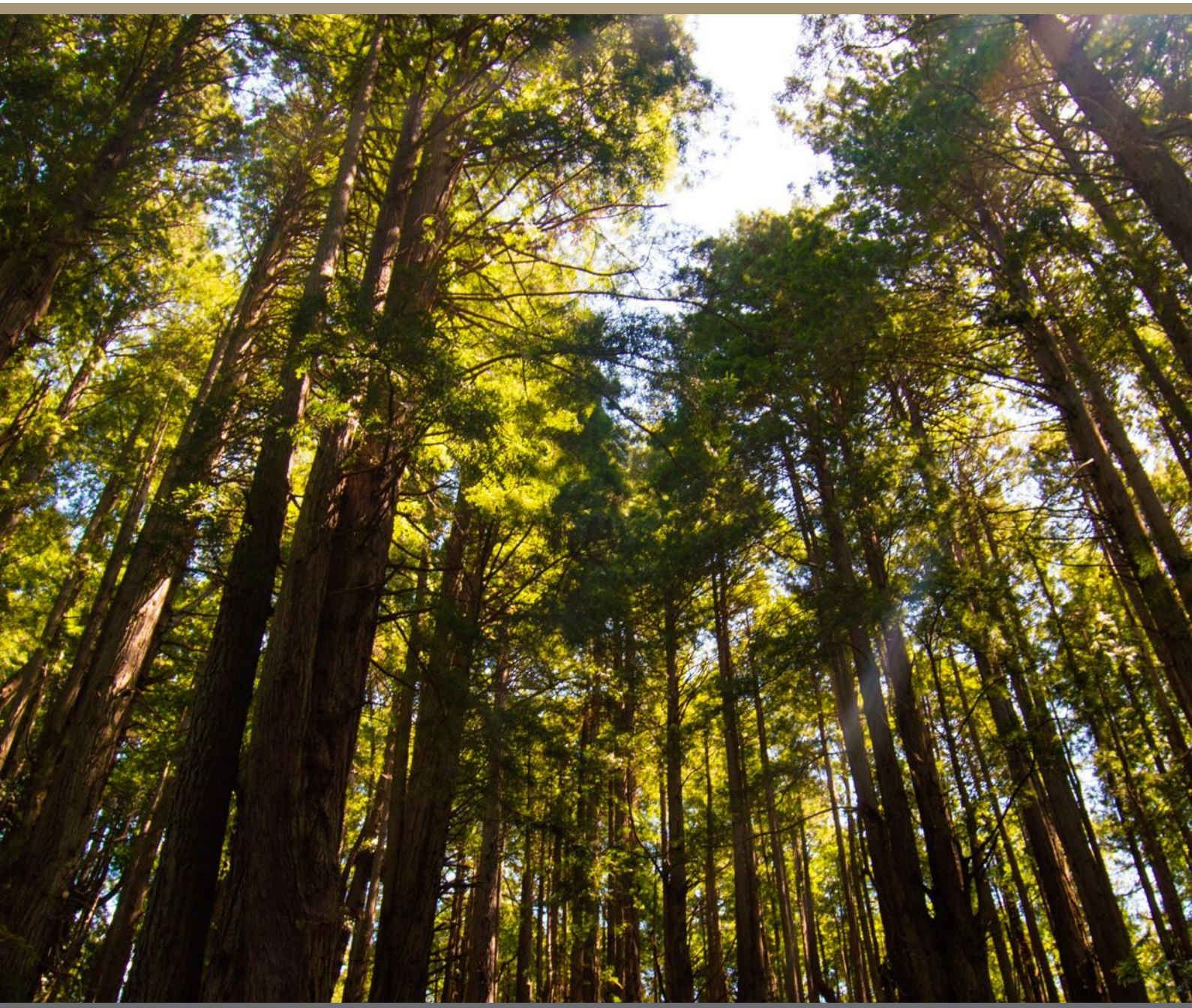
academies for character and excellence

Recruitment Pack

Head of School | Baltonsborough Primary School



Recruitment Pack | **Welcome**

Welcome from Nick Hind, CEO

The Academies for Character and Excellence

Dear Applicant,

Thank you for your interest in the vacancy for Head of School at Baltonsborough Primary School.

At ACE, we are looking for exceptional leaders who want to make a genuine difference, not only to the lives and outcomes of our pupils, but to the experience of every member of staff and the communities our schools serve. Leading within our Trust means sharing our mission and values and, importantly, having the vision and determination to turn those values into a lived culture.

