

Head of School

CANDIDATE PACK



Welcome Letter

Welcome to Bridge Academy Trust. We are excited to offer a senior role as part of our Schools' leadership to drive improved provision and outcomes at The Ramsey Academy.

At Bridge Academy Trust we aim to appoint and develop professionals who have high expectations, are highly motivated and wish to work collaboratively with others to ensure our children have the best possible provision.

In return the successful candidate will be part of a forward-thinking, collegiate and collaborative Trust where first and foremost, each school is a place of high-quality learning, where young people **ENJOY, ENRICH, ACHIEVE & ASPIRE.**

Our core purpose at Bridge Academy Trust is to provide high quality continuity of every child's journey through education from 3 to 19, with a strong sense of 'community' and school-led school improvement approach, with a long term sustainable strategy.

We recognise that our staff are a precious resource and we are committed to excellence and ensure our staff are supported individually and collectively, building strong partnerships, to help us to achieve our aims and goals.

This is a wonderful opportunity to join Bridge Academy Trust, and is ideal for someone looking for a leadership position with further progression built into it. We are looking for an outstanding school leader who is looking to lead this school, but will have the support of an Executive Headteacher (& others within the trust) to work with them, until they are ready to move into the full Headteacher role. This could be for someone who is looking to make the move into their first headship, or for someone who may already be a school leader, searching to come and work in a supportive and collaborative Multi Academy Trust.

Mark Farmer
CEO



About The Ramsey Academy

The Ramsey Academy is a popular over-subscribed secondary school in the heart of the Halstead community.

Our focus is to 'Achieve Excellence Together'. We work hard to support students in their educational journey and provide them with the skills and knowledge they need for their future.

Our aim is for all students:

- To **enjoy** coming to school and the learning experiences available to them
- To be **enriched** with a wealth of opportunities inside and outside of lessons and the curriculum, so that all talents are identified and nurtured
- To **achieve** high standards:
 - **Academically** - in terms of examination results
 - **Personally** - through their respect for others and their environment
 - **Socially** - through their contribution to the life of the school and wider community



We actively encourage students to extend their learning beyond the classroom through a wide range of trips, visits and extra-curricular activities, both in this country and abroad. Students work towards completion of the Ramsey Achievement Award, which recognises academic progress, high levels of attendance and participation in a wide range of activities that develop life skills.

All students and staff at The Ramsey Academy are in one of the three houses Aspiration, Diversity and Endeavour.

In each house there is a strong pastoral system in place to ensure that students are fully supported no matter what their needs.

Students are encouraged to support local charities through house charity weeks and other initiatives.

Students and staff are very proud of their House and demonstrate this by healthy competition between Houses throughout the year.

Head of School Job Description

Responsible to: Executive Headteacher, CEO

Location: The Ramsey Academy, Halstead, Essex

Salary: L21 - 25

Contract: Full time, Permanent

Job Purpose: The Head of School is responsible for the day-to-day leadership, management, and operational effectiveness of the school, ensuring high standards of education, student achievement, and staff development. Working with the support and direction of the Executive Headteacher, the Head of School will lead the school's vision, maintain excellent teaching and learning standards, and foster a strong, inclusive school culture.



Head of School Job Description continued

Duties & Responsibilities:

Strategic Leadership & Vision

- Work with the Executive Headteacher to implement the school's strategic plan and vision.
- Provide clear leadership to develop a culture of high expectations, continuous improvement, and student success.
- Ensure the school aligns with the trust's overarching goals.

Teaching, Learning & Curriculum

- Oversee the quality of teaching and learning, ensuring excellence and consistency across all subjects.
- Drive curriculum development and innovation to enhance student engagement and achievement.
- Monitor and improve student progress, attainment, and outcomes using data-driven strategies.
- Lead on the implementation of teaching and learning policies, ensuring best practices are embedded.

Staff Leadership & Development

- Provide strong leadership and support to staff, fostering a collaborative and high-performing culture.
- Lead on staff performance management, professional development, and succession planning.
- Support the recruitment, induction, and retention of high-quality teaching and support staff.

School Operations & Management

- Oversee the day-to-day operational running of the school, ensuring efficiency and effectiveness.
- Work with the Executive Headteacher to manage budgets and financial planning effectively.
- Ensure school policies and procedures are implemented consistently and effectively.
- Lead on safeguarding and student welfare, ensuring compliance with statutory requirements.



Head of School Job Description continued

Student Welfare, Behaviour & Inclusion

- Promote a strong, inclusive school ethos where every student is valued and supported.
- Oversee behaviour management, ensuring a positive, respectful, and safe learning environment.
- Support student wellbeing, mental health, and pastoral care initiatives.
- Ensure the school is a diverse and inclusive environment where every student can thrive.

Parental & Community Engagement

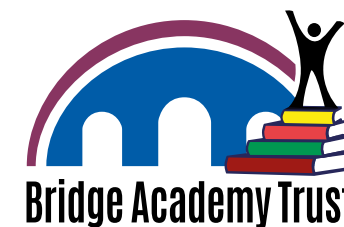
- Develop and maintain strong relationships with parents, carers, and the wider school community.
- Work with local stakeholders, businesses, and educational organisations to enhance opportunities for students.
- Promote the school's profile and achievements within the community and beyond.
- Work collaboratively within our Bridge Academy Network Community, ensuring that all staff do so and share/glean best practice.

Governance, Compliance & Accountability

- Report regularly to the Executive Headteacher and governing body on school performance.
- Ensure compliance with all relevant education policies, legal frameworks, and safeguarding procedures.
- Lead on school improvement initiatives and prepare for Ofsted inspections and other external reviews.



Head of School Person Specification



Criteria	Essential/ Desirable
Qualified Teacher Status (QTS) with substantial teaching experience.	E
Proven leadership experience at a senior level within a secondary school.	E
Strong track record of driving school improvement and raising standards.	E
Excellent knowledge of curriculum, pedagogy, and assessment practices	E
Strong ability to manage and develop staff effectively.	E
Commitment to safeguarding, inclusion, and student wellbeing.	E
Excellent communication, organisational, and decision-making skills.	E
NPQH or relevant leadership qualification.	D
Experience working within a multi-academy trust or federated school structure.	D
Understanding of financial management and resource allocation in schools	D



How to Apply

If you are interested in finding out more information and making an application for this role, please contact Rebecca Beach on 07733628155 or email rbeach@academicis.co.uk

KEY DATES

Deadline for applications: Monday 5th May 2025

Shortlisting: W/C 5th May 2025

Interview date: 13th and 14th May 2025



The Ramsey Academy
Halstead, Essex "Achieving Excellence Together"