

The Academy at St James CE Primary School

Headteacher Recruitment Information Pack
Salary Leadership Scale: L15-L21 (£70,293 - £81,441)

Start date; September 2025



***Our amazing children are looking for a new Headteacher to lead their school
from September 2025.
Could you be their perfect candidate?***

Closing date: 9am, Monday 24th February 2025
Shortlisting: Wednesday 26th February 2025
Interview: Day 1 Monday 3rd March 2025
Interview: Day 2 Tuesday 4th March 2025

Tour dates w/c 3rd February 2025
w/c 10th February 2025



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Welcome to Bradford Diocesan Academies Trust (BDAT)

Dear Applicant

On behalf of BDAT and the Governors of The Academy at St James CE Primary we would like to **thank you** for showing an interest in the Headteacher post at our school.

The Academy at St James is a member of the Bradford Diocesan Academies Trust. The school converted to an academy in January 2017 which means that the Headteacher is employed by BDAT.

Set within Bradford, The Academy at St James is a bustling and lively primary school packed full of **determined and individually amazing children**. The school prides itself on serving a diverse community, with children from a wide range of backgrounds, ethnicities, faith and life experiences, representative of the community it serves. **It is exactly this rich tapestry which makes our school so special.**

We are looking for an equally special Headteacher to lead The Academy at St James. That person will have the skills, the track record and the personality to drive our school forward to be **amongst the best in Bradford**. The good news of course, is **you won't be doing it alone** as you will be part of **BDAT Family of Schools**.

If you are a **dynamic leader with energy, drive and ambition**; if you feel you can **build on our many strengths** and give every one of our children every chance every day to be the very best they can be; and if you are ready for the **next step in your career**, then this job could be the one for you and we look forward to meeting you. Visits to the school are warmly welcomed and actively encouraged. Please contact Jilly Geering on jilly.geering@bdat-academies.org to make an appointment to see our school at work.

Thank you again for your interest in our schools. We hope the enclosed information is helpful and encourages you to apply. We look forward to meeting you and reading your application.

Yours sincerely

Carol Dewhurst
Chief Executive Officer, BDAT

Josiah Sulc, Chair of Governors
The Academy at St James CE Primary School



Welcome letter from the Director of Primary Education

Dear Applicant

Thank you for taking an interest in this role which will be required for September 2025.

BDAT is looking to appoint an inspirational Headteacher for this rewarding and exciting leadership role. We are seeking to appoint a strong and proven senior leader who will build on the strengths that have been established in the academy, so that it can continue the strong educational and pastoral provision for all its students. Our goal is to transform the lives of our students, staff, and community and to inspire each other to continue to develop and improve.

This post is a fantastic opportunity for an ambitious leader looking either to extend their experience of headship or start their first headship in a highly supportive and rewarding environment.

The Academy at St James is a primary school supporting over 300 children and is part of the Bradford Diocesan Academies Trust (BDAT), a well-established, Christian, Multi-Academy Trust based in Bradford.

The Academy at St James Primary is requiring a leader who can create a pupil-centred place of learning, fully committed to providing all the students in its care with the highest quality of education. You will be fortunate to lead a talented team who are requiring a headteacher who understands pedagogy and research and who can support teachers in delivering the best educational and pastoral provision for their children and the community.

The Academy at St James Primary is part of a Trust, a family of 21 schools. The 16 Primary schools have close working relationships supporting each other every day, you will become an integral part of the family. You will both support and be supported by the schools and the Trust central team both educationally and operationally, benefiting from the expertise within the Trust to challenge, support and give additionality.

This is an exciting opportunity for a talented and forward thinking professional to make a sustained and substantial contribution to the growth and development of the academy and the wider BDAT family.

We hope the enclosed information is helpful and encourages you to apply. We look forward to meeting you and reading your application.

Yours sincerely

Craig Lee
Director of Primary Education, BDAT



The Academy at St James Vision and Values and Aims

Vision and Values

Aspire to do our best

Achieve our dreams

Believe in ourselves

Aspire to do our best (a little more difficult)

2 Corinthians 5:9 “We aspire to please him in all that we do.”

Achieve our Dreams

Proverbs 16:3 “Commit to the Lord and He will establish your dreams.”

Believe in yourself

Mark 9:23 Jesus said, “Everything is possible for those who believe.”

St James is a welcoming Church of England Primary School where the appreciation of everyone is encouraged and attitudes of tolerance, care, concern and self-respect are developed in a happy, safe and secure environment.

