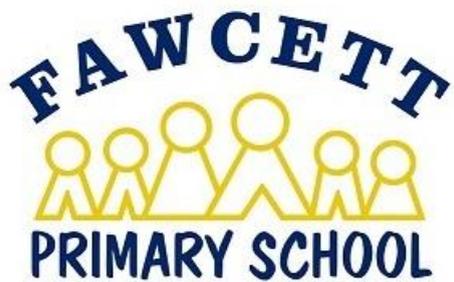




# **EXECUTIVE HEAD TEACHER**

Recruitment Pack: Spring 2026



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## Welcome from the Co-Chairs of Governors

Dear applicant,

We are delighted that you are interested in applying for the role of Executive Head Teacher at The Trumpington Federation. Our Federation was established in 2012 on the foundation of a belief that two schools together can achieve more than one school alone. We exist to serve our local children, and our vision is centred around all members of our community growing and learning together.

This vacancy has arisen following careful consideration from the Governing Body about the best leadership structure to provide long term stability for our Federation. Our previous Executive Head Teacher left the Federation at the end of the 2023-24 academic year, and we have had an interim period of our two fantastic Heads of School 'acting up' to Head Teacher at their respective schools, while sharing some cross-Federation executive responsibilities. With one of our Heads of School leaving at the end of this summer term to take up a Head Teacher position elsewhere, now is the time to strengthen Federation cohesion with the reestablishment of a full-time Executive Head to lead on the collaboration of curriculum, policies and resources across both schools.

The word 'collaboration' is one that you will see repeated several times throughout this recruitment pack. This is no accident; this approach is absolutely central to what we do as a Federation. The successful candidate will be an individual who sees the value in two schools working together to provide excellent outcomes for local children and has the skills to lead the individual flourishing of the schools within a shared Federation framework and improvement plan. The ability to foster positive working relationships with the two Heads of School is essential - it is important to how we work as a Federation that each Head of School feels empowered to lead their school confidently on a day-to-day basis, while being guided and enabled by a perceptive Executive Head Teacher.

We are proud of what we have achieved so far as a Federation, and are excited for our next chapter of working together with a new Executive Head Teacher. If you think you would be the right person to help us shape the future of The Trumpington Federation then we warmly encourage you to apply. Please do get in touch to arrange a visit to our schools if you are able to, so that you can see the dedication that underpins the success of the Federation in action. If you are unable to visit during the timeframe then our weekly [Trumpington Meadows](#) and [Fawcett](#) newsletters will give you a good sense of the schools, as well as our Federation [Instagram account](#).

We look forward to receiving your application.

Best wishes,

Naomi Walker-Pearl and Liz Woodham

*Co-Chairs, The Trumpington Federation Governing Body*

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## About The Trumpington Federation

The Trumpington Federation consists of two primary schools in Trumpington, both with nursery settings. Trumpington is a suburb to the south of Cambridge, and has gone through a period of rapid expansion over the last 15 years with new housing developments being built to serve the city. The city centre, brimming with history, culture and stunning architecture, can be reached in 15 minutes by bike, car or bus. Our classes are named after University of Cambridge Colleges, helping to keep our connection with the city where heritage, innovation and community all sit comfortably side by side. Trumpington's close proximity to a major hospital and the University means that we naturally have a reasonably mobile pupil population, with many children coming from families who move frequently for work.

Fawcett Primary School and Nursery is a well-established school in the heart of Trumpington, named in honour of Henry Fawcett, the distinguished Victorian academic and politician. Fawcett School was built to meet the needs of families moving into the new post-war housing in the area. Trumpington Meadows School was opened in 2013 to serve Trumpington's more recent growth. The school sits in the heart of a new development and beside the expansive Trumpington Meadows Country Park maintained by the Wildlife Trust.

As a Federation, our strength lies in collaborating to share ideas and expertise across the schools; our cornerstone belief is that the Federation is greater than the sum of its parts. School leaders, governors and staff have a unified vision centred on supporting all children at our schools to achieve their potential. We have particular strength in staff development and have been recognised for our excellent support of Early Career Teachers. The Federation structure enables career progression, with staff gaining experience from the opportunity to move between the schools.

