Federation is a large Multi-Academy Trust in South West and South East England, committed to providing the very best education for our students. We believe in empowering our staff to be the very best they can be, and that is why you will find a wide range of professional development opportunities available to you when you join us.

Job Description

Employment Details	
Job Title	Executive Headteacher
Reports to	Director of Education - Primary
Salary Band	L22 - L26

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. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role

The Executive Headteacher will work with the Director of Education to support the strategic leadership, vision and management of the school/s and provide exceptional day-to-day management to ensure the highest quality of education for all its pupils.

Responsibilities

Shaping the Future – Strategic Direction and Development

- Ensure the vision for each school is clearly articulated, shared, understood and acted upon effectively by all staff
- To work within the school communities to produce agreed objectives and operational plans, aligned to the vision for each school which will promote and sustain school improvement
- Demonstrate the vision and values in everyday work and practice
- Motivate and work with all stakeholders to create a shared culture and positive climate for all
- Ensure creativity and innovation in the use of appropriate current and emerging technologies to achieve excellence across the whole school community
- Introduce appropriate innovation in line with educational developments and management best practice in a rapidly changing environment
- Contribute to the development of WHF policies and procedures

Teaching and Learning

- Maximise the opportunities for all pupils through continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning
- Ensure high quality teaching is at the heart of day to day decision making
- Establish creative, responsive and effective approaches to teaching and learning
- Empower pupils to take an active part in their own learning and to take personal responsibility for improving their future opportunities and educational experience
- Implement strategies which secure high standards of behaviour and attendance
- Monitor and evaluate the quality of teaching and standards of learning and achievement
- Establish a culture which promotes aspiration within the school community and celebrates success and achievement
- Challenge underperformance at all levels and ensure effective corrective action, support and review
- Build an effective partnership with parents and the wider community to support and enhance the achievement and personal development of all pupils

Job Description continued...

Responsibilities

Developing Self and Working with Others

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture
- Build a collaborative learning culture within the school and actively engage with other WHF academies to build effective learning communities
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensure clear delegation of tasks and responsibilities
- Support the development of versatile, transferable skills and attitudes to life-long learning and celebrate achievement
- Develop and maintain a culture of high expectations for self and others and take appropriate action when necessary
- Regularly review own practice and take responsibility for own personal development

Managing the Organisation

- Produce and implement clear, evidence-based improvement plans and policies for development of the school
- Ensure that policies and practices take into account WHF initiatives
- Oversee the implementation of a robust performance management framework across the school in line with WHF vision and goals
- Manage and organise the school environment effectively in liaison with the TWHF Education Team
- Promote and develop a safer working practice culture to ensure staff and pupils are supported and safe

Securing Accountability

- Ensure individual staff accountabilities and responsibilities are clearly defined, communicated, understood and agreed and are subject to a robust and rigorous review and evaluation in accordance with statutory performance management policy and procedures
- Implement the agreed quality assurance system.
- Present a clear, coherent and accurate account of performance to a range of audiences including Governors, parents and carers
- Promote the status and the ethos of the WHF with all stakeholders

Safeguarding

- Where required, you may be appointed as the school's designated safeguarding lead in the event that you don't hold a DSL by separate appointment within the school.
- Ensure safeguarding systems, culture and compliance are aligned and robust in each school.

Strengthening Community

- Promote and deliver a culture and curriculum which takes account of the richness and diversity of the community and celebrates the differences
- Promote and deliver positive strategies for challenging discrimination
- Collaborate with other agencies to provide a holistic approach to the well-being of staff, pupils and their families
- Create and maintain effective partnerships with parents and carers to support and improve the opportunities for all pupils and their communities
- Co-operate with relevant agencies to ensure communities are safe environments where pupils and their families have opportunities to thrive
- This job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of each school.
- There is an expectation that all Executive Headteachers appointed to the WHF could be asked to work in any of our partner schools.

Job Description continued...

Additional Duties and Responsibilities

The principle responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality & Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Person Specification

Qualifications and Training	
Essential	Desirable
<ul style="list-style-type: none"> Graduate or equivalent qualifications Other relevant qualifications or training in educational leadership or a similar qualification from a non-education background 	<ul style="list-style-type: none"> Completion of or working towards NPQH or NPQEL
Skills and Experience	
Essential	Desirable
<ul style="list-style-type: none"> Demonstrable impact as a Headteacher with evidence of sustained improvement Successful experience in leading and managing change and innovation. Successful involvement in performance processes and data analysis as an aid in personal and institutional improvement, development and change. Ability to lead other senior leaders and influence beyond a single organisation. Proven skills in the dissemination and innovation of good practice within and beyond the school Highly developed analytical skills, able to interpret data across settings and diagnose root causes of variation. Effective and efficient financial management Experience of working in collaborative partnerships 	<ul style="list-style-type: none"> Experience leading improvement across more than one school (or system leadership involvement)
Personal Traits	
The successful candidate will:	
<ul style="list-style-type: none"> Appreciate the differences between people regardless of ability or background and treats peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times. Understand the boundaries of appropriate behaviour when working with children and young people and always acts in a way that respects these boundaries. Understand the principles of confidentiality and adheres to them in respect to the information available within the workplace. Have values that align with the ethos and culture of The White Horse Federation. 	

Why join our family?

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 our benefits package including:

- Employee Assistance programme
- Cycle to Work Scheme
- Wellbeing and support networks including our menopause network and men's wellbeing network

Discounts, save money on holidays, clothing and much more:

- Discounts for Teachers - All staff within the Trust can take advantage of the discounts
- Blue Light Discount
- Eye Care Vouchers

CPD & Professional Development

- Access to up-to-date training on safeguarding and child protection to ensure staff are fully supported in their roles, including ongoing updates on statutory safeguarding guidance and legislation.
- CPD Programme
- Supportive leadership team to help you reach your full potential
- Trust Leaders Network

Other benefits

- Teachers' Pension Scheme*
- Employer contributions above national standards
- Enhanced family-friendly policies, including maternity, paternity, adoption, and shared parental leave

*This role is in the Teachers' Pension Scheme

How to apply

We are thrilled that you are considering joining our Trust and would love to hear from you!

To complete an application form via our applicant tracking system, visit MyNewTerm:

<https://mynewterm.com/trust/The-White-Horse-Federation/5315>

For more information about the role please contact: recruitment@twhf.org.uk



The White Horse Federation Multi-Academy Trust

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Proud to be a part of
The White Horse Federation



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