

#EMATters



Application Pack

Assistant Headteacher

“Every child deserves to be the best they can be”

Welcome to Orchard Academy

We're a primary school in Milton Keynes, proudly rated GOOD by Ofsted.

As a founding member of East Midlands Academy Trust (EMAT), we are dedicated to its vision that “every child deserves to be the best they can be” and this commitment drives us to provide the best education for each and every child.

At Orchard Academy we are Ready, Respectful and Safe and we are proud of our happy, caring, supportive and positive learning community where diversity is celebrated and each child can develop and extend their potential and achieve success.

Together with strong community links, we share leadership, staff and administration with our neighbouring infant school, Shepherdswell Academy, allowing us to offer the pupils a continuing broad and balanced curriculum at both key stages 1 and 2. We also have a specialist social communication department, known as Aspen, which offers a fantastic facility for children from both Orchard Academy and Shepherdswell Academy to learn and develop in a specialist environment.

Staff wellbeing is important to us, and when you become part of the #EMATters community you'll have access to a range of employee benefits from confidential support to cycle to work vouchers. You will also be supported in your career, which means that you can expect high quality training, the time to attend training and continuous professional development plus there are many opportunities to connect with fellow professionals across our EMAT network.

This is an exciting time to join the Orchard Academy family. If you would like to visit the school prior to applying, or would like an informal chat please contact us via the school office and we would be happy to show you around and answer any questions that you have.

Thank you for your interest in Orchard Academy.



Zoe McIntyre
Executive Director of Primary Education

Post Description:	
Post title:	Assistant Headteacher
Responsible to:	Head of School
Liaising with:	Senior leadership team, teachers, parents/carers, support staff, local advisory board and governors.
Pay Range:	L1-L5
Contract:	Permanent – Full Time
Closing Date:	2 nd October 2025
Interview Date:	8 th October 2025

Job Purpose

The Assistant Headteacher will work with the Head of School and Local Advisory Board and Governing Body to maintain an environment that promotes and secures excellent teaching and learning, high standards of achievement and excellent behaviour.

Responsibilities include:

Role of Assistant Headteacher

- Work with leaders at all levels to continually improve their area of responsibility for all pupils, including those with SEND, EAL or who are disadvantaged.
- Contribute to the clear, inclusive ethos of the school.
- Contribute to the establishment and maintenance of policies that promote effective professional practice and define curriculum content.
- Work in partnership with the Head of School and Senior Leadership Team in the assessment of pupils and in monitoring and evaluating the quality of education.
- Create and maintain an effective partnership with parents to improve pupils' well-being, achievement and personal and social development.
- Have a clear overview of the effectiveness of the curriculum across the schools and work with subject leaders, SENCO and pastoral teams to ensure all pupils can access it.
- Have a commitment to continually improving the adaptation of teaching and learning and the curriculum across the school to promote strong outcomes for all pupils.
- Be a designated safeguarding lead.

In addition to carrying out the professional duties of a teacher, the Assistant Headteacher will:

- Play a key role in the leadership of Orchard Academy.
- Work alongside the Head of School and Executive Director of Primary Education to enhance a positive, open, collaborative, coaching culture.
- Work in partnership to sustain an ethos where there is a continuous drive to improve standards (academic and holistic) through a purposeful and ambitious curriculum and adaptive teaching and learning.
- Assume the duties of the Head of School in their absence.
- Contribute to the creation, implementation and monitoring of the Academy Improvement Plan.

- Work with all staff in developing the long- medium- and short-term objectives of the Academy Improvement Plan and subsequently communicate developments accordingly.
- Contribute to the planning of effective organisational and administration systems.
- Support the Head of School to ensure professional duties are fulfilled as specified in the terms and conditions of service for teachers.
- Working with other leaders, plan, allocate, support and evaluate the work undertaken by teaching and support staff as groups, teams and individuals.
- Support the Head of School in analysing staff performance using appraisals.
- Provide opportunities that engage parents in pupils' learning.
- Motivate and enable all staff to develop expertise in their respective roles through continuing professional development.
- Provide information, objective advice and support to the Local Advisory Board and Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improve standards.
- Contribute to the creation and development of a school in which all staff recognise that they are accountable for its success.
- Motivate and inspire staff to continually improve their practice.
- Contribute to the establishment and monitoring of systems that keep parents well informed about the curriculum, and pupils' achievement.