Our intention is for the senior leadership team, led by the Executive Head Teacher, to continue to build on established quality first teaching. A recent whole Federation focus has been further embedding adaptations to support all learners in achieving positive outcomes. As part of this, we aim to continue developing support for SEND pupils; a very strong start has already been made on this with the support of specialist practitioners at the Local Authority.

We also aspire to the Federation being even more embedded at the heart of the Trumpington community, and we expect that the Executive Head Teacher will play a key role in maintaining good external links and ensuring a strong local reputation for the schools. The Trumpington Meadows site has significant community facilities, and there is an opportunity for the Executive Head Teacher to work with the Federation Business Manager to develop a plan for strategic lettings to local groups. Finally, as with many schools, pupil numbers are projected to fall in the coming years due to lower birth rates in the area. The Federation leadership and governors will need to work well together to secure stable and sustainable structures, ensuring that falling rolls have no impact on the excellent education that we provide in our community.

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## Our vision and values

*At The Trumpington Federation, we believe that learning should be a lifelong adventure.*

*We aim to inspire and encourage all members of our community to grow and learn together.*

*Through determination, communication and collaboration, we encourage each other to reach for the stars, no matter who we are or where we come from.*

*Our schools, governors, children, parents and staff have agreed and share a set of common values and rights for all which underpin our dynamic curriculum, and which encourage creativity, problem solving and a love of learning.*

Here at The Trumpington Federation, we are proud of our vision and values being centred around a core belief that we can work together to inspire all members of our community to develop a lifelong love of learning. Collaboration is a key strength of the Federation and is central to the way we approach everything we do at the schools; together, we can unlock more for our children and staff.

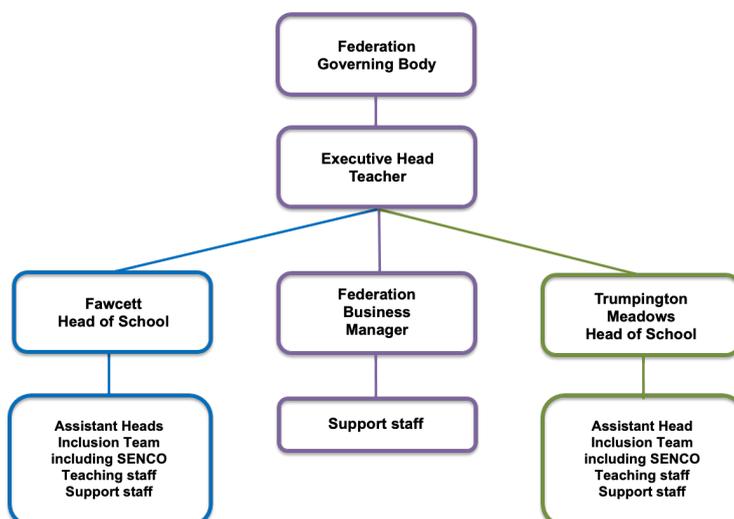
Many of our values, such as challenge, creativity, adventure, collaboration, communication, respect, adaptability and diversity, are promoted through our Outdoor Play and Learning (OPAL) project. We believe that all children need opportunities to play that allow them to explore, manipulate, experience and affect their environment. We are proud that in the summer of 2025, both schools were awarded an OPAL Platinum Award for the quality of playtimes.



## Key facts and statistics

	Fawcett	Trumpington Meadows
Number of children on roll (January 2026 census)	368	244
Current PAN	60	30
PP	27%	45%
EAL	48%	59%
SEND	22%	28%
Attendance up to end of February 2026	94.9%	94.4%
Year 1 Phonics 2025 Expected Standard	75%	84%
KS2 Reading 2025 Expected Standard	74%	74%
KS2 Writing 2025 Expected Standard	70%	70%
KS2 Maths 2025 Expected Standard	70%	81%
KS2 RWM Combined 2025 Expected Standard	62%	63%
Most recent OSFED	Good (November 2021)	Good (June 2023)