Aims

At The Academy at St. James we aim to:

- Create an inviting, stimulating environment which allows both children and adults to develop to their full capacity regardless of race, gender, disability or special educational needs.
- Give high priority to the spiritual, moral, social and cultural development of all the children.
- Ensure that all children are safe from bullying, discrimination and maltreatment.
- Provide a full and rounded curriculum matched to the needs and abilities of individual children covering the Early Years Foundation Stage, National Curriculum, which prepares pupils for the opportunities, responsibilities and experiences of adult life.
- Ensure that pupils develop and achieve the highest possible standards within the Early Years Foundation Stage, National Curriculum, basic skills and the wider school curriculum.
- Inspire pupils’ creativity, enjoyment and a commitment to learning that will last a lifetime.
- Develop physical skills and encourage children to recognise the importance of pursuing a healthy lifestyle and keeping themselves and others safe.
- Develop efficient systems for monitoring and recording each child’s progress and attainment.
- Promote pupils’ self esteem and well being and develop a respect for others in order to ensure that all participants are able to contribute, feel valued and work to maintain high standards.
- Welcome and encourage parents to take part in all aspects of school life and an active part in their own child’s education.
- Be an integral part of the local community in order that participants can appreciate the work of the school and its development.
- Provide a broad and balanced R.E. curriculum.
- Support British Values.



About BDAT

The Academy at St James is a Primary school within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools in Bradford. We are a Trust which prides our self in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However, we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led and we know it is important that we consistently live these values. The Trust's mission is **“to provide education of the highest quality within the context of Christian belief and practice.”** We strongly believe every child only has one chance at a good education.

Our core Trust values are **inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.)**. We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values, believing these are as appropriate and important to staff and students of all faiths (and to those without faith), as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter **@wearebdot** or visit [Bradford Diocesan Academies Trust : Home](#)

BDAT's Mission, Vision and Values

Our mission:

"At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

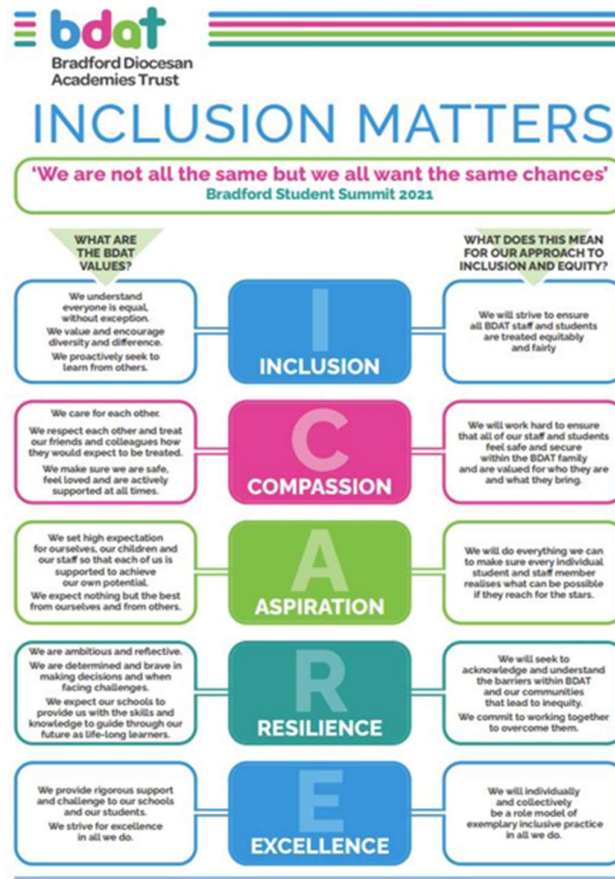
Our vision is:

"We will provide schools that develop student competence, confidence and character, driven by local community context and inclusive Christian values, ensuring every student achieves their academic potential and leaves our Trust prepared for the next stage of their life journey.

We want BDAT schools to be schools of choice for the diverse and special communities we serve.

We will recruit develop and retain highly skilled staff dedicated to making sure our children and young people have every chance to succeed."

Our values are:





Headteacher Advert

The Academy at St James CE Primary School

Chelwood Drive, Allerton, Bradford, BD15 7YD

Full Time, Permanent, Required for September 25

L15-L21 (£70,293 - £81,441)

The Trustees of BDAT and Governors at The Academy at St James CE Primary School wish to appoint an inspirational Headteacher for this rewarding leadership role. The school is seeking a strong leader and team player who will build on existing strengths to ensure the school achieves its ambitions for excellence and success at every level.

The Academy at St James Primary School is a welcoming Church of England Primary School where the appreciation of others is encouraged and attitudes of tolerance, care, concern and self-respect are developed in a happy, safe and secure environment.

