



Horizons Education Trust, American Lane, Huntingdon, PE29 1TQ

info@horizons.org.uk

CEO: Adam Dabin

Headteacher

Recruitment Booklet

The background is a collage of two photographs. The top photograph shows a young boy with light brown hair, wearing a dark shirt, looking through a magnifying glass at a small, clear plastic container. The bottom photograph shows a young girl with blonde hair tied in a ponytail, wearing large yellow headphones and a blue shirt, sitting at a desk and playing a digital keyboard. A laptop is open on the desk next to the keyboard. The entire image has a green tint, and the text 'We provide opportunities and experiences for all' is overlaid in white on the left side.

We provide
opportunities
and experiences
for all



Shape the Future of Spring Common Academy

Spring Common Academy is a thriving area special school in Huntingdon, serving over 200 pupils with severe learning difficulties and related needs. Many pupils have autism, and some have profound and complex medical needs; all pupils hold an Education, Health and Care Plan (EHCP). We are proud to be part of Horizons Education Trust, alongside Prestley Wood Academy in Alconbury Weald and Riverside Meadows Academy, an SEMH school with sites in St Neots and Wisbech.

Following an Ofsted inspection in June 2025, Spring Common Academy was judged Requires Improvement in Leadership & Management, Quality of Education, Early Years, and Sixth Form. We are now seeking an exceptional and resilient headteacher to lead the academy into its next phase of rapid and sustained improvement, with the clear goal of restoring its Outstanding status.

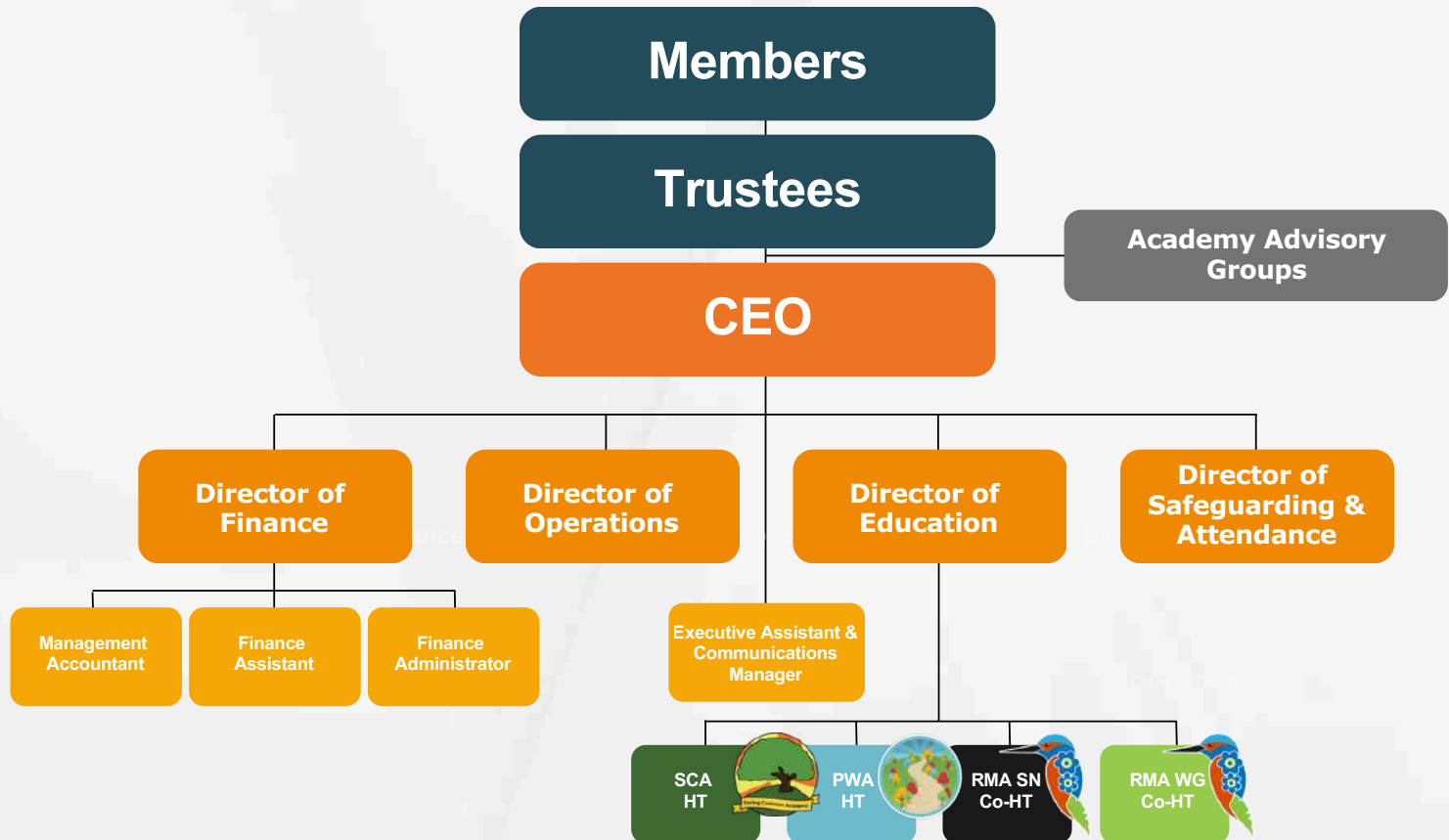
You will work closely with our Director of Education, supported by a dedicated central team committed to sustainable improvement. This is a rare opportunity to lead a school with enormous potential, shaping its future while making a tangible difference to the lives of pupils and their families.