## Federation structure



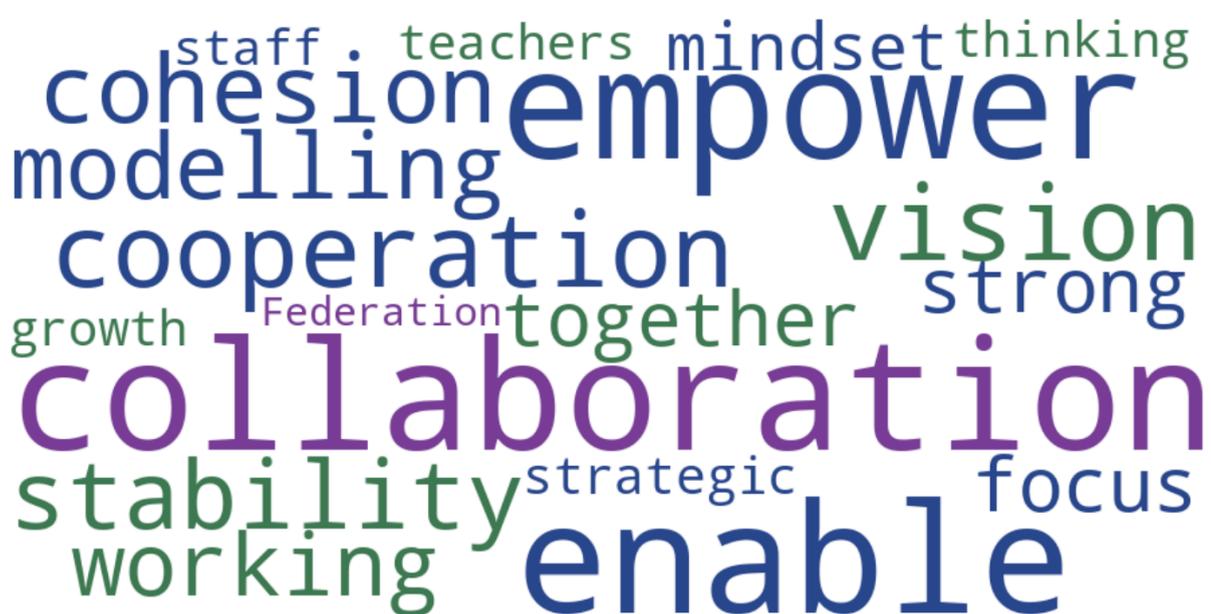
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## The role of Executive Head Teacher

The Executive Head Teacher role at The Trumpington Federation offers an opportunity for a dedicated individual to strategically lead two schools in the community of Trumpington. We are looking for someone who has the ability to nurture the needs of each individual school, while providing stability and cohesion across the Federation. Collaboration is core to our values of learning and growing together, and our Executive Head Teacher will be someone who recognises the power of working together and is committed to leading collaboration in the schools.

Our staff at the Federation are welcoming and supportive; we work hard with our community to build mutual trust and respect in order to achieve our goals. Our Executive Head Teacher must value the contribution from every individual and appreciate that each one of our staff brings with them a uniqueness that supports the needs of the Federation and creates value for the next generation we are responsible for educating.

If you feel you would be the person to lead our fantastic team, enabling us to achieve our objective of providing an enriching education experience for the young people in our care, we would love to hear from you.



*Word cloud showing the qualities needed in our Executive Head Teacher to take the Federation forwards*

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## What we can Offer

The role of Executive Head Teacher at The Trumpington Federation is a fantastic chance for an experienced practitioner to lead two thriving schools. The successful candidate will find that, amongst other things, the Federation offers the following:

- A motivated, dedicated and stable staff body with low staff turnover;
- A commitment to staff development with thoughtfully planned CPD input;
- A supportive and engaged Governing Body that will champion your own personal professional development;
- Strong links with the Faculty of Education at the University of Cambridge;
- A community which values inclusivity and puts the education of our local children at the centre of everything;
- Schools where outdoor learning and play is prioritised. Both settings have been awarded OPAL Platinum status and all children at both settings participate in Forest School;
- A Federation Parent Teacher Association which builds community and raises money to enhance the school experience for our pupils. Recent successes include the Federation Winter Fair, and 10 PTA representatives (a mixture of parents and staff) raising funds for the Federation by running in the Cambridge Half Marathon;
- Administrative support provided by a very experienced Executive Head Teacher's PA.



