



Burrough Green  
CofE Primary Academy

Working Together To Discover And Learn



Great Wilbraham  
CofE Primary Academy

'With God, All Things Are Possible'



# Executive Deputy Headteacher

Application Pack



ACT Multi Academy Trust  
Think it. Believe it. Live it.



# The search is on... are you the one we're looking for?

Lead two unique village schools where kindness and ambition go hand in hand.



Bradley Road, Burrough Green, Near Newmarket  
Church Street, Great Wilbraham, Near Cambridge



L2- L7  
(potential enhancement for an exceptional candidate)

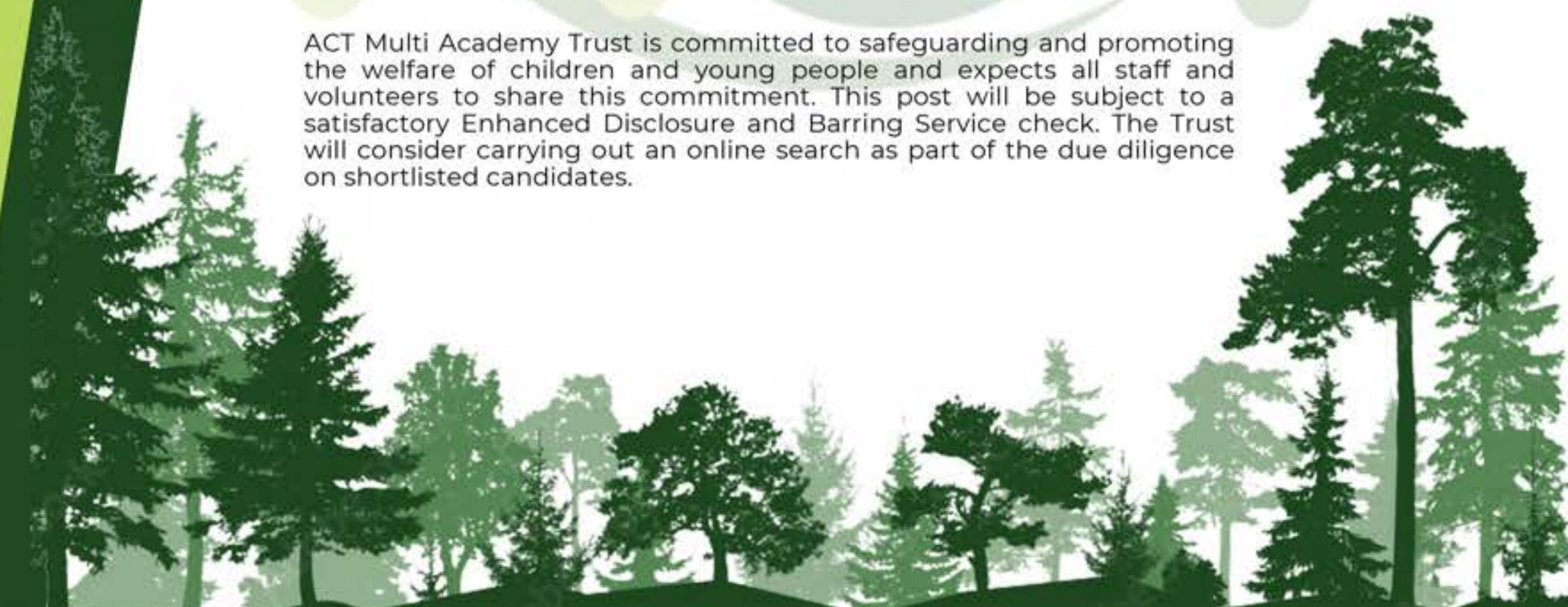


Closing date: Tuesday 6th May, 2025, 9.00am  
Interviews: Week beginning 12th May



To commence 1st September 2025

ACT Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to a satisfactory Enhanced Disclosure and Barring Service check. The Trust will consider carrying out an online search as part of the due diligence on shortlisted candidates.



## A note from our CEO...

Thank you for taking the time to learn more about this opportunity. We are delighted to be recruiting for a new Executive Deputy Headteacher to work across two of our village primary schools—Burrough Green and Great Wilbraham.

