

# HEADTEACHER APPLICATION PACK

## Manshead CE Academy



Enabling all to flourish rooted in God's love





## WELCOME FROM OUR CEO

**ANNA ROGERS**  
Chief Executive Officer

Dear Applicant,

Thank you for your interest in the role of Headteacher at Manshead Church of England Academy. This post is of great significance to the Trust, and we look forward to welcoming a new Headteacher to this great school. Manshead is a school with a distinctive character, dedicated and loyal staff, and pupils who embrace the many opportunities it provides.

Guided by the principles that shaped Church of England schools in the 1800s, the Diocese of St Albans Multi-Academy Trust remains committed to delivering high-quality, locally rooted education. This enables schools to meet the needs of their communities while benefiting from the strength of a regional network. Our Trust operates a Headteacher-led model, where school leaders collaboratively shape our vision and strategic direction.

We are seeking an exceptional individual to lead Manshead Church of England Academy into its next phase, with a clear focus on raising standards and driving the school forward. This role offers significant personal and professional development, as well as the opportunity to make a profound difference to the life chances of the young people we serve in our community. Manshead has tremendous potential, and I look forward to welcoming a Headteacher who will deliver transformative leadership.

Should you require further information or wish to discuss the role, please contact Jeni Houghton, Governance and Business Services Partner [jhoughton@stalbandsmat.co.uk](mailto:jhoughton@stalbandsmat.co.uk). Jeni will be happy to arrange a conversation and book a school tour for us.

Warm regards,

A handwritten signature in black ink that reads "A Rogers". The signature is written in a cursive style.

Our academies are places of  
**HOPE, TRUST, COLLABORATION, EQUALITY and RESPECT**

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## WELCOME TO OUR TRUST

# DIOCESE OF ST ALBANS MULTI-ACADEMY TRUST

Our Trust is built on a vision and values that inspire every pupil and member of staff to flourish and reach their full potential. At the heart of everything we do is a commitment to academic excellence and exceptional pupil outcomes. Our enriched curriculum, rooted in Christian values, fosters hope, nurture, equality, respect, and collaboration - developing pupils who live these values in their daily lives.

We are a thriving multi-academy trust of 14 schools, embracing a culture of continuous improvement. Our focus is on delivering highly developed, well-sequenced curriculums, expert teaching, and an outstanding educational offer for all. We take pride in our heritage as part of the Church of England's educational legacy, which spans over 200 years.

Having worked in education for more than 25 years, it is a privilege to lead such a vibrant and ambitious Trust.

We are proud to serve children of all ages, from nursery and Early Years through to Key Stages 1 to 4, with expertise at every level. Across our schools, we share a unified desire to provide the very best education, helping pupils build strong friendships and develop a lifelong love of learning. Our secondary school nurtures young people who leave us with the resilience, skills, and confidence to succeed in their future lives and careers.

Our Trust places each school at the heart of its community, celebrating the unique identity and strengths of every setting. We offer excellent centralised support in areas such as finance, operations, and safeguarding, enabling school leaders and teachers to focus on what matters most - teaching and inspiring every child to enjoy learning and thrive.

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## ABOUT OUR TRUST

The Diocese of St Albans Multi-Academy Trust (DSAMAT) was founded in 2016 by the Diocese of St Albans. It is a Charitable Trust and a Company Limited by Guarantee.

We are an inclusive Trust, partnering with schools across the Diocese of St Albans, covering Hertfordshire, Bedford Borough, Central Bedfordshire, and Luton. Our Trust welcomes Church of England and community schools that share our values and ethos, as well as our commitment to providing a broad education that prepares pupils for happy and fulfilled lives.

Our vision is to create and sustain successful schools that serve their unique local communities through a rich and diverse curriculum, underpinned by Christian values.

You can read more about our mission, vision, and values [here](#).

The Trust exists to make a lasting difference and improve the lives of pupils, staff, and the wider community.

To achieve this, we are guided by three strategic aims:

**>>> Delivering Excellence in Education:**  
Providing an outstanding education that enables children and young people to flourish throughout their lives.

**>>> Being an Employer of Choice:**  
Ensuring staff and volunteers thrive in our care and are supported to achieve their best.

**>>> Securing Sustainable Futures:**  
Acting as responsible stewards to build strong, sustainable futures for our schools and communities.