Attribute	Essential	Desirable
Qualifications and training	• Qualified Teacher Status • Evidence of Leadership Development	• Good Honours degree • NPQSL / NPQBL • Master's degree
Experience	• Successful teaching and curriculum experience within KS2 • Successful experience of raising standards with measurable outcomes. • Evidence of continuing professional development • Proven leadership skills and experience in a similar role within a school setting.	• Experience of teaching or leading within a resource provision.
Knowledge and skills	• Excellent knowledge of behaviour management strategies and the ability to implement them effectively. • Strong communication and interpersonal skills to engage and collaborate with staff, parents, and external agencies. • A commitment to inclusive education and the ability to	• Knowledge of key considerations in effective management and deployment of people and other resources. • Ability to drive improvement and challenge underperformance. • Ability to establish and sustain appropriate structures and systems and monitor them. • Ability to develop and empower individuals and teams.

	support students with diverse needs. • Organisational skills to manage multiple responsibilities and meet deadlines. • A strategic mindset to drive improvement and innovation in pastoral curriculum and house system. • The ability to build positive links necessary within school and with all its stakeholders. • Understanding of quality of teaching and learning and how to improve practice • Effective use of data to inform action planning and next steps. • Promote the school's aims and vision positively and use effective strategies to monitor motivation and morale. • Establish and develop positive relationships with parents, governors and the community. • Exceptional standards of effective communication to a variety of stakeholders. • Develop good personal relationships within a team. • Ability to effectively monitor, evaluate and reflect on the quality of education to identify strengths and areas of development. • Ability to use evidence-based research to plan for and implement change that ensure the raising of standards and is sustainable. • Ability to think creatively to anticipate and solve problems. • Ability to lead change. • Ability to use evidence-based research to plan for and implement change that ensure the raising of standards and is sustainable.	• How to embed current research into constantly improving practice. • How to reflect on own leadership to ensure your leadership is continually developing and improving.
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Personal qualities	• The ideal candidate will possess the following character traits: • Passionate about education and the development of young people. • Empathetic and understanding, with excellent interpersonal skills. • Highly organised and detail oriented. • Creative and innovative in approach to curriculum development and event organisation. • Resilient and adaptable, able to manage multiple responsibilities effectively. • The successful candidate will demonstrate the following behaviours: • Strong commitment to fostering a sense of community and belonging within the school. • Collaborative approach, working effectively with colleagues and students. • Proactive attitude towards planning and organising school events and assemblies. • Dedication to promoting British Values and SMSC education. • Ability to inspire and engage tutors and students with interesting and relevant lessons.	
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Compiled by:	Revision Number
Approved by:	Revision Date ____/____/____

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post

holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

N.B. The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

How can I apply?

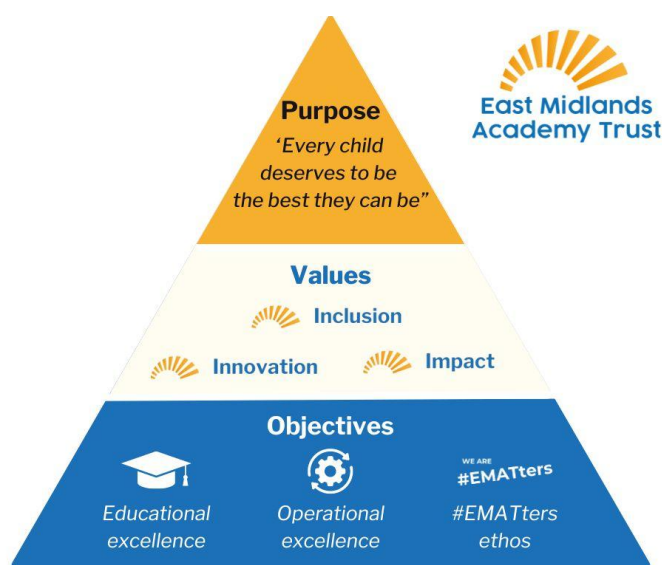
We have an online application form on our careers page under [Job Vacancies](#) and request that you complete the supporting statement in detail, explaining why you are the perfect person for this exciting opportunity. Please be aware that although we will not accept any CVs we welcome applicants to explore the opportunity before applying and if you have any questions about the role or the process, please get in touch with **Hannah Fajemiyo - HR Business Partner**. Please inform us if you require any particular adjustments, arrangements, or access needs as part of the recruitment process.

