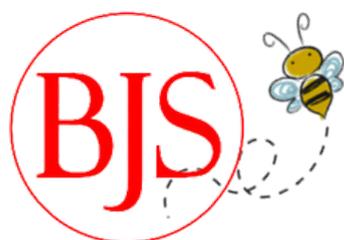


SHINE
ACADEMIES



**Assistant Headteacher
Busill Jones Primary School
Candidate Information Pack**



Message from the CEO



I am privileged to be the Chief Executive Officer of SHINE Academies. Having been part of the SHINE journey since its inception in January 2015, I am incredibly proud of the progress that has been made by all of our pupils, staff and stakeholders over the years.

Children only get one chance for their primary education. Whilst we all understand the importance of the core subjects, our pupils are much more than a numerical outcome. We strongly believe that all pupils should have an opportunity to find their niche and reach their potential in all areas. This is supported by a steadfast commitment to the arts and sport, as well as opportunities for exploring cultural capital making our pupils exceptional citizens. We have high expectations of our pupils and encourage them to have high aspirations – there should be no ceiling.

I am proud that our schools are recognised as inclusive environments for our pupils, and we pride ourselves on having skilled practitioners to support our diverse communities. Our family support team has broad expertise and the capacity to support our pupils and their families in many areas beyond the classroom, including mental health, bereavement and housing support. We offer a range of opportunities to our pupils, creating a high-quality educational experience, in a safe, creative and exciting learning environment.

I am proud that our schools maintain their own identity and characteristics, whilst joining a MAT that supports the strategy and school improvement journey, alongside the business elements of running an educational establishment, such as finance and HR. SHINE Academies has a mission to grow with likeminded schools joining our Trust, and whilst we have the capacity to support schools that need additional help in key areas, we are small enough to listen and work alongside our Headteachers to ensure support is tailored for their needs. All of our leaders recognise the need to evolve and take mitigated risks in order to ensure our pupils are ready for the challenges of secondary school and beyond.

Strong and robust governance is key to a successful MAT and I am lucky to work with some exceptional individuals who volunteer on our Member, Trust and Local Governing Boards. Each governance function aids the MAT delivery of its strategic objectives and ensures accountability of my role and that of other executive leaders within the MAT.

This is an exciting time to be part of SHINE Academies!



Busill Jones Primary School

Busill Jones Primary School is a welcoming, one-form entry primary school located in the heart of Bloxwich, proudly serving its local community. We are seeking an inspirational and committed Headteacher to lead our school into its next chapter and build on the strong foundations already in place.

At Busill Jones, we place great value on positive relationships and work closely with families, community partners and external agencies to ensure every child is supported to thrive.

Our pupils benefit from an engaging and varied curriculum, delivered by a dedicated and passionate staff team who go above and beyond to support children academically, socially and emotionally. Learning is enriched through a wide range of experiences, including educational visits, sporting events, performances and opportunities beyond the classroom that help our children to develop confidence and curiosity about the world around them.

We are fortunate to offer spacious classrooms and excellent outdoor learning environments, including well-stocked libraries, a sensory room, reading sheds, an outdoor classroom and a unique outdoor firepit. These facilities support high-quality teaching and learning and ensure there is something to inspire every child.



Our core values – **Be Positive, Be Respectful and Be Your Best** – underpin everything we do. They are lived daily by our pupils and staff and shape the inclusive, nurturing culture of the school. Our children leave Busill Jones as confident learners, equipped with the skills, values and self-belief to pursue their aspirations, knowing they will always be part of the Busill family.

About the Role

We are seeking a committed and ambitious Assistant Headteacher to join our Senior Leadership Team and play a key role in the strategic and day-to-day leadership of the school. Working closely with the Headteacher and Deputy Headteacher, you will support the strategic leadership of the school and contribute to its continued improvement.

You will play a significant role in leading teaching, learning, curriculum development and assessment, ensuring high standards and inclusive practice for all pupils. This includes monitoring the quality of education, supporting curriculum leaders, contributing to school self-evaluation and development planning, and promoting consistently strong classroom practice through coaching, mentoring and professional dialogue.

You will support the effective organisation and management of the school, contributing to safeguarding, risk management, staff development, performance management and partnership working with parents, governors, the Trust and external professionals.

The full job description and person specification can be found at the end of this pack.