## THE TRUST TODAY

Since its establishment in 2016, the Trust has grown from three founding academies to fourteen academies across Central Bedfordshire, Bedford Borough, Luton, and Hertfordshire. We now educate approximately 3,500 pupils.

Our academies are inclusive and welcome pupils of all faiths, and none, from all abilities and backgrounds. Our mission is to deliver high-quality education underpinned by Christian values, enabling every child to thrive and reach their potential.

## OUR SHARED FOCUS

At the heart of the Trust is a belief in educational excellence. We serve all stakeholders by providing academies with both rigorous academic standards and exceptional pastoral care.

Our academies are environments where children and young people flourish intellectually, socially, culturally, and spiritually. They deliver a broad and balanced curriculum that prioritises core skills while enriching pupils' experiences.

Through a culture of high expectations and a foundation of Christian values, we ensure pupils are equipped to achieve academic excellence and succeed in life.

# OUR ETHOS

Schools joining the Trust will enjoy the support of a Christian ethos that prioritises meeting the needs of their local community. Joining our Trust means access to a wide range of benefits, including:

**>>> Comprehensive Central Support:**

Our central team provides expert assistance in Finance, HR, Governance, and Estates, enabling Headteachers to focus on educational development.

**>>> School Improvement Expertise:**

Access to a dedicated education team specialising in school improvement, safeguarding, Christian distinctiveness, inclusion, and professional development.

**>>> Collaborative Leadership Network:**

Join a network of supportive Headteachers committed to teamwork and enabling all schools to flourish.

**>>> Wellbeing Support:**

A dedicated Employee Assistance Programme to promote the wellbeing and health of all team members.

**>>> Personalised Professional Growth:**

Support from a professional partner to guide your personal and professional development.

**>>> CEO Partnership:**

Regular contact with the CEO, who works alongside and in partnership with Headteachers to deliver excellent outcomes.

**>>> Specialist Education Support:**

Access to primary or secondary experts in education to drive school improvement agendas.

**>>> Christian Distinctiveness Leadership:**

Guidance from our Christian Distinctiveness Lead to strengthen your school's ethos and prepare for SIAMS inspections.

**>>> Specialist Legal Advice:**

Access to expert legal support when required.

**>>> ICT Technical Support:**

A dedicated team ensuring seamless online operations.

**>>> Quality Education Reviews:**

Collaboration with experts to undertake quality of education reviews and support preparations for Ofsted inspections.

**>>> Diocesan Expertise:**

Access to training and expertise from the Diocese of St Albans.

By joining our Trust, your school will benefit from a strong, supportive partnership that fosters growth, innovation, and excellence within a framework of Christian values.



## **MANSHEAD** **CofE ACADEMY**

At Manshead CE Academy, we foster a strong, caring Christian ethos and are committed to providing learners with a high-quality, broad, and balanced curriculum.

We place great emphasis on supporting each individual to strive for personal success, regardless of their starting point.

Whatever a child's abilities, talents, or needs, we are confident in our ability to support, encourage, and challenge them to reach their full potential.



<b>Type of School:</b>	Sponsored Academy
<b>Age Range:</b>	11-18
<b>Denomination:</b>	Church of England
<b>Co-educational or single sex:</b>	Co-Educational
<b>Number of students on roll:</b>	1132
<b>ASC provision:</b>	Yes
<b>Pupil premium recipients:</b>	20.1%
<b>Pupils with SEN:</b>	18.2%
<b>Date school established:</b>	May, 2017



**MANSHEAD**  
**CE ACADEMY**

Dunstable Road  
Caddington  
Bedfordshire  
LU1 4BB

### **SIAMS**

**Our latest SIAMS feedback:**

*'Manshead is a warm and welcoming school underpinned by four key Christian Values. These shared values help all members of the school community work together with a common purpose. Religious education (ethics) is a strength of the school and a key area supporting the school's distinctive Christian character.'*

For further information about our school please visit: [www.mansheadschoo.co.uk](http://www.mansheadschoo.co.uk)

# Headteacher

**School:** Manshead CE Academy

**Area:** Caddington | Bedfordshire

**Start Date:** September 2026 or earlier if availability allows.



## Core purpose of the role:

To provide professional leadership and management of the Academy - its pupils, staff, and premises - creating a secure foundation for achieving excellence and high standards across all areas of the Academy's work. The Headteacher will foster a culture of excellence, equality, and high expectations for every pupil.