Our leaders are ambitious for every child. They are focused on achievement, passionate about personalised learning and committed to creating the conditions in which every pupil and every member of staff can thrive. We are looking for someone who embraces change, challenges themselves and others to think differently, and has the energy, courage and drive to turn ambition into meaningful action.

As Head of School, you will be the recognised leader of Baltonsborough Primary School, driving high-quality provision, building strong relationships with families and the wider community, and working closely with the Executive Headteacher and Trust team to secure the school's continued success.

We are proud of the success of our Trust, but we never take that success for granted. We recognise that our people are our greatest resource, and we invest in them accordingly. We are committed to creating an environment in which colleagues feel valued, supported and inspired to grow. Through high-quality, research-informed

professional development, we want every member of our team to continue learning, developing and making a difference.

This is an exciting time to join ACE. As the Trust continues to grow and develop, you will work alongside like-minded colleagues who share a commitment to innovation, professional learning and creating the knowledge and thinking that will enable our pupils to continue to thrive and flourish.

Our ambition is simple: we are uncompromising in our desire to build an exceptional Trust. We want to be a Trust where great leadership, great teaching and a culture of continuous improvement translate into outstanding experiences and outcomes for every learner. It is a privilege to lead ACE, where learners are at the heart of all that we do.

I hope this introduction and the accompanying information pack give you a sense of our culture, our ethos and our direction of travel. If you share our ambition, values and belief in the transformative power of education, I would be delighted to receive your application and hear about the contribution you could make to our Trust.

We look forward to hearing from you.

Nick Hind, CEO

Recruitment Pack | About Us

academies for character and excellence

We work together in collaborative partnerships to achieve excellence through cultivating character, sharing talents and pursuing innovation.

Our Schools & Pre-Schools

Click here to visit the ACE website where you can access the websites of individual schools

Our Mission

Achieving excellence through cultivating character, sharing talents and pursuing innovation

Core to our offer is a better life experience for everyone in the Trust – staff, children, families and community. Pursuit of excellence remains central to the ethos and culture of all schools within the Trust. We see it as our obligation to be a self-improving organisation.

Our Values

- **Community**
- **Collaboration**
- **Equity**
- **Uncompromising Excellence**
- **Integrity**

Simply, our vision is to be an Exceptional Trust

Recruitment Pack | About Us

Who are we?

The Academies for Character and Excellence is a charitable Trust with a mission of Achieving Excellence through Cultivating Character, Sharing Talents and Pursuing Innovation. Our Trust is an exciting and diverse mix of Church of England and Community Schools within Torbay, Devon and Somerset. We are growing a family of schools that prioritises working together in collaborative partnerships which are mutually supportive and share great practice. We truly value the distinctive character of our schools and believe they should be rooted in the communities which they serve.

Our commitment to Character Education is at the heart of our work across the Trust. We are uncompromising in our belief that every child fulfils their academic potential whilst also flourishing in and at life. Relationships are central to the way we work together and we are proud to work with colleagues who are passionate about making a positive difference to our children and families.

Our ACE Culture

Our ACE culture is defined by four guiding principles:

- Our values are valued
- Our staff are our most important resource
- Everything we do is ultimately about the children
- Simply what we want is to be the best we can be

Our Commitment to You

Community

ACE is a community of learners dedicated to achieving our common mission. You are our most valued asset.

We will give you dedicated time to have your own talents developed through working with a wider team of professionals and experts.

Collaboration

ACE works in collaborative partnerships to achieve the extraordinary.
You are a vital part of our amazing team.

We will provide a strong supportive network of teams to help you progress and inspire you to go beyond whatever you could do on your own.

Equity

ACE recognises that each individual has the right to be appreciated for the added value they bring to the Trust.

We will give you the right opportunities to grow and flourish in all aspects of your wellbeing, no matter what role you have in the organisation.

Uncompromising Excellence

ACE is about excellence in all that we do. We can't do it for you but we can help you do it for yourself.

You will have access to membership of Trust-wide groups who ask the same question: *What if…?* Research and development is part of our core offer to you.

Integrity

We do what we say we will do. If the gloves don't fit then we don't wear them. Our mission and values are both the light that guides us and the standards against which we measure our successes.

We will make a commitment that as a valued member of staff we will not stand in front of or behind you; instead, we will stand side by side looking ahead at what opportunities are yet to come.

Your Contribution to the Trust

Community

ACE is about being part of a community of learners dedicated to providing the very best for everybody.

You use your own skills, knowledge and experience to help others thrive. Your willingness to go the extra mile for others is obvious and apparent in all you do.