We are looking for a leader who will fully embrace the values and strategic priorities of Horizons Education Trust, building strong relationships with pupils, staff, parents, carers, and the wider community. If you are ready to bring energy, expertise, and determination to this vital role, we would love to hear from you.



Organisation Structure

Central Services



3 Academies including:

2 SEMH Sites
2 PMLD Sites
380 Children
211 Staff



Organisation Map

Cambridgeshire, East Anglia

Riverside Meadows Academy
Wisbech



Prestley Wood Academy
Alconbury Weald



Spring Common Academy
Huntingdon



Riverside Meadows Academy
St Neots





If you have...

- **The ability to lead a special school** as a headteacher and leave your unique footprint as part of a positive and transformative journey, ensuring the school is a safe, respectful, and inclusive environment where every pupil is supported to thrive.
- **Proven leadership, management, and interpersonal skills**, demonstrated through experience as an existing headteacher, Head of School, or through extensive leadership experience in a special school setting.
- **An unwavering commitment to safeguarding and promoting the welfare of pupils**, ensuring that safeguarding best practices are always at the forefront of leadership decisions and that staff are regularly trained in safeguarding procedures, ensuring a safe environment for all learners.
- **The ability to further develop a clear and inclusive vision**, in collaboration with the current leadership team, staff, parents, and governors, ensuring that the needs of each child are met with care and precision.
- **The motivation, through collaboration and ethical leadership**, to work with other academies within Horizons Education Trust, as well as external special schools and academies both locally and regionally, to share expertise, drive innovation, and improve outcomes for all learners.
- **A desire to support the long-term vision of the trust**, providing strategic leadership for SEND education based on evidence-based practice and ensuring sustainability and growth while meeting the diverse needs of our pupils.
- **The ability to drive continuous improvement in standards of education**, ensuring the curriculum is fully adapted to meet the sensory, therapeutic, and educational needs of PMLD learners, and supports their development, communication, independence, and preparation for adulthood.
- **A deep understanding of SEND-specific challenges** and a track record of providing innovative and effective strategies to address them.
- **A commitment to the professional development of staff**, fostering a culture of continuous learning and ensuring that all team members have the skills and support needed to provide the highest standard of care and education to all pupils.
- **To have high expectations for all pupils** while providing a nurturing environment that promotes emotional well-being, resilience, and self-esteem, ensuring that every pupil is empowered to achieve their full potential.
- **Experience of working with external agencies**, social services, and mental health professionals to support the holistic development of students, including contributing to multi-agency safeguarding and intervention plans.
- **A proactive approach to community engagement**, working closely with local organisations, families, and external stakeholders to create a strong support network for students and ensure the academy plays an active role in its wider community.



Job Description

- The headteacher will be responsible for all day-to-day management of the pupils, staff, multi - agency professionals, resources and maintenance of the building and also secure the safety and well - being of all pupils and staff.
- Be accountable for the academy's performance, including educational outcomes, safeguarding, financial oversight, and staff wellbeing.
- The post-holder will also consult, as appropriate, with the Local Authority (LA), other stakeholders, the trust, staff, pupils and parent/carers and guardians of its pupils and share this with their Senior Leadership Team (SLT) and Academy Advisory Group (AAG).
- You will provide a positive environment in which all staff and pupils are enabled to achieve success and to build towards achieving their potential.
- The headteacher will effectively manage, encourage, develop and support staff and be visible in school to demonstrate responsibility towards them on a daily basis.
- The headteacher will report to the Director of Education regarding impact measures for recruitment, retention and deployment of staff to enable the academy in achieving its operational priorities and accountabilities.
- Participate in and contribute to peer review, quality assurance, and cross-school professional networks.
- Work closely with the Director of Education and wider trust leadership to contribute to MAT-wide strategy.