## Main duties and responsibilities:

- Build an Academy culture and curriculum based on Christian values that reflects the richness and diversity of the Academy's local community.
- Collaborate with the Trust and key stakeholders to articulate and embody the Academy's vision, integrating it into daily practices and decision-making.
- Ensure the highest standards of achievement and progress for all pupils, ensuring every pupil reaches their academic success.
- Promote excellence, equality, and high expectations for all pupils and the wider Academy community, ensuring a consistent focus on pupil achievement and outcomes, with learning at the heart of strategic planning and resource management.
- Take a strategic role in the adoption and integration of new and emerging technologies to enhance the learning experience for pupils and the wider Academy community.
- Actively engage with other Trust academies and diocesan schools to build effective learning communities and foster collaboration.
- Contribute to the development of teaching and learning on a Trust-wide level, nurturing a culture of continuous school improvement and prioritising the personal and professional development of all staff.
- Implement a robust framework for evaluation, assessment, and performance management, involving the entire Academy community in identifying and measuring improvement.
- Set appropriate priorities for expenditure within a balanced budget, allocate funds wisely, and ensure effective financial and administrative control.
- In consultation with the Trust Board, manage the Academy's financial and human resources effectively and efficiently to achieve its educational goals and priorities.
- Foster an inclusive culture that values all staff, ensuring the effective deployment and development of colleagues. Implement performance management and pay strategies that reflect skills and contributions, while adhering to equal pay legislation.

## Main duties and responsibilities (continued):

- Exercise responsibility for ensuring fair and equal treatment of all employees and students.
- Consult and involve staff in decision-making processes to promote a sense of ownership and engagement across the Academy.
- Take responsibility for maintaining and promoting a strong safeguarding culture, ensuring full compliance with Safer Recruitment practices, conducting appropriate checks, and maintaining thorough records.
- Ensure that all new employees receive a comprehensive induction programme and are properly trained in the Academy's policies and procedures, particularly those relating to child protection and safeguarding.
- Fulfil all commitments arising from the contractual accountability to the DSAMAT Trust Board, including developing and presenting a coherent, accurate, and understandable account of the Academy's performance.
- Regularly review personal practice, set individual targets, and take responsibility for professional development.
- Manage and organise the Academy environment efficiently to meet curriculum needs, adhere to health and safety regulations, and create a positive and safe space for learning.
- The Headteacher may also be required to undertake any other duties the Trust deems necessary.

**PLEASE NOTE:** In accordance with the DfE statutory guidance 'Keeping Children Safe in Education' all candidates must have a current Enhanced DBS Disclosure to work in a school or nursery. If a valid subscription to the DBS Update Service is not held, we will require you to complete a new DBS application. Suitable candidates must hold right to work in the UK.

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## PERSON SPECIFICATION:

**Essential (E):** (Essential to be appointed)

**Desirable (D):** (Outstanding candidate)

**How assessed:** 1 - Application Form  
2 - Interview  
3 - Test  
4 - Proof of qualification  
5 - Practical exercise

# Headteacher



**School:** Manshead CE Academy

**Area:** Caddington | Bedfordshire

**Start Date:** September 2025

or earlier if availability allows.



### SPECIFICATION:

E / D

HOW ASSESSED

### QUALIFICATIONS

Qualified Teacher Status or Post Graduate Certificate of Education

E

4

Evidence of relevant continuing professional development in an accredited area of training or leading to a further professional qualification

E

1, 2

Safer recruitment training

D

4

Designated persons training (safeguarding)

D

4

Degree

E

4

NPQH (unless a serving headteacher prior to April 2004)

D

4

### EXPERIENCE

Management position and responsibilities within a secondary or primary Academy or school context, with proven experience of creating and leading effective, high achieving teams

E

1, 2

An exemplar teaching practitioner and role model

E

2, 5

Proven track record of monitoring and improving the quality of teaching and learning.

