



## **Welcome to the Link Academy Trust**

We have designed this recruitment pack to give you an insight into our Trust, the academies within it and how you can become part of it by working with us.

The Link Academy Trust incorporates the eighteen small schools of Bearnese and Wolborough in Newton Abbot, Broadhempston, Cheriton Bishop, Diptford, Drake's, Harbertonford, Hennock, Ilsington, Landscope, Morchard Bishop, Moretonhampstead, Otterton, Sparkwell, Stoke Gabriel, Tedburn St Mary, Widecombe-in-the-Moor and Yeoford. Five of the schools are situated in rural villages around the town of Totnes, set within the beautiful South Hams region of Devon, with the addition recently of Sparkwell All Saints primary near Plympton. Hennock, Ilsington, Moretonhampstead and Widecombe-in-the-Moor are on Dartmoor near Bovey Tracey. Bearnese Primary is set within the heart of Newton Abbot, Cheriton Bishop, Tedburn St Mary, Yeoford and Morchard Bishop are in the area just to the north east of Dartmoor, near Crediton and Drake's and Otterton are situated in Budleigh Salterton.

Whilst all the Academies gain expertise by work closely together, each school is unique with its own particular character and each Hub of schools, Totnes, Moorland, Raleigh and Woodleigh, have their own School Board. Our Academies achieve high academic standards through the provision of an exciting curriculum that makes the most of our rich surroundings. We offer a caring, nurturing environment, with dedicated staff who strive to meet the needs of every child and a culture of high expectations through first rate systems and procedures that ensure we are effective and efficient in all that we do.

Working together, our Academies can achieve more for our children than by working alone. We learn together, support each other, share our expertise and ensure we are always current, ready to offer the very highest standards of teaching and provide exceptional learning opportunities for all our children.

The Academies within our Multi-Academy Trust are vibrant and exciting places to work in, yet our small size enables us to know every child and build strong relationships with each family. All Academies have good reputations built on high standards and a caring ethos, but we are always looking for ways to improve so that we meet the challenges of preparing children for the future.

We maintain excellent links with other schools in the area and we have close ties with the successful local secondary schools of Ivybridge, Kingsbridge, South Dartmoor, Totnes, Newton Abbot, Teign, Exeter, Okehampton and Crediton as well as with the grammar schools in Torbay and Plymouth.

If you are interested in learning more about the Link Academy Trust, or would like to visit us, we would be very happy to show you around any of our Academies so that you can meet the children and staff.

We look forward to receiving your application

Nicky Dunford, CEO

# Work for Us

## The Vacancy

### **Academy Head – Harbertonford C of E Primary School**

**Full time, Permanent Post to commence September 2024**

Are you a creative leader who is keen to use their unique talents to help shape and guide future generations? An opportunity has arisen within the Link Academy Trust for a leader to join our passionate, innovative team of Academy Heads. If belonging, curiosity and collaboration resonate with you, we warmly invite your interest and application.

We are seeking an Academy Head for Harbertonford C of E Primary School who can demonstrate integrity, strong leadership and a genuine passion for education. With an extremely popular nursery already thriving within the school, this is an exciting and rewarding opportunity for someone to drive the school forward to even greater achievements from pupils' earliest starting points.

The Link Academy Trust believe that this person will:

- Be a practical, visionary and compassionate leader who will inspire staff and pupils to use problem solving as a driver to achieve high expectations- our bedrock.
- Have a real passion for the growth of children, their well-being and self-confidence, giving them experiences and understanding that they will build upon throughout their life-long learning journey
- Relentlessly work towards delivering a rich and creative curriculum which excites and inspires staff, parents and pupils.
- Be visible and approachable, empathetic and enjoy engaging with children, staff, parents and the wider community.

Why join the Link Academy Trust team?

- We value our staff and supporters at every level highly, at our very core we nurture well-being for everyone and recognise every individual's contribution.
- There is a consistent and rich programme of CPD for everyone.
- Career opportunities are identified, we 'talent spot' to offer progress across the Trust team, while also acknowledging experience and the desire to remain doing what you do best.
- Our experienced and highly qualified Inclusion and Improvement Hub team offer specialist support to our most vulnerable and challenging pupils.

#### **Why this school?**

Harbertonford is a vibrant and exciting place with a strong emphasis on belonging, community and their distinctly Christian ethos. Being a small school enables the team to know the children deeply and understand their needs, talents, interests and motivations. One of Harbertonford's key aims is to develop the whole child, supporting pupils to flourish through valuing their individuality.