Vacancy Closing Date: 2nd October 2025 @ 18:00

Interview Date : 8th October 2025

About East Midlands Academy Trust

All staff should be committed to the school and East Midlands Academy Trust's purpose, values and objectives.



Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

Hello and welcome to East Midlands Academy Trust.

We're a thriving multi-academy trust, which currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes serving over 5,000 pupils through the tenacity and professionalism of 600 colleagues. I like to call the members of our immediate and extended community #EMATters.

Every child deserves to be the best they can be, and therefore inclusion is at the heart of everything we do. By joining the #EMATters team, you will have the opportunity to help us ensure that high quality education is available to everyone, regardless of their ability or background.

You will be supported throughout your career journey with us, as we recognise that achieving our aim that every child deserves to be the best they can be is only possible through committed and empowered colleagues and a strong culture of personal and professional development, which includes a host of learning opportunities offered through our in-house training hub.

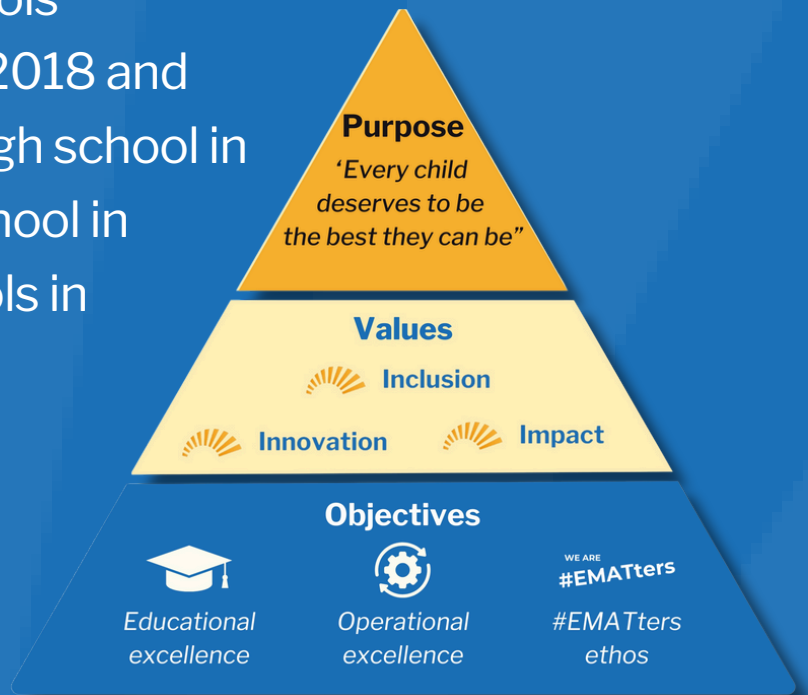
Thank you for your interest in East Midlands Academy Trust. And if you have any questions do get in touch via hrqueries@emat.uk

Joshua Coleman
Chief Executive
East Midlands Academy Trust



About East Midlands Academy Trust

Our community of seven schools collectively became EMAT in 2018 and currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes, with more than 600 #EMATters serving over 5,000 pupils.



“Every child deserves to be the best they can be”

This can only be achieved with committed and empowered colleagues. That’s why we have created a strong culture of personal and professional development, which includes access to a host of learning opportunities offered through our in-house training hub to all #EMATters

