Victoria Academies Trust

Deputy Headteacher, Northfield Manor Primary Academy

Recruitment Pack

Full Time and Permanent

Pay scale: L10–L15 £66956-£75664

Web: victoriaacademiestrust.org **Email:** enquiry@victrust.org @VicAcademies

#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 be best they can be. We currently educate over 3400 pupils across the primary age range, and employ over 600 colleagues across our schools and in our Trust Central Team.

We may be eleven 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 full-time, permanent Deputy Headteacher at Northfield Manor Primary Academy, on the leadership pay scale L10–L15, starting April 2027 or sooner.

Full downloadable recruitment forms can be found on our website at Job Vacancies (victoriaacademiestrust.org)

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.*

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.*

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*

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, nutrition and exercise sessions, bespoke health support groups and Blue Light Card membership paid for centrally.*

- *Paid expenses in line with HMRC guidance – and access to free parking on site at our schools*

- **Dedicated technology** – *To enable you 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 inspiriting 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

2015
Northfield Manor Academy, Birmingham join as a converter academy

2016
Fibbersley Park Academy, Walsall join as a sponsor academy

2017
Birchen Coppice Academy, Worcestershire join as a sponsor 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

Join Our Ambitious and Inclusive Leadership Team

About Northfield Manor Primary Academy

Northfield Manor Primary Academy is a vibrant and inclusive school where children are at the heart of everything we do. We are proud of our nurturing ethos, high expectations and commitment to ensuring every child achieves their full potential, both academically and personally.

As part of Victoria Academies Trust, we are driven by a shared vision of providing exceptional educational experiences and improving life chances for all children. We are now seeking an exceptional Deputy Head Teacher to join our leadership team and help shape the next stage of our journey.

This is an exciting opportunity for an experienced leader who is passionate about teaching and learning and committed to securing the very best outcomes for pupils. Working closely with the Head Teacher, you will play a key role in driving school improvement, developing staff, leading assessment and curriculum development, and ensuring that every child receives a high-quality education.

We are looking for a leader who can inspire others, build strong relationships and contribute positively to our school community and the wider Trust.

Victoria Academies Trust invests heavily in its staff and we offer:

- Excellent professional development opportunities, including access to the Trust's leadership development programmes and Pathways Programme.

- Opportunities to collaborate and network with leaders across our family of schools.

- A highly supportive and ambitious leadership team.

- Dedicated opportunities for coaching, mentoring and professional growth.

- Free access to the Education Support employee assistance programme.

- A Trust and school that place staff wellbeing at the centre of decision-making.

- The opportunity to contribute to wider Trust improvement and leadership initiatives.

In return, we ask that you are:

- An outstanding classroom practitioner with a strong understanding of effective teaching and learning.

- An experienced and successful leader with the ability to inspire and develop others.

- Committed to achieving the very best outcomes for all children.

- Passionate about inclusion and ensuring every pupil can thrive, with the ability to use assessment and data to drive improvement.

- Committed to continuous professional development and self-improvement.

- Aligned with and committed to our Trust values of Unity, Courage, Curiosity, Integrity and Excellence.

We welcome applications from experienced senior leaders who are looking for an exciting opportunity to make a lasting difference within a supportive and ambitious school and Trust.

Prospective candidates are strongly encouraged to visit the school and see first-hand the warm, welcoming and aspirational environment that makes Northfield Manor Primary Academy such a special place to work.

For further information please contact Mrs Taylor on 0121 594 0898 or via email enquiry@northfieldmanoracademy.org.uk. Please return completed applications packs available from the school marked for the attention Headteacher Mr R Eeles, Northfield Manor Primary Academy, Swarthmore Road, Birmingham, B29 4JT or to the email address.

Closing Date: Monday 30th November 2026 12 noon

Interviews: Thursday 3rd December 2026












Maths




EUROPE
FRANCE
SPAIN
ITALY
GERMANY
MOROCCO
GREECE
MALTA
ATLAS MOUNTAINS

Job Description

Responsibilities of the role

Deputy Head Teacher – Northfield Manor Primary Academy

Position profile
School: Northfield Manor Primary Academy
Post title: Deputy Headteacher
Responsible to: Head Teacher

Commencement date: **April 2027 or sooner**

Main Purpose of the Role

The Deputy Head Teacher at Northfield Manor Primary Academy plays a crucial role in supporting the Head Teacher in providing strategic leadership and direction for the school. As a member of the senior leadership team, the Deputy Head Teacher will take a major role in formulating the school's aims and objectives, establishing policies to achieve these goals, managing staff and resources effectively, and monitoring progress towards the school's vision.

The Deputy Head Teacher is expected to be an exemplary classroom practitioner, leading teaching and learning across the school, and driving whole-school assessment and improvement. They will also support the professional development of staff, including acting as an induction tutor for Early Career Teachers (ECTs).

The role of Deputy Head Teacher is pivotal in ensuring the continued success and growth of the school, aligning with the school's vision and values of providing an inclusive, high-quality education for all pupils.