At ACT Multi Academy Trust, we are driven by a clear moral purpose: to ensure every child receives the high-quality education they deserve, in a setting that nurtures both their learning and their character. As a Trust, we are proud to serve Church of England schools with strong community links, distinct identities, and shared values of kindness, ambition and integrity.

This role is an important one for us. It reflects our commitment to growing leadership capacity in our smaller schools and to creating sustainable models of collaboration. We are building something special across our Trust—something rooted in people, purpose and possibility. If you feel excited by the chance to shape the future of two schools within that context, we warmly encourage you to apply.

*Alison Anderson*

Alison Anderson  
Chief Executive Officer  
ACT Multi Academy Trust



# A note from our Executive Headteacher...

Thank you for your interest in the Executive Deputy Headteacher role across Burrough Green C of E Primary and Great Wilbraham C of E Primary—two distinctive schools, each with its own sense of community and identity, yet united by a shared commitment to ambition, compassion and improvement.

I joined Burrough Green as Executive Headteacher in September 2023, drawn by the potential I saw in the school and a firm belief that the children deserved the very best. I can honestly say it has been one of the most rewarding decisions of my career. The children are curious, warm and full of potential. Learning behaviours have strengthened significantly, and pupils now demonstrate growing confidence and a genuine thirst for knowledge.

Our staff team is deeply committed to the children and to each other. There is a strong sense of collaboration and mutual support; colleagues are open to feedback, reflective in their practice and enthusiastic about professional development. Parents and carers are engaged in their children's education and supportive of the direction in which we are heading. Governors, too, play a key role—skilled, appropriately challenging, and committed to our shared vision.

The school is on a clear upward trajectory, and with the backing of ACT Multi Academy Trust, we are building something exciting. The same spirit is present at Great Wilbraham: a caring and aspirational community with staff who go above and beyond to support children both academically and personally.

We are looking for a strategic and values-led leader who can support both schools in the next stage of their development. This is a unique opportunity to shape provision across two village primary schools with shared leadership, ensuring both remain distinct yet benefit from collective strength. If you are someone who leads with integrity, can bring clarity to complexity, and who finds joy in working closely with others to improve outcomes for pupils, then we would be delighted to hear from you.



*D. Sandford*

David Sandford  
Executive Headteacher





## A note from our Director Of Education...

At ACT, we believe that leadership is about people. It's about building trust, nurturing talent, and keeping children at the centre of every decision we make. Our Trust is built on strong relationships, ambitious thinking and meaningful collaboration. We are proud to serve schools with distinct local identities and deep community roots, where leaders are empowered to shape provision that truly reflects the needs of their pupils.

Burrough Green and Great Wilbraham are small schools doing big things. Both benefit from talented and committed staff teams, highly supportive parent communities, and children who are curious, kind and a joy to work with. These are schools with ambition and momentum—places where strong values underpin everything, and where everyone is encouraged to contribute, grow and belong.

This Executive Deputy Headteacher post is a crucial appointment for us. It reflects our Trust's ongoing commitment to investing in leadership capacity and ensuring all our schools are well supported to thrive. You will work in close partnership with David Sandford, our Executive Headteacher, as well as with leaders across our wider Trust network. You'll contribute to strategic thinking, model excellent classroom practice, and play a central role in the professional development of others.

In return, you'll receive tailored, thoughtful professional development and the opportunity to shape our evolving approach to leadership in small schools. You'll be supported, listened to, and given the space to lead with clarity and authenticity.

This is a role for someone who thrives on connection—someone who can see the bigger picture while remaining grounded in the everyday. A leader who can bring people with them, build trust quickly, and who genuinely enjoys being part of a team. Whether you're leading staff development, coaching colleagues, shaping the curriculum or having meaningful conversations with parents, your impact will be felt in classrooms, corridors and communities.

If that sounds like you, we would be delighted to receive your application.



*B. Harrison*

Bridget Harrison  
Director Of Education

**ACT Multi Academy Trust** is a small but ambitious Trust based in Cambridgeshire, with a growing family of schools committed to improving outcomes and opportunities for all pupils. We are proud to serve schools with strong local identities and deep community roots, working together to build a collaborative culture where high expectations, kindness and professionalism are the norm.