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# Job Description and Person Specification

## Job Description

The Executive Head Teacher is accountable to the Governing Body for the professional leadership, strategic direction and operational management of the Schools in order to ensure that the Federation's aims are implemented in accordance with the Federation improvement plan and the policies of the Governing Body. The Executive Head Teacher is required to monitor, evaluate and review the impact of policies, priorities and targets of the schools and take timely action as necessary. The Governing Body of the Federation is committed to safeguarding and promoting the welfare of children and young persons and the Executive Head Teacher must ensure that the highest priority is given to following the guidance and regulations which safeguard children and young people.

The appointment is subject to the provisions of the School Teachers' Pay and Conditions Document, mandatory for maintained schools.

## Key Responsibilities

### **LEADERSHIP AND MANAGEMENT OF STUDENT/PUPIL ACHIEVEMENT, PROGRESS AND SAFETY**

- Act as the Federation Designated Safeguarding Lead and ensure that student safety is at the centre of all of the schools' functions, in particular strategic planning and resource management.
- Ensure an aspirational culture and ethos of challenge and support where all children can achieve success and become engaged in their own learning and the learning of others.
- Ensure a consistent and continuous school-wide focus on children's achievement, using data and benchmarks to monitor progress in every student's learning.
- Implement strategies which secure high standards of behaviour and attendance, welfare, and citizenship.
- Ensure collaboration with other agencies in providing for the intellectual, spiritual, moral, cultural, physical, social and emotional well being of children.

### **LEADING AND MANAGING STAFF**

- Line management of the two Heads of School, the Federation Business Manager and the Executive Head Teacher's PA.
- Ensure that outstanding teaching is the aspiration of all teachers.
- Lead, motivate, support, challenge and develop staff to secure improvement.
- Ensure that all staff are engaged with the schools' key improvement priorities and the achievement of the schools' aims and objectives, through effective communication across the whole school/Federation community.
- Maximise the contribution of staff to improve the quality of education provided and standards achieved.

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- Implement and sustain rigorous procedures for monitoring the performance of all staff including objective setting and personal development plans.
  - Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers.
  - Acknowledge the responsibilities and celebrate the achievement of individuals and teams.
  - Participate in arrangements for the appraisal and review of their own performance.

## **LEADERSHIP AND MANAGEMENT OF CURRICULUM**

In collaboration with the Heads of School:

- Determine and ensure implementation of a diverse, flexible curriculum to ensure high quality and personalised learning experiences for children of all backgrounds and abilities.
- Ensure that the curriculum provides for the intellectual, spiritual, moral, cultural, physical, social and emotional wellbeing of all children
- Ensure that the curriculum enables children to progress successfully to the secondary phase of education.

## **MANAGING RESOURCES**

- Promote creativity, innovation and the use of new technologies to achieve excellence.
- Agree and set appropriate priorities for expenditure with the Federation Business Manager and Governing Body; allocate funds and monitor the effective administration and control of financial and other resources.
- Ensure schools' buildings and facilities meet the needs of children and adults, that they are of the highest standard of cleanliness and repair, and are compliant with health and safety regulations.
- Where possible, identify and deploy additional sources of income, funding and other resources.

## **STAKEHOLDERS AND THE LOCAL COMMUNITY**

- Secure the commitment of all parents, carers and of the wider community to the vision and ethos of the schools.
- Contribute to the development of the community served by the schools and to the effectiveness of services provided to support it.
- Seek opportunities to promote the role, values and ethos of the schools with the local community.
- Contribute to the development of the local education system by sharing effective practice, working in partnership with other schools, especially in pursuit of innovation.
- Maintain relationships with organisations representing teachers and other members of the staff.
- Develop strategic lettings of our community rooms by building further relationships with local groups.

## **ACCOUNTABILITY AND GOVERNANCE**

- Work with the Governing Body to analyse and plan for the future needs and further development of the schools within the local, national and international context.

- Contribute to the development of the Governors' vision and reflect that vision in the Federation's improvement plan.
- Encourage an ethos which enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Present a coherent and accurate account of the schools' performance in a form appropriate to a range of audiences, including parents, the local authority, the local community, Ofsted and others, to enable them to contribute effectively.
- Participate in arrangements for their own further training and professional development.

## TEACHING

- Teach as necessary and appropriate relative to the other duties of the post.

## NOTES

The Executive Head Teacher may be asked by the Governing Body to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post. This job description will be reviewed annually at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the post-holder.