Job Description

Responsibilities of the role

Deputy Head Teacher – Northfield Manor Primary Academy

Key Responsibilities and Duties:

Whole-School Leadership and Management

- Collaborate with the Head Teacher and other senior leaders to formulate the school's aims and objectives, and establish policies to achieve these goals
- Contribute to the development, implementation, and evaluation of the school's policies, practices, and procedures to support the school's vision and values
- Manage staff and resources effectively to ensure the successful delivery of the school's aims and objectives
- Monitor progress towards the achievement of the school's aims and objectives and report on progress to the Head Teacher and governing body
- Line manage designated school leaders, including Assistant Headteachers, Phase Leaders and Subject Leaders, as agreed with the Head Teacher
- Support the Head Teacher in the day-to-day running of the school, including oversight of staff absence, cover arrangements and PPA provision
- Contribute to improvement across Victoria Academies Trust, including relevant networks and support for other academies as required

Teaching and Learning

- Lead teaching and learning across the school, ensuring that all pupils receive a high-quality education
- Lead whole-school assessment, using data to inform teaching and learning strategies and drive school improvement
- Lead statutory assessment and testing arrangements, alongside internal assessment and pupil progress tracking systems
- Lead the school's Pupil Premium strategy, monitoring and evaluating the impact of spending and overseeing the annual published statement
- Lead a core subject area, ensuring the effective implementation of the curriculum and supporting staff in their subject knowledge and pedagogy
- Lead monitoring and evaluation of teaching, learning and curriculum provision to improve standards and pupil outcomes

Professional Development

- Support the development of staff, including acting as an induction tutor for ECTs
- Participate in the school's appraisal procedures and support the professional development of other teachers and support staff
- Lead improvement in teaching through coaching, team-teaching, modelling effective practice and facilitating high-quality professional learning

Job Description

Responsibilities of the role

Deputy Head Teacher – Northfield Manor Primary Academy

Safeguarding

- Promote the safety and well-being of all pupils and staff
- Work in line with statutory safeguarding guidance and the school's safeguarding and child protection policies
- Work closely with the Designated Safeguarding Lead and safeguarding team, sharing concerns promptly and supporting safeguarding procedures and actions as required
- Support the Designated Safeguarding Lead in promoting effective safeguarding practice across the school

Other Duties

- Deputise for the Head Teacher and assume responsibility for the school in their absence
- Contribute to the wider life and ethos of the school
- The role is normally non-class-based, although teaching classes or groups may be required from time to time
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Uphold the highest standards of professional conduct, both within and outside the school

Skills and Competencies

- Excellent teaching and learning skills, with the ability to model best practice and support the development of others
- Strong leadership and management skills, with the ability to motivate and inspire staff
- Thorough understanding of curriculum development, assessment, and school improvement
- Strong knowledge of inclusive practice, behaviour management, EAL provision and evidence-informed approaches to improving outcomes for disadvantaged pupils
- Effective communication and interpersonal skills, with the ability to build positive relationships with pupils, parents, and colleagues
- Commitment to promoting the safety and well-being of all pupils
- Ability to work collaboratively as part of a senior leadership team
- Dedication to continuous professional development and a passion for lifelong learning

Job Description

Responsibilities of the role

Deputy Head Teacher – Northfield Manor Primary Academy

Professional Development

Northfield Manor Primary Academy is committed to supporting the professional development of all staff, including the Deputy Head Teacher. The school will provide opportunities for the Deputy Head Teacher to engage in relevant training and development activities, both internally and externally, to ensure they are equipped to fulfil their responsibilities effectively and continue to grow in their role.

The school will also support the Deputy Head Teacher in pursuing further qualifications and leadership opportunities, in line with their career aspirations and the needs of the school.

Safeguarding

Northfield Manor Primary Academy is committed to safeguarding and promoting the welfare of all children. The Deputy Head Teacher will be expected to work in line with the school's safeguarding and child protection policies and procedures, as well as relevant statutory guidance such as Keeping Children Safe in Education.

The Deputy Head Teacher will play a key role in promoting the safeguarding of all pupils in the school, working closely with the Designated Safeguarding Lead and safeguarding team to ensure the best interests of children are met. This will include sharing any concerns about a child's welfare, in accordance with the school's safeguarding protocols. The Deputy Head Teacher is not the lead Designated Safeguarding Lead.

Person Specification

Deputy Head Teacher – Northfield Manor Primary Academy

CRITERIA	QUALITIES
Qualifications and Training	• Qualified teacher status • Degree • Evidence of further professional development to support the role
Experience	• Successful senior leadership and management experience in a school • Teaching experience minimum of 5 years • involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development • Experience of implementing teaching and learning pedagogy • Experience of leading statutory assessments, internal tracking and whole-school improvement
Skills and Knowledge	• Whole school assessment including statutory arrangements, data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships • Knowledge of effective behaviour management, inclusion, EAL and strategies to improve outcomes for disadvantaged pupils • Ability to lead coaching, professional learning and staff meetings
Personal Qualities	• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Problem-solving abilities • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position
Desirable Requirements	• Experience of working in different age ranges in both key stage 1 and key stage 2 • Higher degree or equivalent qualification • Experience of working in a multi-academy trust or equivalent family of schools • Experience of designing and developing assessment and tracking systems • Evidence of engagement with national educational organisations • Knowledge and understanding of school governance

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 appropriate pre-employment checks, including online searches in line with Keeping Children Safe in Education, 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)**

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Ballot Street,
Smethwick,
West Midlands
B66 3HH

Web: victoriaacademiestrust.org **Email:** enquiry@victrust.org @VicAcademies