



Victoria
ACADEMIES TRUST

Deputy Head Teacher, Elm Tree Primary
Academy

Recruitment Pack

Full Time and Permanent from: January 2026 or as soon as possible
thereafter.

Pay scale: Leadership SCP L9 – L13

Web: victoriaacademiestrust.org

Email: enquiry@victrust.org

X @VicAcademies

#BeTheBestYouCanBe

Welcome From the CEO

Thank you for your interest in joining the team at Victoria Academies Trust.

I am delighted that you are interested in working with us. Victoria Academies Trust is a primary only trust based in the West Midlands consisting of a mix of sponsor, converter and free schools. We currently have ten schools open; nine mainstream and one special school.

Victoria Academies Trust was set up in 2014 up with the sole aim 'to make our people the best they can be'. We are passionate about making a difference to the lives of our pupils,

families and colleagues. We want to inspire our young people to achieve more than they imagine possible, and having the right people in every role across our schools is an important part of making our vision become reality.

We have a strong board of Trustees who work closely with the trust executive team to focus on our goals of investing in our school communities, growing and valuing our colleagues and preparing our children for the

future. This ensures that our schools are on a continual journey to the best they can be. We currently educate over 3200 pupils across

the primary age range, and employ over 500 colleagues across our schools and in our Trust Central Team.

We may be ten schools, but our vision and values run through our Trust and we truly as a family, united in our ambition for our people 'To Be The Best They Can Be'.

The opportunity:

We are looking to recruit a permanent, full time Deputy Head Teacher from: January or as soon as possible thereafter.

Full downloadable recruitment forms can be found on our website at [Job Vacancies \(victoriaacademiestrust.org\)](https://victoriaacademiestrust.org/job-vacancies)

We are committed to flexible working and are happy to have discussions with prospective candidates.



Sharron Philpot

CEO

Victoria Academies Trust



About Us

Our Mission

Our mission is our reason for being - it is simply: to make our people the best they can be.

Our people are our colleagues, our pupils, our governors and our school communities – we work with and empower our people to be the best they can be.

Our Vision

Our vision is the picture we paint, the future we want to create, based on our mission.

We are a family of schools, united in our passion for inspiring pupils to achieve more than they imagine possible.

We have a positive influence on children's lives in areas where we can make the most difference.

We are ambitious for our children. Our high expectations of them, the memorable experiences and opportunities they have in our schools, along with the kindness and compassion which is at the centre of our Trust means that they will be successful in whatever they choose for their future.

We are at the heart of our communities; a place where local people can turn to for help, support and guidance, working with us for the greater good of our shared community.

We are aspirational for our people, who are given opportunities to grow, develop and become experts in their chosen fields.

Our people feel valued and supported; they show ambition, courage and resilience, but most of all are kind and respectful.

Our Values

Our Values are important to us and guide our behaviours, our relationships and the way we work together. They define how we want to be.

These values of **Unity, Integrity, Courage, Curiosity and Excellence**, along with our commitment to strong ethical leadership ensure that we build a positive and powerful legacy to be proud of.



Unity

We know that by working together, we are stronger than working alone. We work together as a family, united in our shared responsibility to achieve our mission.



Integrity

We show integrity by being honest, truthful, and transparent; always doing what we believe is right and true. We show kindness and respect by treating others with dignity, empathy, and understanding.



Courage

We show courage by being ambitious, challenging ourselves and others to achieve more. We take on challenges with enthusiasm, determination, and resilience, learning from failures.



Curiosity

We show curiosity by having a passion to learn, explore, and discover new things and new ways of working. We are innovative and ambitious, always seeking to be even better.



Excellence

We have a strong commitment to continuous improvement, a willingness to learn and a dedication to becoming the best we can be.

What we can offer you

Joining the Victoria Academies Trust means becoming part of a vibrant and dedicated community that is committed to ensuring colleagues are supported 'To Be They Best They Can Be'

This is what we can offer you:



Competitive Pay Scales

- **Transparent Salary Framework:** We offer clear and transparent pay scales, aligned to government recommended pay, that reflect your experience and expertise.
- **Annual Pay Review:** Commitment to regular reviews to ensure our salaries remain aligned to government recommended scales for teaching and non-teaching staff.