With high standards and a caring ethos, the dedicated team of staff, parents, friends and governors work together to ensure that they are always improving their offer of a broad and ambitious curriculum. At Harbertonford, they making the most of learning wider opportunities and experiences both inside and outside the classroom, from Nursery through to Year 6.

The Link Academy Trust vision that we are 'stronger together' is integral to everything we do, you can rely on colleagues across the Trust to support and guide, you will be listened to and heard. Everything we do we all believe in; cutting-edge small schools are the core of our vision and values.

‘Small schools, big opportunities, together’ is what we are all about.

What we can offer you:

- Salary Sacrifice offers, including Bike2Work, Tech Scheme and Gym Membership
- Substantial workplace pension
- Term time ‘Give Back Day’ to take for personal reasons
- Staff Wellbeing support
- CPD opportunities for all staff

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post is subject to an enhanced DBS disclosure and Social Media online check.**

Visits to the school are encouraged and welcome. Please telephone the school administrator to arrange this on **01803 732352**.

For an application form and job description, please see the school website [Harbertonford Church of England Primary School - Vacancies \(eschools.co.uk\)](https://www.eschools.co.uk/Harbertonford-Church-of-England-Primary-School-Vacancies) Completed applications should be emailed direct to the Trust HR Operations Manager, Sue Howard at [hr@thelink.academy](mailto:hr@thelink.academy)

Closing date: 26<sup>th</sup> March 2024 12noon

Interview date: w/c 15<sup>th</sup> April 2024

## **The Role**

**Post:** Academy Head

**Reporting to:** Director of Education/Director of School Improvement

**Responsible for:** Teaching and Non-teaching Staff

**Salary:** Leadership 1-8

**Base:** The AH will be based at Harbertonford C of E Primary School but is required to work at any academy where Link Academy Trust business is conducted that is within reasonable distance of the academy base.

## **General Description**

The Academy Head (AH) is responsible for leading and managing the daily operation of an individual Primary Academy including the supervision of all pupils and staff, and the Trust's premises. They provide the day-to-day direction and leadership that represents a consistent and effective model of integrity, excellence, collaboration and accountability. The AH will work alongside the Trust's Senior Leadership team, who will provide strategic leadership and hold overall accountability for direction, standards achieved, quality of learning and financial management.

## **Key Accountabilities**

### **Leadership of the Trust**

The AH will play an important part in supporting the Trust's Senior Leadership Team. In this role, they will contribute to the development of the Trust's strategic plan to safeguard the future of primary education for its existing communities as well as create a strong platform for new academies to join the Trust. The AH's role will be to promote and implement the Strategic Plan, once adopted, engaging all members of staff in translating the Plan's vision, aspirations and targets into agreed academy-based objectives and operational plans, being responsible for their effective impact.

### **Leading and managing the academy**

The AH is responsible for the efficient operation of the academy on a day-to-day basis, ensuring effective organisation and Leadership of the academy and, using a range of technologies, seeking ways to improve structures and functions through evidence-based evaluation. This responsibility relates to teaching and learning, all events, the day-to-day management of staff, school premises and facilities.

The AH will:

- lead and implement daily acts of collective worship and provide for the intellectual, spiritual, moral, cultural, physical, social and emotional wellbeing of pupils and, for the Trust's Church Schools, actively support the Christian ethos of the academy in relationships with children, colleagues and parents, both in class and around the academy
- create a culture and ethos of challenge and support where all pupils achieve success, become independent learners and engaged in their own learning
- lead an organisation in which all staff recognise that they are accountable for the success of the academy, leading by example and ensuring the active involvement of pupils and staff in their own learning

## **Teaching and Learning**

The AH will:

- lead the curriculum planning process, designed and intended to assure the academy's ability to provide a sound, relevant and innovative educational experience for all pupils, consistent with the Trust's agreed objectives.
- implement a continuous and consistent focus on pupils' achievement, using data and benchmarks to monitor progress and enable them to achieve excellence. This will include the establishment of creative, responsive and effective approaches to learning and teaching through the leadership of Continual Professional Development and Trust-wide School Improvement Plans.
- lead the monitoring, evaluation and review of the academy's practice robustly and promote improvement strategies, including lesson observations, book scrutiny and data analysis to achieve consistent, high quality teaching and learning.
- address under-performance at all levels through the timely and practical implementation of effective strategies
- manage the academy's policies on standards of behaviour, attendance and punctuality

