



Victoria
ACADEMIES TRUST

Headteacher Northfield Manor Primary

Recruitment Pack

Full Time and Permanent from 4th January 2027 (or
sooner)

Pay scale: L15-L19 (£75,664-£83,478)

#BeTheBestYouCanBe

Welcome From the CEO

Thank you for your interest in joining the team at Victoria Academies Trust.

I am delighted that you are interested in working with us. Victoria Academies Trust is a primary only trust based in the West Midlands consisting of a mix of sponsor, converter and free schools. We currently have eleven schools open; ten mainstream and one special school.

Victoria Academies Trust was set up in 2014 up with the sole aim 'to make our people the best they can be'. We are passionate about making a difference to the lives of our pupils,

families and colleagues. We want to inspire our young people to achieve more than they imagine possible, and having the right people in every role across our schools is an important part of making our vision become reality.

We have a strong board of Trustees who work closely with the trust executive team to focus on our goals of investing in our school communities, growing and valuing our colleagues and preparing our children for the

future. This ensures that our schools are on a continual journey to the best they can be. We currently educate over 3200 pupils across

the primary age range, and employ over 500 colleagues across our schools and in our Trust Central Team.

We may be ten schools, but our vision and values run through our Trust and we truly as a family, united in our ambition for our people 'To Be The Best They Can Be'.

The opportunity:

We are looking to recruit a permanent, full time Headteacher at Northfield Manor Academy from 4th January 2027.

Full downloadable recruitment forms can be found on our website at [Job Vacancies \(victoriaacademiestrust.org\)](https://victoriaacademiestrust.org/job-vacancies)

We are committed to flexible working and are happy to have discussions with prospective candidates.



Sharron Philpot

CEO

Victoria Academies Trust



About Us

Our Mission

Our mission is our reason for being - it is simply: to make our people the best they can be.

Our people are our colleagues, our pupils, our governors and our school communities – we work with and empower our people to be the best they can be.

Our Vision

Our vision is the picture we paint, the future we want to create, based on our mission.

We are a family of schools, united in our passion for inspiring pupils to achieve more than they imagine possible.

We have a positive influence on children's lives in areas where we can make the most difference.

We are ambitious for our children. Our high expectations of them, the memorable experiences and opportunities they have in our schools, along with the kindness and compassion which is at the centre of our Trust means that they will be successful in whatever they choose for their future.

We are at the heart of our communities; a place where local people can turn to for help, support and guidance, working with us for the greater good of our shared community.

We are aspirational for our people, who are given opportunities to grow, develop and become experts in their chosen fields.

Our people feel valued and supported; they show ambition, courage and resilience, but most of all are kind and respectful.

Our Values

Our Values are important to us and guide our behaviours, our relationships and the way we work together. They define how we want to be.

These values of **Unity, Integrity, Courage, Curiosity and Excellence**, along with our commitment to strong ethical leadership ensure that we build a positive and powerful legacy to be proud of.



Unity

We know that by working together, we are stronger than working alone. We work together as a family, united in our shared responsibility to achieve our mission.



Integrity

We show integrity by being honest, truthful, and transparent; always doing what we believe is right and true. We show kindness and respect by treating others with dignity, empathy, and understanding.



Courage

We show courage by being ambitious, challenging ourselves and others to achieve more. We take on challenges with enthusiasm, determination, and resilience, learning from failures.



Curiosity

We show curiosity by having a passion to learn, explore, and discover new things and new ways of working. We are innovative and ambitious, always seeking to be even better.



Excellence

We have a strong commitment to continuous improvement, a willingness to learn and a dedication to becoming the best we can be.

What we can offer you

Joining the Victoria Academies Trust means becoming part of a vibrant and dedicated community that is committed to ensuring colleagues are supported 'To Be They Best They Can Be'

This is what we can offer you:



Competitive Pay Scales

- **Transparent Salary Framework:** We offer clear and transparent pay scales, aligned to government recommended pay, that reflect your experience and expertise.
- **Annual Pay Review:** Commitment to regular reviews to ensure our salaries remain aligned to government recommended scales for teaching and non-teaching staff.



Professional Development

- **Tailored Growth:** Benefit from our bespoke professional development programmes, designed to help you reach your career goals.
- Access to over 100 tailored CPD courses through a mix of flexible webinars and online or face to face opportunities
- Opportunities to network with likeminded individuals- through networks, meetings and our annual Whole Trust Conference.
- **Leadership Opportunities:** With a clear pathway for progression, you have the chance to advance into leadership roles within our trust – teaching and non-teaching



Generous Pension Scheme

- **Teachers' Pension Scheme:** Benefit from one of the most generous pension schemes in the UK.
- **Local Government Pension Scheme:** Our support staff are enrolled in the LGPS, which is a secure and flexible pension plan that provides a valuable package of retirement and death in service benefits
- **Employer Contributions:** We make significant employer contributions to your pension, helping you plan for the future with confidence.



