



LONGTHORPE PRIMARY ACADEMY

United in Diversity, Inspired for Life



CANDIDATE PACK

Headteacher



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**KEYS
ACADEMIES
TRUST**



INTRODUCTION

Welcome from the CEO

Dear Applicant

Thank you for your interest in becoming our new Headteacher at Longthorpe Primary Academy.

We are looking to appoint an inspiring, dedicated and enthusiastic Headteacher for September 2026. The school is currently underway with an exciting change to its branding and values which will take effect from September 2026, which the successful candidate will be able to fully embed upon their appointment.

The Trust is developing its focus on teaching and learning and has begun work with 'Walkthrus' to introduce an instructional coaching approach. We are seeking applicants for this role who have the passion and knowledge to lead the school as it seeks to develop the quality of teaching and learning and associated outcomes.

If appointed, you would work closely with our Trust Directors of Primary and Inclusion, as we seek to leverage the power of the Trust through closer and smarter cooperation of our schools. As such, this will be a significant opportunity to develop your career within a forward looking and growing multi academy trust.

I hope very much that you will consider applying to what is a friendly, fun and ambitious primary school.

Best wishes,
Ian Young



JOB INFORMATION

Headteacher Longthorpe Primary Academy



Salary: L18 - L24

Type of role: Permanent, Full-time

Closing date:

Interview date:

Start date: 01 September 2026

Job Description

The Job description reflects the Headteachers' Standards published October 2020 and are built on The Teaching Standards (2011) which apply to all teachers, including Headteachers.

CORE PURPOSE AND RESPONSIBILITY

The core purpose of this role is to provide professional leadership and management of the school to achieve the highest of standards in all areas of the school's work, promoting and supporting the vision of the school and Keys Academies Trust.

The Headteacher will report to, and be line managed by, the Chief Executive Officer. The Headteacher will be accountable to the Director of School Improvement for the day-to-day running of the school.

KEY RESPONSIBILITIES AND DUTIES

To achieve success, the Headteacher will:

- Assume overall responsibility for the day-to-day running of the school
- Be accountable and responsible for the effective administration, management and performance of the school
- Effectively lead learning and teaching
- Promote excellence, equality and high expectations for all pupils and staff
- Work with the Trust Executive Team and the wider school Leadership Team to continuously evaluate school performance and identify priorities for improvement.
- Effectively manage and deploy resources to achieve the school's aims.
- Develop strong distributed leadership within the school and collaborate with colleagues across the Trust.
- Maintain and develop a safe and productive learning environment that is engaging and fulfilling for all pupils.
- Maintain and further develop parental and local community engagement.
- Work effectively and transparently with the school's Academy Committee and Trustees.
- Safeguard and promote the welfare of children.
- Develop strong working relationships with the Trust colleagues and contribute to collaborative working across all schools in the Trust.
- Ensure the school staff engage in the Trust activities in order to share best practice and contribute to the development of the Trust strategies and policies.
- Promote the school and the wider organisation in a local and national context.

SPECIFIC RESPONSIBILITIES

Strategic leadership and management

- Shape a vision and direction for the school, setting out the highest of expectations with a clear focus on pupil achievement, behaviour and safeguarding.
- Develop and implement a robust school development plan that directs rapid school improvement against agreed milestones.
- Model and advocate the values of the Trust within the school.
- Contribute professionally to the broader Trust aims and Trust development.