- develop a range of community-based learning experiences
- develop and oversee all extra-curricular activities to achieve a varied offer for extended provision in the academy

## **Professional environment**

The AH will:

- ensure every child has access to high quality teaching and learning in a safe and stimulating environment
- ensure compliance with the Trust's policies and practices, identifying any recommendations for change to the Board of Trustees via the Chief Executive Officer
- build a school culture that takes account of the richness and diversity of the academy's community and combats all prejudices
- manage and organise accommodation efficiently and effectively to ensure that all academy buildings meet the needs of the curriculum and comply with health and safety regulations.
- demonstrate the highest standards of good governance through effective operational and line management, productive meetings, the proper recognition of any conflicts of interest and compliance with the Seven Principles of Public Life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership).

## **Staffing and developing self and others**

The AH will:

- lead in the recruitment process for new and promoted posts
- ensure the implementation of effective strategies and procedures for staff induction, professional and other development and performance review in order to secure outstanding practice across the Link Academy Trust in an environment where staff are motivated and feel able to contribute to the Trust's overall success
- establish and lead by example a culture of high expectations, through a challenging review of own practice, the setting of personal targets, taking responsibility for own development, seeking advice and support from colleagues, managers and other agencies
- lead the performance management process for all staff, so that colleagues attain the highest standards and are able to equip themselves for future career progression

## **Accountability**

The AH will:

- work within the Trust's Finance Policy to manage the Trust's staffing and financial resources effectively and efficiently to achieve the individual academy's educational goals and priorities;
- contribute to staff deployment planning within their own school but also taking account of the Trust's wider requirements
- take responsibility for the prudent management of funds delegated to the academy, safeguarding value for money (efficiency, effectiveness and economy)
- keep the Trust Senior Leadership Team, the Chief Executive, the Local Governing Board and the Board of Trustees, as appropriate, fully informed of any critical need, if it affects the smooth operation of the academy and the educational experience of the pupils
- ensure that risk assessments are conducted for both regular and exceptional activities which occur on or off Trust controlled premises in accordance with the Trust's policies.

## **Community Partnership**

The AH will:

- develop effective relationships and communications with parents and the local community which underpin a professional learning community that enables everyone in the academy to achieve in order to extend the curriculum, enhance teaching and broaden learning activities
- monitor, support and guide the activities of the Parent/Friends Association and other parent volunteer groups designed to escalate parent support in identifying and supplementing the needs of the academy, including approving all fundraising activities
- collaborate with other agencies to ensure pupil and community needs are met
- collaborate with other academies within and beyond the Trust, sharing best practice

- Use the Trust-wide vision and ethos to promote community cohesion and the Link Academy Trust framework to promote extended services and work with other parties

## **Communication, Promotion and Marketing**

The AH will:

- disseminate relevant information to stakeholders through a variety of strategies, including individual and collective communications with pupils, parents, via newsletters, reports, the local Governing Board and the academy's websites
- promote the Link Academy Trust's vision, values and ethos to pupils, staff, parents, governors and the wider local community
- play a key role in motivating all stakeholders to create a shared learning culture and positive learning environment both within the academies, across the Trust and the communities they serve
- participate in the Trust's recruitment strategy to increase pupils within/above the Pupil Admission Number (PAN)
- provide regular reports on progress and significant events/achievements to the Chief Executive Officer or Trust Business Manager for the information of the Local Board and the Board of Trustees
- create and develop effective relationships with stakeholders (staff, parents, pupils and governors)
- promote the academy as centres of excellence for education and families in the local community and beyond
- promote and engage with the Inclusion Hub based at Bearnas School for the benefit of pupils

### **Other duties:**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, the Trust reserves the right to update your job profile to reflect changes in, or to, your post.

### **Safeguarding:**

Safeguarding is the responsibility of all staff. The AH will be expected to liaise closely with the appointed Designated Safeguarding Lead in the academy and will ensure compliance with the Trust's arrangements for safeguarding and promoting the welfare of children, following the child protection procedures adopted by the Trust.

### **Code of conduct:**

The Trust expects all staff to ensure that their standards of conduct are, at all times, compliant with the Code of Conduct policy for employees.

### **Inclusivity:**

The Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected.