Well-being and Support

- **Work-Life Balance:** We support a healthy work-life balance with flexible working options and a commitment to you through our Flexible Working Policy and People Strategy
- **Health and Wellness:** Access to our comprehensive wellbeing and benefits scheme which includes counselling services, access to Doctor, Nurse and Physio support, online wellbeing and exercise sessions, discounts on gym membership, cycle to work scheme and lifestyle voucher scheme
- Paid expenses in line with HMRC guidance – and access to free parking on site at our schools
- **Dedicated technology** – To enable to to fulfil your role effectively
- Dedicated shared working spaces allowing colleagues to collaborate and work in way that suits them
- Generous holiday allowance – many of our roles are term time only contracts



Community and Culture

- **Collaborative Environment:** Thrive in our culture of teamwork and support, where ideas are shared and successes celebrated.
- **Community Impact:** Make a real difference in our local communities through various outreach and engagement activities and events

We are proud to offer a fantastic and supportive working environment where our passion for inspiring our children to achieve more than they imagine possible is at the heart of everything we do.

If you're ready to make a significant impact and grow with us, we would love to welcome you to our team

Our Schools, Our Journey



2012

Victoria Park
Primary becomes
Victoria Park
Academy



2014

Victoria
Academies Trust
founded



2014

Rowley Park
Academy,
Staffordshire join
as first sponsor
school



2014

Devonshire
Infant and Junior
Academies,
Sandwell join as
converter



2017

Birchen Coppice
Academy,
Worcestershire
join as a sponsor
academy



2016

Fibbersley Park
Academy, Walsall
join as a sponsor
academy



2015

Northfield
Manor Academy,
Birmingham join
as a converter
academy



2018

Foley Park
Academy,
Worcestershire
join as a converter
academy



2019

Poppyfield
Academy,
Staffordshire
opens as our first
Free School



2022

Elm Tree
Academy,
Sandwell opens
as our first SEND
Free School



2025

Whitehall
Nursery & Infant
Academy join as
converter school
2025



Role Overview

Headteacher- Northfield Manor Academy

Northfield Manor Primary Academy is a thriving two-form entry primary school in Northfield and has proudly been part of the Victoria Academies Trust since 2015. We are a close-knit family of schools united by a passion for providing powerful, immersive and creative learning experiences. Northfield Manor is a well-resourced school with a strong community ethos, dedicated staff team and children who are enthusiastic about learning and achieving their very best.

We are seeking to appoint an inspirational and ambitious Headteacher to lead Northfield Manor Primary Academy into its next chapter of success. This is an exciting opportunity for a passionate and visionary leader to build upon the school's strengths, work collaboratively with the Trust and wider community, and ensure every child achieves their full potential academically, socially and emotionally.

We are looking for a leader who is:

- Passionate about delivering the highest standards of education and securing the best possible outcomes for every child.
- An inspirational and visible leader who can motivate, develop and empower staff to achieve excellence.
- Committed to creating a culture of high expectations, inclusion and continuous improvement.
- Able to build strong and positive relationships with pupils, staff, parents, governors and the wider community.
- A strategic thinker with the vision, resilience and determination to lead school improvement and innovation.

- Dedicated to safeguarding, wellbeing and ensuring all children feel valued, safe and supported.
- Enthusiastic about working collaboratively within a Trust and contributing to the wider success of Victoria Academies Trust.

As a school and Trust, we can offer the successful candidate:

- The opportunity to lead a successful and highly valued primary academy within Victoria Academies Trust.
- Enthusiastic, respectful and hardworking children who enjoy learning and take pride in their school.
- A talented, committed and supportive staff team with a shared determination to achieve the best outcomes for all pupils.
- High-quality support from an experienced Trust leadership team and a network of collaborative school leaders.
- Excellent opportunities for professional growth, leadership development and school-to-school collaboration.
- The chance to shape the future direction of the academy and make a lasting difference to the lives of children and families within the community.

Northfield Manor Primary Academy and Victoria Academies Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

For further information, please contact jennie.green@victrust.org.

Please return completed application forms marked for the attention of Director of Education to jennie.green@victrust.org

Closing Date: Wednesday 30th September

Interviews: Tuesday 6th October

The selection process will include a range of leadership activities and stakeholder engagement opportunities designed to assess candidates' strategic leadership, educational vision and commitment to improving outcomes for all children.





Job Description

Responsibilities of the role

Headteacher- Northfield Manor Academy

Position profile

School: Northfield Manor Academy

Post title: Headteacher

Responsible to: Director of Education

Remuneration: L15-L19 (£75,664-£83,478)

Commencement date: January 2027 (or sooner)

Responsible for

All staff and pupils within Northfield Manor Primary Academy

Job Purpose

The Headteacher will provide strategic and operational leadership for Northfield Manor Primary Academy, securing the highest standards of education, achievement and wellbeing for all pupils. Working in partnership with the Director of Education, the Headteacher will lead the school community in delivering the vision and values of Victoria Academies Trust, ensuring excellence in teaching and learning, strong safeguarding practice, effective resource management and continuous school improvement.