## Person Specification

	Essential	Desirable	Method of assessment
<b>Qualifications and CPD Record</b>			
Qualified Teacher Status and first degree (or equivalent, e.g. Cert Ed)	X		Application form
Record of CPD relevant to Headship	X		Application form
Higher degree relevant to Headship		X	Application form
NPQH		X	Application form
CPD record includes substantial relevant achievement		X	Application form
<b>Employment Record</b>			
Successful track record of leadership in primary school(s)	X		Application form
<b>Personal Effectiveness</b>			
Stable and supportive, with stamina, energy, drive, and confidence	X		Both
Capacity for personal development;	X		Both

Ability to identify and deal with priority issues	X		Both
Adaptable and responsive to changing needs and circumstances	X		Both
Consistency of judgement and integrity	X		Application form
<b>Leadership and Management of student/pupil achievement, progress and safety</b>			
Concern for individual pupil needs, regarding safeguarding and achievement for each individual as the highest priorities	X		Application form
Ability to inspire high levels of performance in children	X		Application form
Ability to analyse the complex issues relating to children's attainment and progress, and develop effective and creative responses	X		Both
Successful track record and competence in monitoring and evaluation of children's progress	X		Application form
Secure understanding of the current Ofsted framework for primary schools and nurseries	X		Both
<b>Leading and Managing Staff</b>			
Secure understanding of approaches to leadership and management including structures and systems, delegation, monitoring and accountability	X		Both
Able to inspire and maintain high morale, address problems and resolve conflict	X		Application form
Positive and approachable style	X		Interview stage
A commitment to equal opportunities	X		Both
Capacity to develop and implement innovative solutions and approaches	X		Both
<b>Leadership and Management of Curriculum</b>			
Deep knowledge of the National Curriculum and related issues, and successful experience of curriculum development, monitoring and assessment	X		Both

Ability to analyse complex curriculum issues and develop effective and creative responses	X		Both
A vision for the 21 <sup>st</sup> Century curriculum, including creativity and an understanding of our place in the world	X		Application form
<b>Managing Resources</b>			
The ability to analyse complex issues relating to finance, resources and learning environment issues, and develop effective and creative responses	X		Both
<b>Stakeholders and the Local Community</b>			
Effective communication with range of audiences, including staff, parents, pupils and governors and wider stakeholders	X		Both
Ability to establish a positive standing and maintain effective links in the community	X		Both
<b>Accountability and Governance</b>			
Experience and expertise in school development planning, and a strong track record of delivery of sustained improvements	X		Both
<b>Teaching</b>			
Substantial successful teaching experience in the primary school(s) and/or early years settings	X		Application form

The Trumpington Federation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Our recruitment and selection procedures are designed to identify, deter and prevent unsuitable individuals from working with children, ensuring the highest standards of safety and care across our Federation. All appointments are subject to robust pre-employment checks, including verification of identity, qualifications, right to work in the UK, satisfactory references, medical fitness and an enhanced Disclosure and Barring Service (DBS) check with barred-list clearance where applicable. Where a candidate has worked outside the UK, the school will require an overseas criminal record check (Certificate of Good Conduct) and, where applicable, a letter (provided by the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions. In addition, in the case of appointments to senior management positions, the Federation will verify that the applicant is not subject to a section 128 direction.

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## Key information and dates

Salary range	L20 - L26 (£82,654 - £95,735)
How to arrange visits to our schools	humres@trufed.org.uk
Closing date	Monday 13 April 2026, 9am
Interview dates	Tuesday 21 and Wednesday 22 April
Start date	September 2026
Role location	Federation-wide; travel between the two schools will be required

*We reserve the right to close applications early and move the interview dates forward.*

### How to apply

Apply via MyNewTerm: <https://mynewterm.com/trust/The-Trumpington-Federation/110766>

In line with safer recruitment guidance, we would like to request references after shortlisting and prior to interview. Please ensure that your named referees are aware of your application and would be able to provide a reference shortly after the shortlisting date. One referee should be your current employer.

Please be aware that all shortlisted candidates may have an online search conducted as part of the Federation's due diligence checks in line with KCSIE.

The Trumpington Federation is committed to equal opportunities and we will not discriminate on the basis of any protected characteristic.