### **Data Protection:**

You will be responsible for ensuring that workplace responsibilities, within the Trust, are carried out in compliance with the requirements of the General Data Protection Regulation, the Data Protection Act and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

### **Health & Safety:**

The AH will be responsible for regular site inspections to identify any issues which could pose a risk to pupils, staff or other users of academy premises and ensure these are reported in accordance with the Trust's Health and Safety policies and the Health and Safety at Work Act 1974 in all premises and sites controlled by the Trust.

### **Disclosure Service Certification from the Disclosure and Barring Service:**

Trust staff are required to hold Disclosure Service certification from the Disclosure and Barring Service (DBS). The Trust is a registered body with the Disclosure Service.

# Your wellbeing matters. We have signed up to the Education Staff Wellbeing Charter to:



**Prioritise staff mental health**



**Give staff the support they need to take responsibility for their own and others' wellbeing**



**Give managers access to the tools and resources they need to support the wellbeing of those they line manage**



**Establish a clear communications policy**



**Give staff a voice in decision-making**



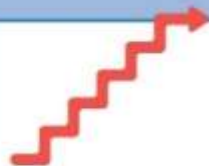
**Drive down unnecessary workload**



**Champion and enable flexible working**



**Create a good behaviour culture**



**Support staff to progress in their careers**



**Include a sub-strategy for protecting leader wellbeing and mental health**



**Hold ourselves accountable, including by measuring staff wellbeing**

**Education Staff Wellbeing Charter**  
**For more information: [www.gov.uk/dfe](http://www.gov.uk/dfe)**





## Our Academies



**Bearnes** is situated in the centre of the busy market town of Newton Abbot. The pupils of the school are encouraged to benefit from and respect the diversity of their environment, learning through educational opportunities from the locality and being involved with the community at all levels. The school has a strong ethos of self-fulfilment for the pupils, while of equal importance is the development of a caring and nurturing attitude to life. All the staff endeavour to provide all children with a safe and secure environment that has high expectations and supports them to fulfil their potential.



**Broadhempston** is a traditional small village school, bijou but perfectly formed, with a warm and friendly family atmosphere. Situated just a short distance from Totnes, making the most of the idyllic rural setting throughout the year. The school offers an exciting and relevant curriculum which provides excellent opportunities and experiences and great foundations for life. Whilst focussing on the highest academic achievement, they always have the 'whole' child in mind and have an excellent team of inspirational staff who help the children develop into positive and enthusiastic learners.



**Cheriton Bishop** is vibrant school with a warm and friendly family atmosphere who believe their pupils should clearly understand their responsibility for learning by actively engaging with the creative curriculum. They are encouraged to value their educational opportunities and enjoy the learning experiences it provides. In return they offer an excellent team of staff who work incredibly hard to provide a broad range of activities and challenges, whilst greatly valuing and actively promoting the partnership between home and school because they understand that it is only through joint support that every child will reach their full potential.



**Diptford** is a thriving and vibrant school, yet their small size enables them to know every child in real depth; to understand their talents and what motivates them. The staff aim to help every child discover their unique and individual potential and support them to develop it. Offering a caring, nurturing environment with a unique family atmosphere, the school has an excellent reputation and achieves high academic standards through the provision of a rich and exciting curriculum that makes the most of its beautiful surroundings.



**Drake's** is very special school, where a dedicated emphasis on teaching and learning to high standards sits comfortably alongside the provision of a safe and happy space for their children to learn and develop as rounded, vibrant individuals. The school is also a valuable part of the community offering an excellent environment for all children and they believe in supporting all pupils to enable and inspire them to grow as confident, independent learners, fully equipped and ready for life's challenges.



**Harbertonford** is a thriving small Church School situated just outside the town of Totnes and achieves high academic standards through the provision of an exciting curriculum that makes the most of its beautiful surroundings and caring, nurturing environment. It is a vibrant and exciting place aiming to help its pupils to discover their potential and enable them to fulfil it, whilst valuing their individuality and developing the whole child. Harbertonford has a good reputation, built on high standards and a caring ethos and they strive to meet the challenges of preparing children for the future, instilling a lifelong love of learning on the way.



**Hennock** is vibrant school with a warm and friendly family atmosphere. Situated on the doorstep of Dartmoor, they make the most of their idyllic rural setting throughout the year and work in close partnership with parents and the community. Learning effectively happens most successfully when children feel happy, safe and actively involved with purposeful experiences. Hennock aims to ensure children believe in themselves, trust those supporting them and are provided with inspirational learning experiences.