The Headteacher will be responsible for developing and implementing a clear strategic direction for the academy, fostering a culture of high expectations and inclusion, and ensuring that every child is supported to achieve their full potential. As the senior leader of the academy, they will inspire and develop staff, build strong relationships with families and the wider community, and contribute to the success of the wider Trust.

Key Responsibilities

Leadership and Vision

- Provide inspirational and visible leadership for the academy.
- Develop, communicate and implement a clear strategic vision for school improvement.
- Promote the vision, values and ethos of Victoria Academies Trust.
- Lead a culture of high expectations, ambition and accountability for all.
- Work collaboratively with the Director of Education and Trust leaders to achieve Trust priorities.

Quality of Education

- Ensure the delivery of an ambitious, broad and balanced curriculum.
- Secure consistently high standards of teaching, learning and assessment.
- Monitor and evaluate pupil outcomes and implement strategies to improve achievement.
- Promote innovation and evidence-informed practice to enhance educational provision.
- Ensure all pupils, including disadvantaged pupils and those with SEND, achieve the best possible outcomes.

Job Description

Responsibilities of the role

Headteacher- Northfield Manor Academy

Staff Leadership and Development

- Recruit, develop and retain high-quality staff.
- Lead performance management processes and professional development opportunities.
- Create a positive and supportive working environment that promotes staff wellbeing.
- Build leadership capacity across the academy.

Safeguarding and Inclusion

- Ensure safeguarding remains at the heart of all decision making.
- Promote a safe, inclusive and nurturing environment for all pupils.
- Fulfil the responsibilities of Designated Safeguarding Lead or ensure these are effectively delegated and monitored.
- Ensure statutory duties relating to safeguarding, SEND, attendance and behaviour are met.

Stakeholder Engagement

- Develop positive relationships with parents, carers, governors and the wider community.
- Act as a positive ambassador for the academy and Victoria Academies Trust.
- Foster partnerships that enhance opportunities and outcomes for pupils.

Operational and Financial Management

- Ensure the effective and efficient management of academy resources.
- Lead strategic financial planning and deploy resources to maximise pupil outcomes.
- Ensure compliance with statutory requirements, Trust policies and academy procedures.
- Oversee health and safety, premises management and risk management arrangements.

Accountability

- Be accountable for the educational performance, financial sustainability and operational effectiveness of the academy.
- Prepare and present reports to the Trust Board, Local Governing Body and Director of Education as required.
- Maintain a cycle of rigorous self-evaluation and improvement planning.

General Responsibilities

- Uphold and promote the values and ethos of Victoria Academies Trust.
- Carry out duties with due regard to Trust policies and procedures.
- Promote equality, diversity and inclusion.
- Participate in Trust-wide activities and collaborative working.
- Undertake any other reasonable duties commensurate with the responsibilities of the post as directed by the Director of Education.

Note

1. This job description is not necessarily a comprehensive definition of the post. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Headteacher with the postholder.

Person Specification

Headteacher – Northfield Manor Academy

	Essential	Desirable
Qualifications	• Qualified Teacher Status (QTS)	• NPQH or commitment to complete leadership development programme
Experience	• Successful leadership experience in a primary school setting • Proven track record of raising standards and improving outcomes for pupils • Experience of leading and developing staff to improve teaching and learning • Experience of school self-evaluation and improvement planning	• Experience of working within a multi-academy trust • Experience of leading through significant school improvement or change
Knowledge and Skills	• Strong understanding of primary education and curriculum development • Secure knowledge of safeguarding, SEND and inclusion • Ability to analyse data and use it to drive school improvement • Excellent communication and relationship-building skills	• Understanding of the opportunities and benefits of collaborative working across schools



	Essential	Desirable
Personal and professional qualities	• Inspirational and visible leader with high expectations for all • Commitment to the values of inclusion, wellbeing and safeguarding • Resilient, strategic and solution-focused • Ability to inspire confidence and work effectively with pupils, staff, families and governors	• Commitment to innovation and continuous professional development

*Note: Due to the nature of how a multi-academy trust operates there is an expectation that all staff are willing and able to travel across the MAT (via their own car) to provide school-to-school support from time to time, as required. This means that a clean driving licence and acceptance of these terms is essential. Travel expenses will be reimbursed at the agreed rate.



Safeguarding

Victoria Academies Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of the Trust.

Equalities:

Victoria Academies Trust has a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

Flexible Working:

Victoria Academies Trust is committed to ensuring that all colleagues have working conditions that meet their own needs, as well as the needs of their schools and children. Details of our Flexible working policy can be found on our website: [VAT-Flexible-Working-Policy-v1.0-.pdf](#) (victoriaacademiestrust.org)



Victoria Academies Trust

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