Collaboration

ACE is a collaborative Trust where sharing talents results in innovation and improvement which ensures we can all be great together.

You will share your time, enthusiasm, knowledge and resources with others. You recognise that your achievements are always reliant on others, and you will celebrate successes together.

Equity

ACE is about equality, equity and inclusivity for all. Your importance to the Trust is never underestimated.

You know that equity is understanding and valuing each other as individuals, no matter what the differences are. You demonstrate this through treating everyone with dignity, respect and care.

Uncompromising Excellence

ACE is about excellence, but for us, this is a habit not a destination.

You have high standards, expectations and a drive to be the best you can be. Today's outcomes will be brilliant but tomorrow's even better.

Integrity

ACE is about an unrelenting desire to work towards achieving our mission. We don't do something if it's not the right thing to do. We are the advocates for our children and we never forget that.

You do the right things and you do them right. Your decisions and actions are aligned to our vision and values and that's what guides you.

How will we Develop your Talent?

We believe that everyone has a right to have their own talents recognised and developed. It is far more than just an organisational offer as it aligns us with our values of equity and uncompromising excellence.

Our Talent Management identification programme allows us to recognise talent from an early stage. We understand that not everyone wants to follow traditional hierarchical routes for promotion, and as a result we offer a wide variety of professional development opportunities that allow individuals to progress in areas which they find their talents and passions are best suited to.

We do this in a number of ways including:

- Provision of a bespoke coaching programme
- A Talent Management central team
- Clear routes of progression across the Trust
- Collaborative working opportunities
- Network of Teams
- In-house Leadership training and development
- Opportunities to impact across the Trust
- Individual personal learning plans

Recruitment Pack | **Head of School**

Job Title:	Head of School – Baltonsborough Primary School
Reporting to:	Executive Headteacher
Salary Grade:	Leadership Scale L1–L3
Actual Salary:	£53,955–£58,268 (2026/27)
Closing Date:	Monday 16th November 2026
Start:	April 2027 or earlier if possible
Interview date:	w/c 23rd November 2026

Job Description | Deputy Headteacher

Primary School	**Baltonsborough Primary School**
Banding	**L1–L3 (£53,955–£58,268)**
Starting Scale	**Dependent on experience**
Teaching Commitment	**Class teaching commitment, with ringfenced leadership time each week**

The Head of School is the recognised leader of Baltonsborough Primary School and is accountable to the Executive Headteacher for the quality of education, the day-to-day leadership of the school and the effective implementation of the Trust's mission, vision, values and agreed policies. The postholder will combine excellent classroom practice with visible, relational leadership and will work closely with the Executive Headteacher, the small-schools leadership structure and central Trust teams.

All members of the team employed by The Academies for Character and Excellence support and promote the Trust's mission and vision and promote character education, which is a values-led approach. Our Trust values and ethos enable us to fulfil our mission of transformation through making a positive difference to ourselves, others and the world around us.

Main Purpose

The Head of School will provide strategic and operational leadership at Baltonsborough Primary School, in line with the vision and values of the school and the Trust. Leading by example as an excellent class teacher, the postholder will promote high standards of teaching and learning, develop productive relationships with parents and the wider community, and oversee the effective day-to-day running of the school.

- Promote and develop high standards of teaching and learning throughout the school in line with the ACE curriculum.
- Develop and nurture positive, productive relationships with parents and the school community as the recognised leader of the school.
- Oversee the effective day-to-day running of the school, working in partnership with the Executive Headteacher and central Trust teams.
- Model excellent classroom practice and fulfil the post's teaching commitment alongside ringfenced leadership time.

The Head of School will be expected to fulfil the professional responsibilities applicable to the post under the School Teachers' Pay and Conditions Document and to undertake duties reasonably directed by the Executive Headteacher within the scope of the role.

Job Description | **Deputy Headteacher**

Duties and Responsibilities

Working in partnership with the Executive Headteacher and Trust teams, the Head of School will:

- Lead the day-to-day management and educational provision of the school.
- Drive high-quality teaching and consistent implementation of the ACE curriculum across all classes.
- Set ambitious expectations for pupils and staff, monitoring learning, progress, attendance, behaviour and wellbeing.
- Promote a strong safeguarding culture and ensure agreed policies and procedures are implemented effectively.
- Be the visible and trusted leader for pupils, staff, parents, advocates, the church and the wider community.
- Develop staff capability through coaching, professional learning, clear expectations and constructive accountability.
- Work collaboratively with other school and Trust leaders, sharing expertise and securing support where required.