**Ilsington** is a small rural school nestling in the Devon countryside on the edge of Dartmoor with an integrated pre-school working alongside the primary classes, ensuring the highest standard of transition as the children reach primary age. Ilsington has a long history of providing a warm, caring, and creative environment where all children are welcome and where they are encouraged to be independent, active learners. The school's culture is firmly rooted in its Christian values of *Friendship, Kindness, Honesty, Resilience, Respect and Compassion*.



**Landscape** is a thriving small church school, surrounded by rolling fields and farms. Well known for creating a safe and secure learning environment where all the children can grow and flourish. The children are given lots of learning opportunities outside the classroom and exciting experiences in all areas of the curriculum. Landscape has an excellent reputation built on high standards and a caring ethos with staff experienced and committed to meeting the individual needs of every child.





**Morchard Bishop** is a warm and welcoming church school that strives to provide the best start for all of our pupils. Our vision of being 'Deeply rooted. Individually nurtured. Inspired to flourish.' ensures that we focus on developing children that are driven to become the very best version of themselves. We are incredibly lucky to have varied and spacious outdoor facilities which we regularly utilise as part of our curriculum offer. The school plays a vital role within our community and often support village events.



**Moretonhampstead** is a vibrant school with a warm and friendly family atmosphere. They have kind, curious and engaged children and a staff team who are highly dedicated and strive to do the very best for every child. The school enjoys a positive relationship with parents and the local community and are fortunate to have a superb modern school building with excellent facilities and spacious grounds and outdoor spaces, nestled within Dartmoor National Park.



**Otterton** is in a beautiful village in the heart of East Devon. It is a special place where there is a tremendous amount of academic and lifelong learning brought to pupils through a carefully planned curriculum and a dynamic and dedicated teaching staff. It is a very family orientated and child-centered school, with a whole range of skills and experiences for pupils to develop their learning and unique abilities. An important part of the community with much activity taking place in our wonderful environment.



**Sparkwell** is located in a small village right on the edge of Dartmoor National park with stunning surrounding countryside. The environment at Sparkwell is described by Ofsted as 'calm and purposeful, with pupils across the school being focused, respectful and attentive. Effective pastoral support ensures that all pupils settle quickly and feel safe and happy'. Sparkwell is the small school with a big heart and even have resident Cavapoo, Luna, attending school a couple of days a week to help children socially and emotionally.



**Stoke Gabriel** is a thriving friendly school in the wonderful South Hams which has been designated an Area of Outstanding Natural Beauty. Achieving high academic standards through the provision of an exciting curriculum that makes the most of its beautiful surroundings, a caring, nurturing environment with a family atmosphere and a team of dedicated staff. A vibrant and exciting place to work in, yet their small size enables them to know every child and the things that motivate them.



**Tedburn St Mary** prides itself on being a warm, close-knit school with high educational expectations and standards, appreciating the varying needs and strengths of all pupils, helping them to achieve their full potential. They are committed to providing every pupil with the best possible educational experience within a safe, nurturing environment. Developing, encouraging and motivating children to ensure all pupils become confident and successful lifelong learners.



**Widcombe** is placed in a unique and beautiful location in the heart of Dartmoor. A sense of community is central to their ethos and they want all children to value and understand, not only their own school community and the surrounding local communities, but also extremely important that they develop a wider sense of what community means globally. At Widcombe, the curriculum gives frequent and varied opportunities for the children to develop their personal voice, meaning they leave Widcombe as confident, competent individuals.



**Wolborough** is located in the town of Newton Abbot. Their aim is to serve the community by providing an education of the highest quality within the context of Christian belief and practice. The Dedicated staff at Wolborough will nurture a child's self-esteem along with a caring for others, create an inclusive school, help a child achieve his or her full potential in terms of creativity, self expression and the acquisition of skills needed for future education and life and create a stimulating and happy environment built on a partnership.



**Yeoford** is an integral part of the village and community and they pride themselves on providing a safe, secure and friendly environment for every child to achieve their true potential. They enjoy a good range of resources, including their own football pitch, netball court and children's kitchen. The children also have their own allotments and achieve great success and enjoyment growing vegetables and then cooking them. Everything done at Yeoford is to provide every child with the best possible learning experience so it will inspire, encourage and motivate them to become successful lifelong learners.