Vision, Direction & Development:

- Deliver all operational plans for securing the vision, values and direction of the academy based on the trust values and strategic plan in consultation with staff and all relevant stakeholders. Ensure day-to-day decisions support the safety of pupils and staff.
- Follow the scheme of delegation for the accountabilities of headteachers in the trust.
- Work with the Director of Education, CEO, AAG and other stakeholders to ensure the academy's vision is clearly articulated, shared, understood and acted upon by all.
- Work with SLT, staff and trustees to translate the strategic plan for the trust into action plans that identify clear achievable priorities and outcomes. These plans will form a School Development Plan (SDP) and School Evaluation Form (SEF) to take fully into account the diversity, values and experience of the academy, the trust and the wider community.
- Work with SLT, staff and the AAG to evaluate progress towards priorities and outcomes in tandem with concise reporting on relevant metrics and KPI's.
- In consultation periods and through working groups, ensure that policies are regularly reviewed and updated, involving the wider staff community in this process.
- Advise and support staff to understand the rationale for curriculum policy development and implementation and how you value and measure impact.
- Ensure that all statutory requirements are published to the academy website, including the academy's aims, values, standards, SEND information and statements relating to 'catch-up' and 'pupil premium' expenditure and any other statutory information, liaising with the Communications Manager as required.
- Demonstrate the trust and academy values in everyday work and practice.



Job Description

Leading Teaching & Learning

- You will report to the Director of Education and the CEO on academy outcomes and pupil progress.
- Ensure high quality teaching and learning is prioritised across the academy and outcomes are monitored.
 - Ensure systematic, high-quality teaching of early reading and phonics, using appropriate adapted methodologies.
 - Champion communication as a core curriculum area, embedding AAC, Intensive Interaction, and Total Communication approaches.
 - Oversee robust assessment practices that support progress and inform planning across all pathways.
 - Systems for monitoring and developing the quality of teaching and learning and quality assurance are fit for purpose and inform future practice for teachers through coaching and mentoring models operating within the academy.
- Cultivate close working relationships with parent/carers, within the community and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all pupils.
- Ensure new and emerging technologies are introduced to enhance and extend the learning experience of pupils.
- A culture and ethos of support and challenge is created where all pupils can 'achieve beyond expectations'.

Leading & Managing Staff:

- Lead on recruitment and selection of teaching and support staff in conjunction with the Director of Education.
- Ensure that all staff carry out their professional duties in accordance with their job description and priorities in line with trust appraisal processes.
- Establish a culture of continuous professional development focused on special needs pedagogy, curriculum innovation, and values-led leadership; Identifying and addressing areas for staff development, building on strengths to support school improvement.
- Implement effective appraisal, coaching, and performance management processes.
- Encourage innovation, team work and collaboration.
- Develop and strengthen overall leadership capacity, including middle leadership, across the academy.



Job Description

Efficient Use of Resources:

- Work with the Director of Education and the Director of Finance on setting an allocated budget to deliver a quality education for all pupils.
- Manage the agreed budget on a day-to day basis for the academy ensuring effective administration and value for money.
- Monitor the budget and with the Director of Finance to make appropriate adjustments to spending patterns in accordance with all financial regulations and compliance and the trust audit requirements.
- Manage the operation of the day-to-day use of the building and grounds to be compliant with curriculum and health and safety requirements. Ensure all 'regulated school activities' have appropriate health and safety, risk assessments and contingency plans, liaising with the Director of Operations as required.
- Manage curriculum resources to support the needs of pupils within budgetary allocation.

Partnership

- Foster a strong, values-driven school culture based on respect, inclusion, and mutual trust.
 - Develop strong, transparent relationships with pupils, families, governors, and the wider community.
 - Develop good relations with other academies within the trust and with Central Services.
 - Develop and encourage effective partnerships with relevant agencies and external stakeholders, drawing upon the strengths, expertise and sharing of information and ideas for the benefit of the academy.
-
- The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at the discretion of the Director of Education.