We currently support four Church of England primary academies, with a fifth school due to join us in September 2025:

- Burrough Green CofE Primary Academy
- Great Wilbraham CofE Primary Academy
- Buckden CofE Primary Academy
- St Michael's CofE Primary Academy

Each of our schools is unique, but they are united by a shared belief in the power of inclusive, values-driven education. At ACT, we are passionate about developing people. We invest in leadership at all levels and provide high-quality professional development, recognising that schools improve when their people feel supported, challenged and inspired.

Our work is grounded in strong relationships and a shared moral purpose. We believe that great schools are built on clarity, trust and collaboration—and that school improvement is most effective when it's both ambitious and sustainable. Leaders across our Trust work closely together, sharing expertise and insight to ensure that all children—whatever their starting points—receive the best possible education.

As we continue to grow, our vision remains clear: to be a Trust where every pupil is known, every leader is empowered, and every school is supported to succeed.

You can find out more about our work at:

 [www.actmultiacademytrust.org](http://www.actmultiacademytrust.org)



## We can offer the successful candidate:

- ✓ The opportunity to play a key leadership role across two unique, values-led village schools within a growing and ambitious Multi Academy Trust.
- ✓ A Trust that prioritises people, invests in leadership at all levels, and values collaboration, reflection and integrity.
- ✓ Thoughtful, tailored professional development with access to coaching, school improvement networks and cross-Trust leadership support.
- ✓ The chance to work closely with an Executive Headteacher and experienced Director of Education, contributing to Trust-wide strategy and school improvement.
- ✓ A role where your voice will be heard and your expertise will shape the future of two schools at different stages of development.
- ✓ Access to high-quality Trust CPD, including opportunities to collaborate with subject leads, curriculum networks and senior leaders across our schools.
- ✓ Pupils who are enthusiastic, kind and full of potential—and staff who are dedicated, open-minded and committed to continual improvement.
- ✓ A leadership position that offers both challenge and reward in a warm, community-driven environment.

## We are looking for a leader who:

- ✓ Brings credibility, warmth and clarity to every interaction—with pupils, staff, parents and governors alike.
- ✓ Is reflective, resilient and passionate about improving outcomes for all children, particularly in small school settings.
- ✓ Can contribute to strategic thinking while staying grounded in the day-to-day life of school.
- ✓ Has a strong understanding of high-quality teaching and learning, with the ability to model and support effective classroom practice.
- ✓ Builds trust quickly, supports others to grow and leads by example.
- ✓ Thrives in collaborative environments and values the strength of working as part of a wider team.
- ✓ Understands the importance of community, inclusion and relationships in shaping great schools.
- ✓ Is ready to take the next step in their leadership journey—and is excited by the opportunity to make a tangible difference across two schools.



## ACT's Vision:

*Our aim is to ensure every child leaves us fulfilling their potential: educated for wisdom, aspiration, and global citizenship, and ready for the next stage of their learning.*

*As a Trust, we foster a love of learning and encourage pupils to become lifelong learners who thrive within their communities. Our culture, built on dignity and respect, equips every child to flourish in an ever-changing world.*

*Rooted in a Christian ethos, we welcome families of all faiths and none. Guided by strong beliefs, we follow Jesus' example by cherishing every child. We are loved so we can love (Agape), we learn so we can grow and be courageous (Courage), and we live with gratitude (Thankfulness). These values define the way we ACT.*

### **Vision Statement**

*We value and cherish all children. We are loved so we can love; we learn so we can grow; and we live our lives to the full, flourishing today and in the future as strong, moral citizens.*

**Think it:** A vibrant, happy, and safe environment where children feel supported to think critically, explore ideas, and reflect on learning.

**Believe it:** Encouraging children to grow their knowledge, skills, and confidence, believing in their ability to make a difference.

**Live it:** Helping pupils value diversity, appreciate the world, and act as caretakers of God's creation to shape a better future.

# How We Achieve Our Vision:

- Listening to Every Voice:** Valuing diverse perspectives and ensuring everyone is heard.
- Sustainable Development Goals:** Embedding global sustainability into the curriculum.
- Bespoke, Challenging Curricula:** Inspiring, engaging, and challenging learners in every school.
- A Thriving Environment:** Creating safe, supportive, and empowering school communities.