The successful candidate will have

- ✓ A strong, innovative and creative leadership and management
- ✓ A strong commitment to achieving success through partnership and teamwork
- ✓ A strong Christian commitment and personal demonstration of Christian values
- ✓ Excellent interpersonal and communication skills
- ✓ Drive, ambition and high expectations
- ✓ A commitment to learning and continuous improvement
- ✓ A passion for developing innovative approaches to the curriculum
- ✓ A passion for learning
- ✓ A proven ability to lead and develop staff
- ✓ A desire and passion to initiate, lead and manage effective strategies to support the development of the school

We can offer you

- ✓ Engaged, happy, well-behaved and well-motivated children
- ✓ A dedicated, enthusiastic staff team committed to our school and our children and who will support you every step of the way
- ✓ High levels of Trust and Governor support - you won't be in this alone when you join the BDAT family of schools
- ✓ A welcoming, friendly and vibrant school
- ✓ The opportunity to work in a diverse and inclusive school
- ✓ A career in a forward thinking Trust

Visits to the school are welcomed and encouraged but are by appointment only. We are so proud of our school, we want you to have the chance to visit and see it for yourself. It will convince you so much more than any advert can. Please contact Jilly Geering (PA to the Director of Primary Education) to arrange your visit via email: jill.geering@bdat-academies.org

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We are committed to safeguarding and promoting the welfare of all our children and we require all our staff to share this commitment. This post is subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS). Please see our Safeguarding and Child Protection policy on the BDAT website www.bdat-academies.org/bdat-business/bdat-policies/



Headteacher Job Description

Job Title: Headteacher

Accountable to: Chief Executive/Primary Director and Chair of the Academy Local Governing Body

Grade: L15-L21 (£70,293 - £81,441)

All BDAT Head Teachers are expected to lead and manage their school in line with the current Head Teacher Standards which can be accessed here: [Head teacher standards](#)

All BDAT Head Teachers are required to be an effective system and school leader working across the BDAT family of schools and an ambassador for the Trust.

Overall purpose of the post:

Provide leadership and strategic direction for the management of their Academy, in order to:

- Develop a collaborative school vision in line with the Trust values and the individual needs of their school community
- Provide every child with a high-quality education and life experience, which promotes the highest possible standards of achievement and ensures that every pupil leaves school ready for the next stage in their academic/life journey.
- Maximise potential through the skills and resources available from within the school and across the Trust.
- Build leadership and staffing capacity in their academy reflecting the BDAT ambition to be an employer of choice.
- To prepare, lead and support internal and external audits including Ofsted, SIAMS (if church school) and other audits e.g. health and safety, safeguarding etc.

Main Duties and Responsibilities:

Leadership:

- Overall responsibility for all delegated management and operational activity of the academy.
- To translate the vision and needs of the school into an improvement plan and ensure this is implemented successfully.
- To provide enthusiastic, innovative and consistent leadership to the academy staff and all other stakeholders eg. Parents, community, the wider BDAT family.



- To work positively with the community to ensure the best possible outcomes for all students, especially those who are the most vulnerable.
- To ensure that students are healthy, stay safe, enjoy and achieve their maximum potential, and achieve economic and personal well-being once they leave the academy.
- To develop the reputation of the academy, locally, regionally and nationally.
- Act as an ex-officio member of the Governing body and actively support the Governing body to understand its role and deliver its functions effectively.
- Provide reports as required to the BDAT Trust Board and/or Executive as required.
- To act as an ambassador for BDAT as a member of the extended Trust leadership team.

Education Provision and Standards:

- Ensure that a modern broad and balanced up to date curriculum is developed and implemented and that curriculum delivery is translated into effective learning and assessment practice.
- To ensure that curriculum provision leads to every child meeting their full potential in terms of both academic attainment and progress.
- Encourage and promote innovation in educational provision through the commissioning and delivery of services, ensuring that the academy can meet changing needs and demands consistent with government guidelines and requirements.
- Ensure that high quality education provision is available to all students regardless of race, religion, sexual orientation, gender, disability, economic background or special educational needs.
- Develop and sustain a culture where students feel safe, confident and can attain their maximum educational outcomes.
- Develop, support and sustain a culture of positive student attendance, engagement and behaviour across the Academy.

Finance, Personnel and Resources:

- Ensure that all the activities of the academy are conducted in accordance with all legal requirements and regulations and that policies and procedures are consistent with “best practice” and recognised codes of probity.
- Implement a robust performance management framework that both supports and develops staff in line with Trust policy.
- To ensure that all staff have access to high quality CPD and opportunities to attend training in relation to their individual needs and the needs of the school.
- Recruit, manage and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning and/or high quality education provision.
- To ensure that all resources are organised and managed to provide the best possible outcomes for students.
- To ensure staff are appropriately managed and supported in line with Trust HR practice and advice.