Professional Development

- **Tailored Growth:** Benefit from our bespoke professional development programmes, designed to help you reach your career goals.
- Access to over 100 tailored CPD courses through a mix of flexible webinars and online or face to face opportunities
- Opportunities to network with likeminded individuals- through networks, meetings and our annual Whole Trust Conference.
- **Leadership Opportunities:** With a clear pathway for progression, you have the chance to advance into leadership roles within our trust – teaching and non-teaching



Generous Pension Scheme

- **Teachers' Pension Scheme:** Benefit from one of the most generous pension schemes in the UK.
- **Local Government Pension Scheme:** Our support staff are enrolled in the LGPS, which is a secure and flexible pension plan that provides a valuable package of retirement and death in service benefits
- **Employer Contributions:** We make significant employer contributions to your pension, helping you plan for the future with confidence.



Well-being and Support

- **Work-Life Balance:** We support a healthy work-life balance with flexible working options and a commitment to you through our Flexible Working Policy and People Strategy
- **Health and Wellness:** Access to our comprehensive wellbeing and benefits scheme which includes counselling services, access to Doctor, Nurse and Physio support, online wellbeing and exercise sessions, discounts on gym membership, cycle to work scheme and lifestyle voucher scheme
- Paid expenses in line with HMRC guidance – and access to free parking on site at our schools
- **Dedicated technology** – To enable to fulfil your role effectively
- Dedicated shared working spaces allowing colleagues to collaborate and work in way that suits them
- Generous holiday allowance – many of our roles are term time only contracts



Community and Culture

- **Collaborative Environment:** Thrive in our culture of teamwork and support, where ideas are shared and successes celebrated.
- **Community Impact:** Make a real difference in our local communities through various outreach and engagement activities and events

We are proud to offer a fantastic and supportive working environment where our passion for inspiring our children to achieve more than they imagine possible is at the heart of everything we do.

If you're ready to make a significant impact and grow with us, we would love to welcome you to our team

Our Schools, Our Journey



2012

Victoria Park
Primary becomes
Victoria Park
Academy



2014

Victoria
Academies Trust
founded



2014

Rowley Park
Academy,
Staffordshire join
as first sponsor
school



2014

Devonshire
Infant and Junior
Academies,
Sandwell join as
converter



2017

Birchen Coppice
Academy,
Worcestershire
join as a sponsor
academy



2016

Fibbersley Park
Academy, Walsall
join as a sponsor
academy



2015

Northfield
Manor Academy,
Birmingham join
as a converter
academy



2018

Foley Park
Academy,
Worcestershire
join as a converter
academy



2019

Poppyfield
Academy,
Staffordshire
opens as our first
Free School



2022

Elm Tree
Academy,
Sandwell opens
as our first SEND
Free School



2025

Whitehall
Nursery & Infant
Academy join as
converter school
2025





Role Overview

Deputy Head Teacher – Elm Tree Primary Academy

Elm Tree Primary Academy is a specialist provision for autistic pupils with additional learning needs in Wednesbury. Elm Tree Primary Academy is a member of Victoria Academies Trust, which aims to build a family of outstanding schools. We are looking to appoint a Deputy Head Teacher to join the leadership of the school and welcome applications from teachers with a range of experience.

We are looking to appoint enthusiastic and highly motivated Deputy Head Teacher who is:

- A creative thinker, passionate, committed and have the determination to secure the best possible outcomes for every child
- An innovative, highly motivated and inspirational leader with a proven track record
- Energetic, positive and have the ability to work effectively as part of our leadership team
- Willing to go the extra mile to make great things happen for our children
- At the cutting edge of pedagogical research, theory and professional development

We can offer the successful candidate:

- A commitment to continuing professional development
- A supportive and hardworking staff team who are united in their drive to ensure children achieve the very best outcomes academically and socially
- Friendly and happy children who are keen and eager to learn
- Happy to discuss flexible working

Elm Tree Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

For further information or to arrange a school viewing please contact Beki Jackson (BSO) on 0121 285 2880.

Closing Date: Wednesday 3rd December 2025

Interviews: Week commencing: 8th December 2025

There is an expectation that candidates will be observed teaching





Job Description

Responsibilities of the role

Deputy Head Teacher – Elm Tree Primary Academy

School:	Elm Tree Primary Academy
Post title:	Deputy Head Teacher
Responsible to:	Head Teacher
Remuneration:	Leadership
Commencement date:	January 2025 or as soon as possible thereafter

General professional duties and responsibilities:

The Deputy Head Teacher at Elm Tree Primary Academy plays a major role in supporting the Head Teacher with the day-to-day management of the academy as well as taking a lead role in the strategic direction of the school. The Deputy Head Teacher will be required to deputise and assume full responsibility for the school in the absence of the Headteacher.