Key Information

Salary Scale: Leadership Scale, points L4 – L8 (£55,747 – £61,534 per annum)

Advert Closing Date: Tuesday 5th May 2026 at 12 noon

Interview Date: Tuesday 12th May 2026

Applications: Please use the following link to apply for this position: [Assistant Headteacher Busill Jones Primary School](#)

To arrange an informal conversation or a visit to the School, please email our Head of People, Katie Turner, at kturner@shineacademies.co.uk

SHINE Academies

Busill Jones Primary School is part of SHINE Academies, a growing and values-led multi-academy trust. As part of SHINE, you will benefit from a strong central team, professional networks, and opportunities for collaboration and leadership development across the Trust.

In 2024, our stakeholders developed a new set of values and a vision for SHINE Academies. These values are our drivers for change within all of our schools, and underpin everything that we do within the trust. We demonstrate working **COLLABORATIVELY**, with **COURAGE** and **COMPASSION** – we support staff and stakeholders to take calculated risks but always remember that children must be at the heart of everything that we do.

No matter the challenge, **SHINE** works **collaboratively** with **courage** and **compassion**, creating a child centered community

We launched our new values at our first Trust Collaboration Day in September 2024, which saw all our schools come together for the first time.

SHINE Academies Trust
Collaboration Day
4th September 2024



Click [here](#) to watch our values video

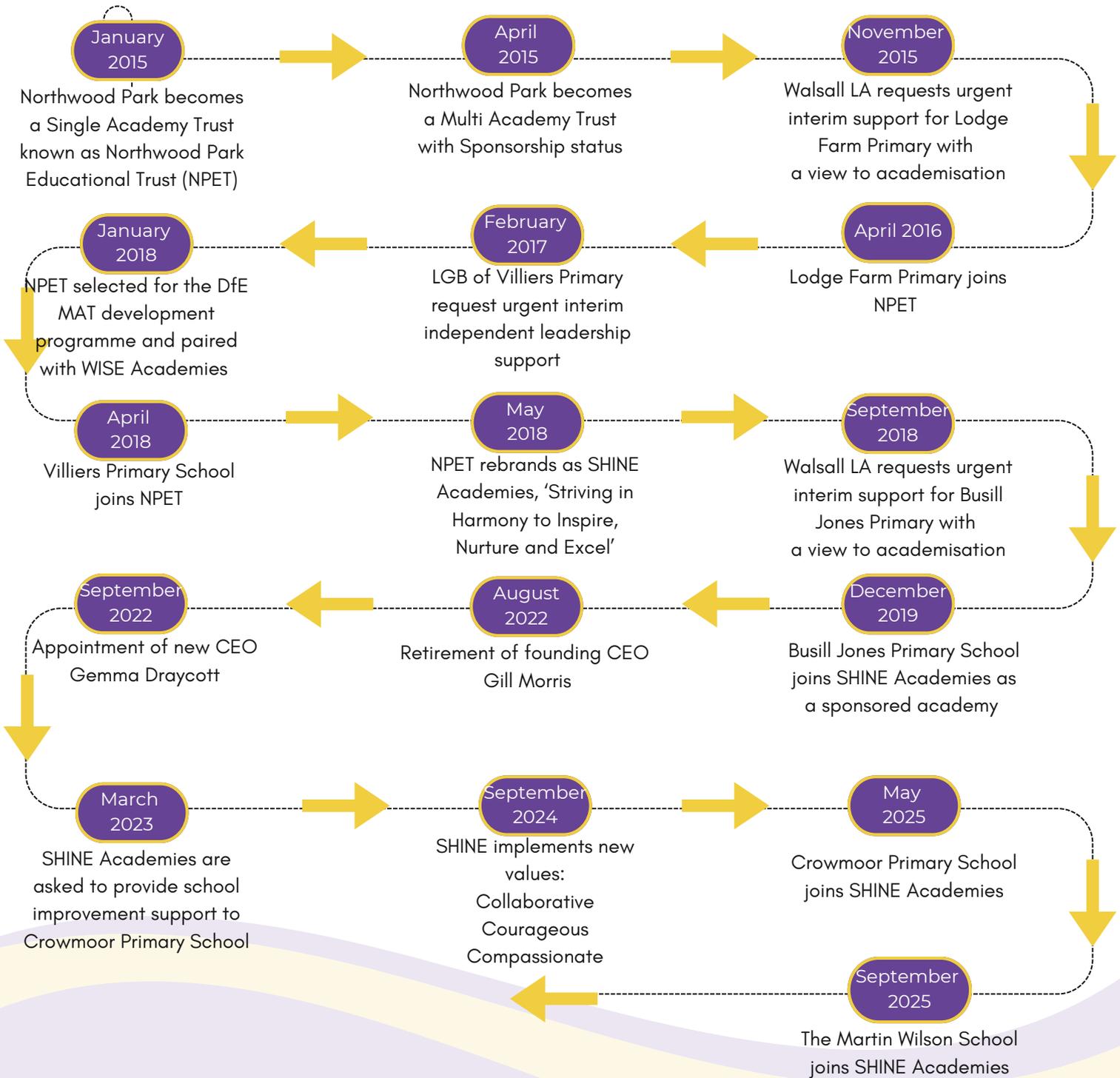
SHINE Academies

Our most recent Trust Day, held on 5th January 2026, focused on our value of Courage. We were inspired by guest speakers Diana Osagie, Stephanie Davies and Matthew Holt, and also heard powerful personal stories from colleagues across the Trust who shared their own experiences of courage. The day also marked a special milestone as we hosted our first-ever SHINE Staff Awards.



We look forward to sharing details of our next Trust Day very soon.

Our Journey So Far



Our Schools

The Trust currently comprises of six schools: Northwood Park Primary School in Bushbury, Lodge Farm Primary School in Willenhall, Villiers Primary School in Bilston, Busill Jones Primary School in Bloxwich, Crowmoor Primary School in Shropshire and The Martin Wilson School in Shropshire. All our schools are large, and therefore progression opportunities are plentiful.

All our schools across SHINE Academies work collaboratively and to the same ethos. Our executive leadership, middle management teams, trust board, and local governing body are compassionate and supportive. Our talented, enthusiastic, and caring pupils are at the center of all that we do, and our staff are proud to be part of the SHINE family.

We recruit highly talented individuals for our schools, which are led by exceptionally talented Headteachers and their teams, who demonstrate a dedication, enthusiasm and commitment to their local community. We recognise talent and develop our staff to be the very best they can be through an intense internal and external CPD programme of support. Our staff and leaders refer to being part of an extended family.