- To ensure the school site is effectively maintained and managed in line with Trust Estates and Health and Safety practice and advice.

Additional Responsibilities:

- Deal with any immediate problems or emergencies according to the academy's policies and procedures.
- Respect confidential issues linked to home/students/teacher/academy work.
- Comply with the Trust and Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns.
- Comply with the Trust and academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
- To be self aware and to role model continuous self development and professional behaviours.



Headteacher Person specification

Qualifications	Essential	Desirable
Qualified Teacher Status (QTS)	✓	
National Professional Qualification for Headship (NPQH)		✓
Experience and Knowledge	Essential	Desirable
An ability to drive and deliver transformational and cultural change.	✓	
A clear understanding of what constitutes an outstanding school and what needs to be done to achieve and maintain that standard.		✓
Evidence of leading, supporting and delivering improvement/sustained excellence in line with accountability measures and Ofsted framework.	✓	
A deep knowledge and clear understanding of education legislation, new innovation and developments.	✓	
A practising Christian or supportive of and able to promote the BDAT distinctive Christian inclusive ethos and the values of the academy.	✓	
Skills	Essential	Desirable
An innovative leader, with a clear understanding of education opportunity and how it can be translated into practical reality	✓	
An outstanding, collaborative leader with the ability to forge positive relationships in order to promote success.	✓	
An enthusiastic leader, committed to ensuring the best possible outcomes for children and the community using data, analysis, evaluation and next steps to reach this.	✓	
The ability to build a sustainable workforce of high quality staff and leaders.		✓
The ability to provided clear direction and shared purpose for all children, staff and stakeholders.	✓	
A commitment to working positively with all stakeholders and partners.	✓	
Excellent communication skills with all children, staff and stakeholders.	✓	
Strong negotiation skills and the ability to influence other to the benefit of the Trust.		✓
Other	Essential	Desirable
A proven ability to successfully manage resources effectively.		✓



The ability to motivate staff to ensure high performance in line with national and your own expectations.	✓	
The ability to translate a visionary/innovative concept into a practical implementation plan.		✓
An ability to use the full range of leadership skills and qualities including emotional intelligence as appropriate to the situation.	✓	
Resilience and determination including the ability to also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner.	✓	
A personal commitment to inclusion and diversity to ensure the maximum benefits for children and equality in employment and service delivery matters.	✓	
A strong commitment to the personal and professional development of all staff through performance management and access to high quality CPD.	✓	
A deep knowledge and clear understanding of health and safety legislation and how schools need to comply with this		✓
An understanding of the Church of England distinctiveness agenda and how this can be interpreted and demonstrated on a day to day basis within a school.		✓
A proven track record as a senior leader, demonstrating improvements in raising the quality of teaching and learning, educational standards and Ofsted categories.	✓	
Effective financial planning and use of financial resources.		✓
Ability to lead school in line with the Trust and school policies.	✓	
A commitment to networking and collaboration between schools within and outside the MAT.	✓	



How to find us



The Academy at St James

Chelwood Drive, Allerton, Bradford, BD15 7YD

T: 01274 777095 ·

E: office@stjames.bdat-academies.org

[What3words: sugar.jumps.burst](https://www.what3words.com/sugar.jumps.burst)

Bradford Diocesan Academies Trust

2nd Floor, Jade Building, Albion Mill,

Albion Road

Bradford

BD10 9TQ

Tel: 01274 909120

[Bradford Diocesan Academies Trust : Home](#)

Aspire Achieve Believe



Selection Process Guidance

Safeguarding

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We would normally take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

Visits to the academy

Visits to the academy are warmly welcomed and actively encouraged. Please ring the Academy Trust Office on 01274 909120 and ask for Jilly Geering to make an appointment to see our school at work or email jill.geering@bdac-academies.org

Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online using the My New Term portal via [Vacancies - Bradford Diocesan Academies Trust \(bdac-academies.org\)](https://www.bdat-academies.org)

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of executive staff, Trustees and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests would normally be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.



Interview Process

If you are successful in being selected for interview, we will notify you of the full interview process.

The interview will consist of several tasks and activities including a formal interview, these are designed to allow you to demonstrate your skills and abilities.

You will be asked to provide proof of qualifications and identity on the first day.

Final Selection

Following the tasks and formal interview, the person specification will be used as a guide to select the most suitable candidate for our academy. Each candidate will be contacted by telephone to inform them of the outcome, brief feedback will be provided during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- A satisfactory online check
- Provision of proof of identity and qualifications

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