Person Specification

Qualifications & Training	E	D
Qualified Teacher Status (QTS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Master's degree, NPQH qualification or advanced professional study	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Further coaching & mentoring qualification(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience	E	D
Consistent track record of raising achievement over a sustained period of time	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extensive leadership experience in a SLD/PMLD environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consistent track record of raising achievement over a sustained period of time	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of curriculum development management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An excellent understanding of effective approaches to behaviour management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An excellent understanding of effective interventions and support for students with SLD/PMLD	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of Health & Safety management and a willingness to update training as required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of project team management and a willingness to take the lead on trust wide initiatives for the benefit of the trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Person Specification

Knowledge & Skills	E	D
Extensive knowledge of a range of special needs, including but not limited to SLD, PMLD & ASC to be able to train and advise others.		
Knowledge of effective school self-evaluation and quality assurance processes		
Wide knowledge of high quality teaching and learning strategies for pupils with SLD/PMLD/ASC		
Operational experience of safeguarding, health and safety and legal guidelines for attendance, behaviour and personal development.		
Ability to analyse and interpret assessment data accurately to raise standards and pupil achievement to set new priorities.		
Ability to line manage staff in accordance with trust and academy policies and hold people to account		
Ability to carry out appraisals and set appropriate targets		
Resources management experience to deploy staff and to manage expenditure within budget.		
Ability to manage staff sickness and absence in line with trust policies		
Up to date knowledge of National and Local SEND legislation and guidance		
Able to produce accurate and well-presented reports to a range of key stakeholders		



Person Specification

Leadership & Management

E

D

Ability to lead the day-to-day running of the academy with senior leaders, ensuring a safe, secure, and healthy environment

Ability to work with the Director of Education and HEdT colleagues to develop strategic plans and produce clear, purposeful reports

Ability to lead change effectively and with integrity

Professional approach to leadership, managerial and organisational decisions based on informed judgements

Support the values and vision of the trust

Promote high expectations of achievement and learning for all pupils

Communication & Working With Others

E

D

Ability to communicate effectively at all levels within the academy, to families and the wider community

Adopt a confident, calm approach and be able to communicate well orally and in writing to a range of stakeholders

Ability to use ICT effectively and appropriately, with high levels of accuracy

Create an open, fair and equitable culture

Promoting the Welfare of Children

E

D

Have a detailed understanding of safeguarding and the measures that need to be in place to ensure pupil safety and well-being



Person Specification

Personal Qualities

E

D

Ability to build positive working relationships with colleagues and be an active team member



Ability to work with and alongside senior & executive leaders to create positive working environments



Ability to solve problems and seek innovative solution with others



Develop competences and expertise in self and others



Calm under pressure and able to know when to seek support and advice



Ability to work at pace and meet deadlines







Co-Headteacher

Overview

Job Title:	Headteacher	Reporting to:	Director of Education
Location:	Huntingdon, Cambridgeshire	Salary:	L20 - L24
Contract:	Full time, permanent	Start Date:	As soon as contractually available

Benefits:

- Access to the Teachers' Pension Scheme
- Commitment to providing on-going training and development
- Horizons Education Trust is a member of the Whole Education network
- Mileage allowance paid at 40p per mile
- EAP Scheme (Medigold)

Purpose:

The headteacher will play a pivotal role in shaping the future of our academy, and in ensuring that every pupil receives a high-quality, inclusive education tailored to their unique needs. Supported by the Executive Team, the headteacher will champion excellence in teaching and learning, fostering a culture of continuous improvement while ensuring the wellbeing and professional development of all staff.

With a strong focus on both educational and operational leadership, the headteacher will ensure the academy is a safe, sustainable, and compliant environment, resilient to challenges and responsive to change. This role is central to building a community where pupils thrive, staff feel supported and empowered, and families feel confident in the care and education their children receive.

Liasing with:

- Executive and Central Teams
- Academy Leadership Teams
- Local Authorities
- External partners and stakeholders

If you would like a confidential discussion in relation to the role prior to applying, please contact Amy Spittle, who will arrange for a time to speak with Nick Morley, Director of Education.

- **The closing date for applications is midnight 8th January, 2026**
- **We welcome the successful candidate to start as soon as contractually available**
- **Interviews will be scheduled for w/c 12th January, 2026**

To apply for this position please contact:

Amy Spittle
Executive Assistant & Communications Manager
Email: aspittle@horizons.org.uk

Horizons Education Trust is committed to the safeguarding and promotion of the welfare of children and young people, and expect staff to share this commitment.

Successful candidates require a satisfactory Enhanced Disclosure & Barring Service (DBS) check and will also be subject to a Barred List Check, to confirm that you are not barred from working with children.



Horizons Education Trust, American Lane, Huntingdon, PE29 1TQ

info@horizons.org.uk

CEO: Adam Dabin