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the Trust's context
- Seek training and continuing professional development to meet own needs

Pupils and Staff

Under the direction of the headteacher:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice

Systems and Processes

Under the direction of the headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the local governing body and strategic board, as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

Job Description | **Deputy Headteacher**

The Self-improving School System

Under the direction of the headteacher:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, which is rooted in mutual respect, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils and staff alike
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns by following school protocol/procedures

Relationships with Parents and the Wider Community

- Actively seek opportunities to develop effective relationships with the community to extend the curriculum and to enhance teaching and learning
- Create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development
- Ensure that parents, pupils and staff are well-informed about all relevant matters

Whole-school Commitment

- To demonstrate a commitment to the full life of the school and to work with all members of the team to ensure the success of the whole school and the Trust
- To be supportive of the school's and Trust's extra-curricular activities
- To take an active part in the school and Trust's involvement with the wider community
- To ensure the children's safety at all times
- Ensure the Trust values are embedded in your working practices

Person Specification | **Deputy Headteacher**

	ESSENTIAL	DESIRABLE
QUALIFICATIONS **Evidenced in:** Application form	• Degree • Qualified Teacher Status	
EXPERIENCE **Evidenced in:** • Letter of application • Interview/assessment • Lesson observation • Reference	• Proven successful leadership within a primary setting with evidence of impact • Demonstrable experience of successful line management and staff development • Involvement in school self-evaluation and improvement planning	• Experience of working within an Academy Trust • Experience of working in a school with higher-than-average deprivation • Experience of working across key stages
PROFESSIONAL KNOWLEDGE, UNDERSTANDING AND SKILLS **Evidenced in:** • Letter of application • Interview/assessment • Reference • Lesson observation	• Understanding of highly effective pedagogy, based on evidence, and having the ability to model this for others and support others to improve • Excellent behaviour management strategies to support a range of needs • Aspirational for the achievement of disadvantaged pupils based on evidence • Achieving and sustaining standards of excellence throughout the setting • Excellent organisational skills • Knowledge and understanding of the principles behind Safeguarding, Equal Opportunities and Inclusion policies • Effective analysis of data and the ability to use this to set targets and identify weaknesses	
CURRICULUM **Evidenced in:** • Letter of application • Lesson observation • Reference	• Seek innovative approaches to curriculum and pedagogy and be able to inspire others to do so • Be prepared to lead on the ACE curriculum in school and work with others across the Trust to develop it further • Know and understand the relevant statutory and non-statutory frameworks including those provided through the National Curriculum	
PROFESSIONAL VALUES **Evidenced in:** • Letter of application • Interview/assessment • Reference • Lesson observation	• A commitment to the mission, vision and ethos of the school and Trust • Develop positive relationships with colleagues, headteacher and other leaders in the Trust • Work collaboratively with others across the Trust contributing to the development of all schools • Be open to and actively seek support and professional development • Model the highest expectations of self and others • Take responsibility for improving teaching and learning throughout the school • Commitment to the personal welfare and safeguarding of both children and staff	
PERSONAL QUALITIES **Evidenced in:** • Letter of application • Interview • Reference • Lesson observation	• Personal values which align with Trust values • Ability to work collaboratively within a team both at school and Trust level • Reflective and evaluative approach to your personal performance • Display warmth, care and sensitivity when interacting with children, colleagues and parents • Ability to prioritise and manage time well • Excellent interpersonal/communication skills • Openness, sense of humour, energy, enthusiasm and an ability to inspire confidence in others • Ability to build positive, respectful relationships with parents, pupils, staff, governors, directors and the wider community	

Next Steps | Deputy Headteacher

Employment Vetting Checks

It is a condition of employment at The Academies for Character and Excellence that every applicant who accepts the offer of a job will be subject to legally required safer recruitment checks. This will include criminal background checks, documentary evidence to confirm their identity and right to work in the UK and checks to ensure they are not prohibited from working in such a position within a school environment. The checks will be carried out at the Trust's expense.

References will be taken up, including those from previous employers.

Safeguarding Children

It is the post-holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible or with whom they come into contact. The post-holder will adhere to and ensure compliance with the Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the Safeguarding and Inclusion Lead, the Headteacher and/or DSL/DDSL.

If you would like to find out more about the role or arrange a school visit (which are positively encouraged), please contact Jon Coe - jon.coe@acexcellence.co.uk / 07712 678906.

If you decide to apply, please complete our application form and return it to **recruitment@acexcellence.co.uk** by 9am on Monday 16th November 2026.

We are looking to hold interviews w/c 23rd November 2026.