Educational Leadership and Management

- Inspire, motivate and influence staff and pupils to unlock their potential, taking a leading role in maintaining the highest standards of teaching, learning and pupil behaviour management.
- Ensure the curriculum is broad, balanced and enriching.
- Actively promote equality of opportunity by ensuring the school's curriculum provides the best possible education for all its pupils, taking into account ethnicity, gender, special education needs, disability, pupils learning English as an Additional Language, pupil premium eligibility, others with emotional needs that may affect learning.
- Identify and address any other barriers to learning.
- Maintain a consistent and continuous focus on pupils' achievement using data, benchmarks and feedback to monitor progress in every child's learning
- Secure excellent teaching through an analytical understanding of how pupils learn and the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' wellbeing
- Provide leadership and support for colleagues (teachers and support staff) with regard to teaching, learning and the curriculum.
- Assess, monitor and evaluate the quality of teaching standards and the delivery of the curriculum, in order to build on success and identify and act on areas of improvement.
- Manage the monitoring, analysis and evaluation of information and data to support school objectives, target setting, pupil attainment and achievement, and reporting to parents, students and governors
- Undertake a significant role in maintaining a high standard of pupil behaviour and discipline, within the framework of the school policy and support other staff as necessary.
- Liaise effectively with parents and carers to ensure at least good relationships between school and home in order to improve teaching, learning and behaviour.

People Leadership and Management

- Lead reflective practice and inspirational professional development that enables staff to flourish.
- Develop effective professional relationships and good communication, which enable everyone in the school to achieve their potential.
- Motivate and work with others to create a shared culture and positive environment.
- Ensure that staff wellbeing is prioritised and workload is managed.
- Ensure effective planning, allocation, support and evaluation of work, establishing clear delegation of tasks and responsibilities.
- Take a lead role in the selection and recruitment of the teaching and support staff in seeking to ensure the best available people are appointed.

Financial and Business Management

Work with the Chief Finance and Operating Officer and School Business Manager to:

- Ensure budgets are set and managed within guidelines agreed with the Trust's CFOO, Financial Controller and Trustee Board.
- Monitor and evaluate the impact of funding to support the progress and achievement of priority groups.
- Identify resources needed to meet the needs of pupils with particular needs and identify priorities for expenditure in collaboration with the SENDCo and other members of the leadership team.
- Implement all Trust-wide policies and strategies (e.g. in relation to Finance and HR) and ensure they are adhered to by members of staff.
- Manage and utilise the site and its facilities to their full value to the school and its community.
- Ensure that health and safety, equal opportunity and safeguarding policies are fully implemented and managed.

OTHER DUTIES AND RESPONSIBILITIES

- To ensure the safeguarding of children and be a member of the DSL team.
- To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
- To prepare and present reports, as required to the Executive, the Trust Board, ESFA, DfE, LA officers, parents or outside agencies.
- To carry out duties and responsibilities in accordance with Health and Safety Policy and relevant Health and Safety legislation.
- To ensure that duties are undertaken with due regard to, and compliance with, the Data Protection Act, and other legislation with regard to GDPR.
- Working in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school in proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours.
- Taking appropriate action to identify, analyse, minimise and manage any risks to health, safety and security in the working environment and off-site school activities.

This job description will be reviewed periodically.

This job description sets out the main duties to be covered in respect of remuneration at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify Trustee consideration of revising the allowance remunerated.

The above represents the key priorities and accountabilities for the role of Headteacher, but it is not an exhaustive list.



Person Specification

QUALIFICATIONS AND TRAINING

- Qualified teacher status and a Degree.
- Evidence of continuing professional development or study in preparation for Headship such as Masters, NPQH or similar.
- Completion of Safer Recruitment training or readiness to do so.

EDUCATIONAL LEADERSHIP AND MANAGEMENT

- Successful experience of leadership as a Headteacher/Head of School or Deputy Headteacher, in a school (preferably a diverse Primary school)
- Experience of curriculum planning, costing and budget planning.
- Involvement in school self-evaluation and development planning at a whole school level.
- Proven track record of securing successful outcomes for learners through highly effective leadership and management.
- Ability to drive transformational change.
- Demonstrable experience of successful line management and staff development.
- Effective communicator both orally and in writing.
- Ability to communicate a vision and inspire others.
- Effective interpersonal skills with staff and students.