## Our Mission

Our mission is to create schools where learning is unstoppable, and aspirations have no limit. We aim to enable every child to flourish, no matter their starting point or needs.

At ACT Multi-Academy Trust, we take collective responsibility for success. By working together, we ensure the best outcomes for pupils, providing equality of experience and opportunity regardless of location.

## Educating for the Future

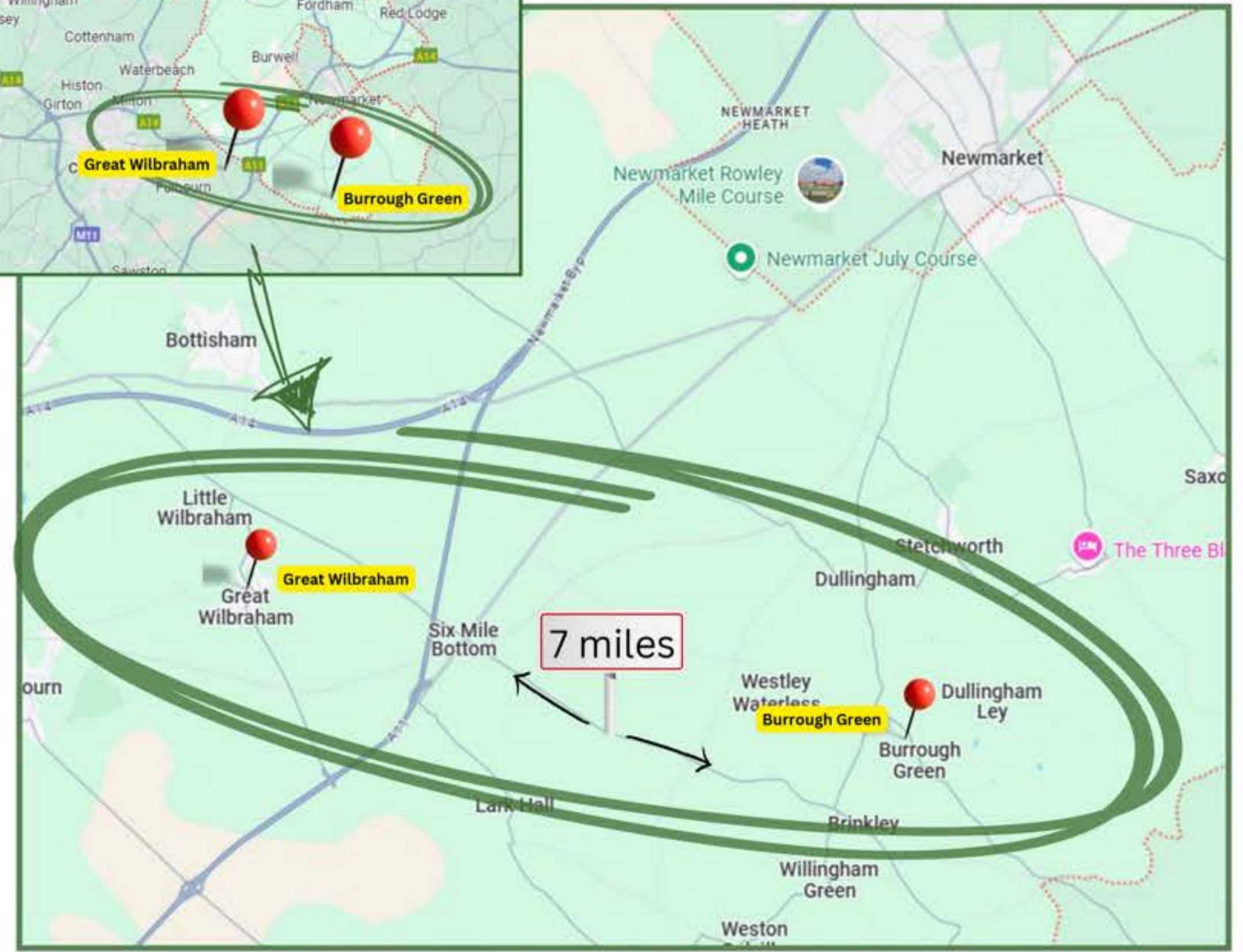
We focus on preparing young people to thrive in an ever-changing world through:

- A love for lifelong learning.
- Inspiring joy and wonder in every child's journey.
- Equipping pupils with the skills they need to succeed.