E

1, 2

Experience of managing significant change in an organisation

D

2

Experience of teaching in a church school or Academy

D

1, 2

## PERSON SPECIFICATION:



SPECIFICATION:	E / D	HOW ASSESSED
<b>KNOWLEDGE / SKILLS / ABILITY</b>		
Demonstrable ability to improve the quality of learning and teaching including by the effective use of new technologies.	E	1, 2
Understanding of principles, and demonstrable ability to apply Academy improvement strategies.	E	1, 2
Demonstrable ability to use pupil performance data to improve standards	E	1, 2
Demonstrable ability to motivate, develop and inspire staff and to manage change to support whole Academy improvement, including by the effective use of performance management	E	1, 2, 5
Ability to articulate a clear vision for the Academy, develop coherent strategies to support this vision, create consensus and lead whole Academy implementation	E	1, 2, 5
Ability to support and develop the Christian ethos of the Academy through an explicit programme of Christian values	D	2, 5
Ability to communicate effectively with pupils, parents, partners and governors	E	1, 2, 5
Ability to embrace and develop inclusion and diversity	E	1, 2, 5
Ability to manage and make effective use of resources, including financial resources.	E	2, 5
Ability to assimilate and analyse information and make effective judgements including when under pressure	E	2, 3, 5
Ability to be an effective member of the Academy team and provide appropriate leadership	E	2
Able to contribute to the leadership of School improvement across the Diocese of St Albans Multi Academy Trust	D	2

## PERSON SPECIFICATION:



SPECIFICATION:	E / D	HOW ASSESSED
<b>COMPETENCIES</b>		
Ability to keep students and staff safe. This includes demonstrating the following:	E	1, 2, 5
Appropriate motivation to work with young people and passion for education	E	2
Effective team builder with strong presence, self-belief and highly developed interpersonal skills. Ability to form appropriate relationships with young people.	E	2
Emotional resilience in working with challenging behaviours. Ability to reach, justify and stand by difficult decisions.	E	2
Appropriate attitudes to use of authority and maintaining discipline. Good judgement with an open, accessible management style including a willingness to listen.	E	2
Enthusiasm and inventiveness in thinking	E	2
A capacity for reflection	E	2
<b>ACADEMY SPECIFIC</b>		
A willingness to be involved in all aspects of Academy life; including outside of normal Academy hours and days	E	2
A willingness to support the Academy's engagement and participation in the life of the Diocese of St Albans	E	1, 2, 5

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## EXPLANATORY NOTES

**Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.**

### **SAFEGUARDING CHILDREN & YOUNG PEOPLE**

The Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

- Candidates should be aware that all posts in the Diocese of St Albans Multi-Academy Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent", must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (where disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings. If you are not currently working with children but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may, where appropriate, be answered 'not applicable' if duties have not brought you into contact with children or young people.

### **INTERVIEW PROCESS**

After the closing date, short listing will be conducted by a Panel who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

**All candidates invited to interview must bring the following documents:**

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements, such as a current photographic driving licence and/or passport and/or a full birth certificate
- Documentary proof of current name and address (ie., utility bill, financial statement etc.,)
- Where appropriate, any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

**Please note that originals of the above are necessary.**

**Photocopies or certified copies are not sufficient.**

## EXPLANATORY NOTES

We will seek references on shortlisted candidates for Trust based positions and may contact appropriate previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

### **CONDITIONAL OFFER: PRE-EMPLOYMENT CHECKS**

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS Disclosure
- Verification of professional status such as QTS, NPQH (where required)
- Satisfactory completion of a Medical Questionnaire
- Satisfactory completion of the probational period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

### **FOR TEACHING POSTS**

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DfE Guidance: Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teaching Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.

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## APPLICATION PROCESS

### THE POSITION

We are seeking an inspirational Headteacher for Manshead CE Academy, with a start date of September 2026, or earlier if availability allows. This is a full-time role, offering a salary in the range of L28–L32, depending on the skills and experience of the successful candidate.

### TIMELINE



The candidates selected for interview will be informed after shortlisting. Full details of the Assessment Programme will also be provided.

### APPLICATION

We invite you to submit an application that addresses the criteria outlined in the person specification. Visits to the school are warmly encouraged and can be arranged. To book an appointment, please contact Jeni Houghton, Governance and Business Services Partner, at [jhoughton@stalbandsmat.co.uk](mailto:jhoughton@stalbandsmat.co.uk).

Download an application form [here](#)

*The Trust has an Equal Opportunities Policy for selection and recruitment. In accordance with our Child Protection Policy, the successful candidate will be required to have an enhanced DBS check along with a check against the DBS Children's Barred List.*



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**The Diocese of St Albans Multi-Academy Trust**

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