PERSONAL QUALITIES

- Flexibility.
- Resilience.
- Team centred approach.
- Ability to work well under pressure.
- Empathy for the needs of all the students at your school.

PROFESSIONAL KNOWLEDGE

- Data analysis skills, and the ability to use data to set targets and identify areas for improvement.
- Understanding of high-quality teaching based on evidence, and the ability to model this for others.
- Understanding of curriculum design.
- Basic understanding of school finances and financial management.
- Ability to build effective working relationships.
- Knowledge of statutory frameworks including safeguarding, exclusions, SEND and allegations management.

PHILOSOPHY AND COMMITMENT

- Commitment to safeguarding and equality.
- Commitment to the school's ethos of inclusion.
- Commitment to getting the best outcomes for all students.
- Commitment to uphold the seven principles of public life (the Nolan principles) at all times.
- Ability to work under pressure and prioritise effectively.
- Commitment to maintaining confidentiality at all times.
- Unwavering belief in the power of schools to transform lives for the better.

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.





About the Academy

Longthorpe Primary Academy is a wonderful, multi-cultural school where children feel safe, happy and secure, and leave well-prepared for the next phase of their education. An engaging and innovative curriculum inspires children and equips them with skills, experience and confidence to achieve their best. We strive for children to develop into successful learners and well-rounded individuals through high quality teaching and pastoral care across the academy.

Our dedicated staff work incredibly hard to secure good outcomes for children. They work together to ensure the curriculum we offer is purposeful and memorable for all children as well as offering a wide range of extra-curricular activities and opportunities.

Our provision is enhanced by our good relationships with parents, Academy Committee and the wider community, all of whom we work in partnership with.

We are located within the bustling city of Peterborough and enjoy direct rail links with London. Peterborough is known for its diverse and inclusive culture which is something we celebrate throughout our school; with 28% of our pupils having English as an additional language. We are proud to serve the families of Netherton and western Peterborough.

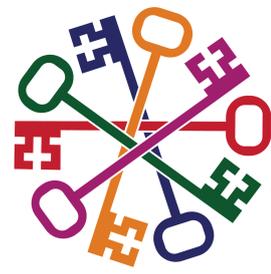
We have high expectations for all our pupils and staff, and consider our families to be partners, recognising the vital role that they play. We want to work together as a team, to fully realise the potential of all of our children.

We benefit from an on-site external Nursery, which is the main feeder Nursery into our school. We have recently benefited from various site work to refresh our Nursery provision, including internal and outdoor spaces.

We work closely with our four Trust academies (Jack Hunt, Nova Primary, Ravensthorpe Primary and Thorpe Primary), as all schools are within a maximum 15-minute walking distance from each other, which allows us to work collaboratively with our peers across both primary and secondary settings. We are all proud members of Keys Academies Trust.

We benefit from wide outdoor spaces, including a luxurious school field and dedicated play areas and outdoor learning environments, including a recently refurbished outdoor EYFS and Nursery space. Due to the locality of Jack Hunt Academy and Ravensthorpe Primary Academy, our pupils are able to benefit from the Forest School environments located at the two school sites.

We welcome new colleagues to join our dedicated team, who will bring energy, optimism and a drive to build dreams for our pupils.



About the Trust

Our trust is a vibrant, diverse and ambitious group of five academies in the west of Peterborough. Formed in 2018, we are a trust which emerged from a strong but loose alliance of primary academies working with our large secondary academy. Dr Ian Young joined the trust as its first full-time CEO in September 2022 and have led work to improve how our academies work together, and in harmony with an experienced and ambitious central support team.

Our academies serve communities which have many similarities, but also significant differences due to the cultural and economic diversity of the city. We embrace and celebrate these differences through our key Trust value of inclusiveness. Whilst our academies work closely together, we ensure that each academy retains a distinct identity within the trust.

Growing as a multi-academy trust has allowed us to use the expertise across our academies to meet our common goals and to give our pupils and students an inclusive, innovative learning community that respects and benefits everyone and has aspirational plans for the future. Our vision is to unlock potential and create strong life chances for all the children we educate.