As a member of the leadership team, the Deputy Head Teacher will play a major role in formulating the culture, vision, aims and objectives of the school, alongside the headteacher. They will work to , establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives and monitor and evaluate progress towards their achievement.

The Deputy Headteacher is accountable for: Assistant Headteachers, Subject Leaders

Roles and Responsibilities:

In addition to the professional duties as given in the current School Teachers' Pay and Conditions document, the Deputy Headteacher will have the following specific roles and responsibilities:

- To be non-class based but from time to time teach small groups or classes if required.
- To lead on teaching and learning throughout the school including the curriculum
- To lead a system and culture of continual improvement and high standards in teaching through coaching, team-teaching, and demonstrating excellence
- Take responsibility for SEND
- To take responsibility as Deputy DSL
- To lead on internal and external assessment and tracking systems.
- To take a major role in monitoring and evaluating school provision related to raising standards and achievement.
- To contribute to pastoral care of all children in the school including child protection and safeguarding.
- To support the Headteacher in the day-to-day management of the school including timetabling.
- To provide occasional support across the multi-academy trust as directed by the Chief Executive and to attend relevant network meetings.

Person Specification

Qualifications and experience	<ul style="list-style-type: none">· Qualified Teacher Status· Understanding, knowledge and experience of working with autistic pupils· Degree qualification or equivalent· An excellent class teacher· At least four years' post qualified teaching experience· At least one years' experience as a senior leader or equivalent· Proven track record of leading whole school improvement as SLT member and/or subject leader· Recent relevant experience of working with children with additional needs.
Skills, knowledge and abilities	<ul style="list-style-type: none">· Expert understanding of innovative pedagogy including for autistic pupils· Experience of assessment without levels including tracking pupil progress· Knowledge and understanding of communication and interaction needs, sensory processing needs and learning needs· Excellent knowledge of monitoring and school self-evaluation as a tool for improvement· Knowledge and understanding of effective strategies to support sensory and emotional regulation· Excellent knowledge of inclusion including EAL, bilingual learners, minority ethnic achievement and equality (race, disability, and gender)· Excellent understanding of safeguarding especially the safety and welfare of vulnerable, children with additional needs and disadvantaged pupils

Personal qualities	<ul style="list-style-type: none"> · Ability to direct and co-ordinate the work of others, motivating, inspiring, and supporting staff · Ability to set high standards and act as a positive role model, leading by example · Has self-belief, senses opportunities, and takes the initiative in moving things forward in a positive way · Communicates effectively both orally and in writing with pupils and adults · Skilled at leading high quality professional learning and development and staff meetings · Approachable, caring and kind · Ability to work under pressure, has a sense of humour and appropriate work/life balance · Establishes and maintains constructive and open relationships with parents, staff, governors, and the local community · Possesses a strong set of values and beliefs and shows awareness of how these fit in with the values of the trust · Is committed to continued self-professional development and is always trying to find ways to improve and be the best they can be.
Desirable requirements:	<ul style="list-style-type: none"> · Experience of working with specialist provision · SENCO qualification · Evidence of engagement with specialist organisations · Experience of designing and developing specialist curriculum · Clean, full driving license and a willingness to travel and work in other MAT schools · Up to date knowledge of current research and theory, in particular, relating to autism and education

To be shortlisted, candidates must meet the essential requirements of the person specification. It would be highly advantageous for candidates to meet some or all the desirable requirements.

*Note: Due to the nature of how a multi-academy trust operates there is an expectation that all staff are willing and able to travel across the MAT (via their own car) to provide school-to-school support from time to time, as required. This means that a clean driving licence and acceptance of these terms is essential. Travel expenses will be reimbursed at the agreed rate.



Safeguarding

Victoria Academies Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of the Trust.

Equalities:

Victoria Academies Trust has a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

Flexible Working:

Victoria Academies Trust is committed to ensuring that all colleagues have working conditions that meet their own needs, as well as the needs of their schools and children. Details of our Flexible working policy can be found on our website: [VAT-Flexible-Working-Policy-v1.0-.pdf](#) (victoriaacademiestrust.org)



Victoria Academies Trust

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