At ACT Multi-Academy Trust, we Think it, Believe it, Live it. Together, we are shaping a brighter future.



# ACT Academy Locations:







Burrough Green CofE Primary Academy is a small, ambitious Church of England school located in the rural village of Burrough Green, approximately six miles south of Newmarket. As one of the oldest schools in Cambridgeshire, it brings together historical significance and modern educational practice within a welcoming, purpose-built environment that includes a gym-equipped hall, a dedicated library extension, and spacious learning areas.

The school is rooted in a strong Christian ethos, with the values of Aspiration, Resilience and Kindness (ARK) guiding its vision for pupils to become confident, lifelong learners. The school community lives out its ethos daily, providing a happy, nurturing setting where children are encouraged to aim high, persevere and care for others and the world around them.

Burrough Green offers a broad, balanced and enquiry-based curriculum, designed to engage pupils through rich vocabulary, thoughtful questioning and a mastery approach to maths. There is a strong focus on personal development and pupil voice, with older pupils supporting younger ones through buddy systems and wider leadership opportunities.

Wrap-around care is available on site through the school's well-attended 'Larks and Owls' provision, and strong relationships with families and the local community are a defining feature of school life. Since joining ACT Multi Academy Trust, Burrough Green has benefited from increased collaboration and strategic support, with clear signs of improvement and ambition under its current leadership.

Great Wilbraham CofE Primary Academy is a friendly, inclusive village school located just four miles east of Cambridge. Surrounded by countryside, the school offers a calm, structured environment where every child is known and valued.

It joined ACT Multi Academy Trust in 2023 and retains a distinctive identity as a community-rooted Church of England school with high aspirations and a strong sense of belonging.

The school's Christian vision, "With God, all things are possible," underpins a culture where relationships matter and kindness, respect and support are woven through everyday life. Pupils are encouraged to grow in confidence, think critically, and develop the skills they need to succeed both academically and personally.

Great Wilbraham delivers a broad and balanced curriculum with a strong focus on inclusion and critical thinking. The school values enquiry-led learning and encourages pupils to ask questions, explore ideas and connect their learning to the wider world. Christian values are reflected throughout the curriculum and wider school experience, including close links with the local church and village community.

With its family feel, dedicated staff team, and commitment to helping every child reach their full potential, Great Wilbraham offers a rich, supportive environment for pupils and staff alike. As part of ACT Multi Academy Trust, the school benefits from professional collaboration and leadership development while retaining its strong village ethos.



# Executive Deputy Headteacher Job Description

## Core Purpose

The Executive Deputy Headteacher will work in close partnership with the Executive Headteacher to provide strategic leadership and operational oversight across both Burrough Green CofE Primary Academy and Great Wilbraham CofE Primary Academy. This is a vital leadership role within ACT Multi Academy Trust, offering the opportunity to shape the educational provision in two distinctive village schools and contribute to the wider Trust's vision for sustainable, values-driven school improvement. The postholder will deputise for the Executive Headteacher as required and will have a significant role in developing teaching and learning, supporting staff development, and enhancing the leadership capacity across both schools.

## Strategic Leadership

- Support the Executive Headteacher in developing and implementing a clear, ambitious vision for both schools, aligned with ACT's values and strategic priorities.
- Contribute to school improvement planning, monitoring impact, and driving sustained improvements in outcomes for all pupils.
- Lead areas of whole-school improvement based on expertise and Trust priorities, with a focus on high-quality curriculum and pedagogy.
- Ensure that the distinct Christian character of each school is reflected in its culture, values, and relationships.

## Operational Leadership

- Deputise for the Executive Headteacher when required, including leading daily operations across both schools.
- Work closely with the senior leadership teams to ensure smooth, efficient and safe running of the schools.
- Support the effective deployment and performance management of staff, contributing to recruitment and retention strategies.
- Oversee and quality-assure key operational systems, including safeguarding, behaviour, attendance and inclusion.