We are proud of our SHINE family of Schools



Employee Benefits

We offer a range of employee benefits, including:



Excellent CPD Opportunities

**One term time wellbeing day
per year**



**Lifestyle & Shopping
Discounts**

**Employee Assistance
Programme**



**Generous Occupational
Pension Schemes**



Your Award-Winning Employee Benefits Provider



Working for SHINE Academies you will have access to our employee benefits platform in partnership with Vivup, a leading and award-winning employee benefits provider



24/7 counselling support, options include telephone, virtual and face to face counselling sessions

Online GP with video and telephone consultation options

Access to health and wellbeing resources such as recipes, podcasts & health assessments



Job description – Assistant Headteacher

Responsible to: Headteacher
Hours: 32.40 hours per week

Status of the Post

This is a management post within the school's structure which carries with it membership of the schools Senior Leadership Team.

Main Purpose of the Post

The Assistant Headteacher will support the Headteacher in:

- › Communicating the school's vision compellingly and supporting the Headteachers strategic leadership
- › The day-to-day management of school issues, as directed by senior staff
- › Formulating the aims and objectives of the school, and supporting and communicating the overall vision to staff
- › Embedding policies for achieving these aims and objectives
- › Coach and develop staff to achieve school objectives.
- › Ensure compliance to policies and processes across the school.

Professional Responsibilities

The postholder will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:-

1. Teaching, curriculum and assessment

- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework Support the development of Teaching and Learning to ensure 'quality first teaching' across the school
- Monitor behaviour and attitudes to learning and contribute to the development and application of relevant policies
- Provide and promote models of excellent classroom practice through whole class and group teaching, coaching, mentoring and supported self-evaluation for teaching and learning staff.
- Contribute to relevant sections of the SEF
- Contribute to relevant sections of the SDIP
- Monitor the effectiveness of teaching and learning including teachers' planning, monitoring, book looks and triangulations. Support other curriculum leaders to develop and embed a bespoke curriculum that has clear progression and meets the needs of the school

- Be a key member of the Leadership team; supporting in development of systems that allow children to progress, achieve and have an enriched educational experience
- Ensure all children are effectively supported through an inclusive environment, curriculum and ethos
- Provide guidance on a choice of appropriate teaching and learning methods and coaching relating to the delivery of these methods