All in our trust have high aspirations for, and high expectations of, every single pupil and student. We want them to be well-rounded, confident, caring young people with leadership skills who are motivated to achieve their best in lessons and beyond the classroom. We want them to be involved in school, local and global communities and leave us as life-long learners, equipped to build on their success and contribute positively to our future.



Work for Us



Our Trust culture is centred on valuing people, through supporting their ambitions and career paths, so that we are a respected and attractive employer. By creating a culture where staff feel respected, empowered and inspired, we create a positive learning environment.

We are keen to reward and recognize our staff and have developed a comprehensive range of employee benefits to achieve this.

OUR STAFF BENEFIT FROM:

- Professional Development and extensive CPD programmes
- Perkbox employee benefits platform providing big discounts on shopping, dining and entertainment
- Generous Occupational Pension Schemes (employer contributions of 28.6% Teachers Pensions Scheme)
- Generous sickness benefits to support you in a time of need
- Free parking at all the Trust schools
- Nursery provision
- Free on-site annual flu vaccination scheme
- 24/7 free and confidential Employee Assistance Programme
- Wellbeing programme and support
- Additional planning days
- iPads and Laptops for all teaching staff
- Open door listening policy to Senior Leaders

OUR PEOPLE VISION:

- Our people are proud of our Trust and the difference we make to young people
- We are all hungry to learn and we offer career development and opportunities for all
- Everyone enjoys coming to work, we are inclusive and listen to our people
- Our leaders serve our people ensuring their professional and personal need are supported
- Our people go the extra mile because they feel well rewarded and valued and that we care



Applications

Applications should be submitted via the Keys Academies Trust website. The completed online application form should be accompanied by a personal statement of suitability.

In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Applications for job share may be made jointly. Please include specific examples which support your application. Applications must be received no later than **9am on Monday 16 March 2026**. Applications received after this date and time will not be considered.

SHORTLISTING

Applicants will be advised whether they have been shortlisted by **Wednesday 18 March 2026**.

INTERVIEWS

The selection process will consist of a range of panel discussions, tasks and presentations. Shortlisted candidates will receive further details to support preparation. The provisional dates for the interview process are **Wednesday & Thursday 25th & 26th March 2026**. This will be confirmed after shortlisting.

REFERENCES

We require two satisfactory references before a job offer is confirmed; one of which must be your line manager/headteacher in your present or most recent employment. Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

NOTIFICATION OF OUTCOME

Shortlisted candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

TAKING UP POST

The successful candidate will take up post on 01 September 2026, however a comprehensive handover will be offered.

Should you require any additional information or a tour of the school, please contact: enquiries@keystrust.org.

All staff are required to undertake employment checks which include:

- References (for all staff and volunteers)
- Right to work in the UK (ID check)
- Qualification checks
- Barred List check
- DBS check (for all staff and volunteers)
- Childcare Disqualification check (primary only)
- Online Search checks
- Health checks



Safeguarding Statement

Keys Academies Trust (the Trust) and Longthorpe Primary Academy (the School) are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post.

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the School with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy subsequently comes to light.



Peterborough: *A Well-Connected and Growing City*

Peterborough is a vibrant and growing city, offering a dynamic community and a range of professional opportunities, and is increasingly regarded as one of the best cities in which to work. As a regional centre for education, industry, and public services, the city provides a supportive and well-connected environment for work and career development.

Excellent transport links include direct rail services to London King's Cross in under an hour, and strong connections to Cambridge, the Midlands, and the North. These connections make Peterborough an accessible and convenient location for professionals.

With a mix of housing, green spaces, and access to the surrounding countryside, Peterborough offers the best of city life alongside a welcoming community, rich history including the iconic Peterborough Cathedral, and plenty of cultural and leisure opportunities.





CONTACT US

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