## Teaching and Learning

- Champion excellent teaching, learning and assessment across both schools, using evidence-informed practice to support staff development and pupil progress.
- Support subject leaders and teaching staff to deliver a high-quality, knowledge-rich curriculum that meets the needs of all learners.
- Monitor and evaluate the impact of teaching and learning strategies, including through learning walks, coaching, pupil outcomes and feedback.
- Promote high expectations for all pupils, with a focus on reducing gaps and enabling every child to succeed.





## Job Description Continued:



### Professional Development and Leadership of Staff

- Lead aspects of CPD across both schools, aligned with school improvement priorities and individual development needs.
- Support staff at all levels to reflect, grow and lead, including through mentoring, coaching and peer collaboration.
- Contribute to the development of middle and senior leadership, building capacity across both settings.
- Model professionalism, emotional intelligence and integrity in all aspects of leadership.

### Community, Ethos and Engagement

- Promote a positive, inclusive and nurturing school culture where children feel safe, valued and inspired to learn.
- Develop strong relationships with pupils, staff, parents, governors and the wider community.
- Support the continued development of each school's Church of England identity, working collaboratively with local clergy and parish communities.
- Represent the schools within the Trust and external partnerships as required.

### Safeguarding and Equalities

- Uphold the highest standards of safeguarding and child protection, acting as Deputy Designated Safeguarding Lead if required.
- Ensure all policies and practices promote the safety, wellbeing and inclusion of all pupils.
- Champion diversity, equity and the protected characteristics in line with the Trust's commitment to equalities and the Equality Act 2010.

### General

- This job description is not exhaustive. The specific duties and responsibilities outlined above may be subject to reasonable change in consultation with the postholder and in response to evolving school needs.
- The role requires travel between both school sites and regular presence across both communities.



## Executive Deputy Headteacher Person Specification:

Criteria	Essential	Desirable
Qualified Teacher Status (QTS)	✓	
Evidence of sustained and relevant professional development	✓	
Relevant leadership qualifications (e.g. NPQSL, NPQH, NPQEL)		✓
Current or recent Designated Safeguarding Lead (DSL) training		✓
Experience of senior leadership within a primary school setting	✓	
Experience of leading improvement across a whole school or across more than one school		✓
Proven ability to lead and manage teams effectively, including developing others	✓	



## Executive Deputy Headteacher Person Specification:

Criteria	Essential	Desirable
Experience of contributing to or leading school self-evaluation and improvement planning	✓	
Experience of working in more than one school setting		✓
Experience of working in a Church of England or faith-based school		✓
A strong understanding of curriculum design, sequencing and assessment	✓	
Experience of teaching across all key stages of the primary phase.	✓	
Evidence of improving outcomes for pupils, including disadvantaged or vulnerable groups	✓	
Understanding of evidence-informed practice and pedagogy	✓	



## Executive Deputy Headteacher Person Specification:

Criteria	Essential	Desirable
Ability to monitor and evaluate teaching and learning and support staff development	✓	
Experience of developing subject or phase leadership in others		✓
Experience of planning and delivering high-quality CPD or INSET	✓	
Experience of coaching or mentoring colleagues		✓
Commitment to developing leadership capacity in others	✓	
Experience of leading performance management and staff development		✓
A clear commitment to inclusive, values-led education	✓	



## Executive Deputy Headteacher Person Specification:

Criteria	Essential	Desirable
Ability to build strong, positive relationships with pupils, staff, families and governors	✓	
A commitment to safeguarding and promoting the welfare of all children	✓	
Understanding of and respect for the Christian character of Church of England schools	✓	
Experience of working with village or small-school communities		✓
Emotionally intelligent, reflective and approachable	✓	
Highly organised, with the ability to manage competing priorities	✓	
Resilient and solution-focused, with a calm and professional manner	✓	





Make the leap into  
executive leadership  
**Apply now**

If you would like to find out more about this exciting opportunity, require further information, or would like to arrange an informal conversation, please contact Bridget Harrison, Director of Education:



[recruitment@act-academytrust.org](mailto:recruitment@act-academytrust.org)



07521219815