2. Additional and special educational needs and disabilities (SEND)

- Promote a culture and practices that allow all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

3. Organisational management and school improvement

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure school improvement strategies are effectively implemented

4. Leading, developing and enhancing the teaching practice of others

- Monitor the quality of education and communicating this with staff as appropriate
- Identify key professional development needs
- Ensure that these are addressed through the provision of high quality coaching and mentoring
- Performance-manage middle leaders, including carrying out appraisals and holding staff to account for their performance
- Manage staff well, with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

5. Governance, accountability and working in partnership

Under the direction of the Headteacher, the Assistant Headteacher will:

- Work with the governing board and other Trust leads as appropriate
- Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

6. Assistant Headteacher School Duties

- Assist the Headteacher, leaders and governors in determining and managing a whole curriculum, in accordance with the abilities and needs of the pupils
- Support and contribute to the school's system for the review and evaluation of teaching and learning
- Monitor the raising of pupils' standards of achievement and attainment
- Work in partnership with the Headteacher, leaders and the Governing Body to ensure that sound management of finance, personnel and resources enables the school to offer best value for money
- Contribute effectively as a member of the Leadership Team
- Play a major role in the professional development of all staff and in the management of INSET
- Lead and support staff in the management and development of their curricular responsibilities to promote high quality teaching and learning
- Foster the development of a positive and supportive ethos for academic and social learning
- Oversee the pastoral care, personal development and general behaviour of the school
- Display a high standard of professional behaviour and integrity at all times
- Promote and develop a partnership with parents which recognises the worth of their contribution to their child's education
- Assist the Headteacher in the day-to-day running of the school
- Be involved in the organisation, planning and delivery of assemblies as and when necessary
- To act as a Performance Management Team Leader and be professionally accountable for outcomes of appraisal meetings.
- To have due regard for safeguarding and promoting the welfare of children, and to follow the child protection procedures adopted by the schools.
- Any other relevant duties as directed by the Headteacher

SHINE Academies

Assistant Headteacher Person Specification

Factors	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Degree or equivalent further qualification 		<ul style="list-style-type: none"> • Application form
Training	<p>Recent relevant professional development in all areas of the curriculum, particularly the core subjects</p> <ul style="list-style-type: none"> • Recent and relevant INSET • Recent and relevant INSET related to whole school initiatives • Professional development in the management of staff 	<ul style="list-style-type: none"> • Recent professional development in Target Setting • Professional development on curriculum, teaching and learning, safeguarding • Related NPQ 	<ul style="list-style-type: none"> • Application form • Selection process
Experience	<ul style="list-style-type: none"> • Substantial high quality teaching experience • Experience in a leadership or management capacity • Practising and commitment to a child centred approach • Ability to demonstrate policy and curriculum leadership at a strategic level • Experience of developing quality approaches to raising standards 	<ul style="list-style-type: none"> • To have taught in both key stages • To have led and organised extra curricular activities • To have led professional development • To have taught in all primary key stages • To have held difficult conversations in an appropriate and professional manner 	<ul style="list-style-type: none"> • Application form • References • Selection process
Skills and abilities	<ul style="list-style-type: none"> • Have a clear focus on raising standards for pupils, particularly around our most vulnerable learners. • To be an excellent classroom practitioner • To be able to share enthusiasm for your subjects with children and adults • To have excellent communication and organisational skills • To manage children's behaviour effectively and in a positive manner • Knowledge about different learning styles • Ability to liaise with colleagues in all phases • Knowledge about curriculum, teaching and learning and assessment and ability to share this 	<ul style="list-style-type: none"> • To have an understanding of the expectations of outcomes at the end of KS1 & KS2 • To be able to use ICT effectively as a tool in all aspects of the role 	<ul style="list-style-type: none"> • Application form • References • Selection process

	<ul style="list-style-type: none"> • Ability to motivate, support and advise teachers in the teaching of all subjects 		
Personal Qualities	<ul style="list-style-type: none"> • To be an enthusiastic learner • To be fully committed to equality of opportunity for children, staff, parents and members of the wider community • To have high expectations of children • To have a sense of humour • Ability and willingness to work as a member of a team • Ability to work effectively with support staff • To be willing and able to adapt quickly and be involved in all aspects of school life 	<ul style="list-style-type: none"> • Commitment to involving parents as active partners in their child's learning • Commitment to making learning fun • Experience of coaching and mentoring staff. 	<ul style="list-style-type: none"> • Selection process • Interview