

Executive Head Teacher Candidate Information



Purley Partnership Federation

Comprising

Christ Church C of E Primary School

&

Purley Nursery School



PURLEY NURSERY SCHOOL

Recruitment and application pack

Thank you for your interest in the role of Executive Head Teacher at Purley Partnership Federation. This pack contains the following:

- Letter from the chair of governors
- Letter from the vicar
- Information about the schools
- Job description
- Person specification
- Application information



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Letter from the chair of governors

Dear applicant,

Thank you for your interest in applying for the position of Executive Head Teacher at Purley Partnership Federation. We hope this pack will give you a sense of the characters of our schools – Purley Nursery School and Christ Church C of E Primary School – but please do come and see for yourself by emailing chairofgov@christchurch.croydon.sch.uk to arrange a visit.

We are a federation of two schools, each having their own distinctive identities, but with many characteristics in common: both are inclusive, nurturing and work hard to prepare children well for their future lives. Purley Nursery School is fully state-maintained, with 74 children currently on roll. Integrated education and care places are offered to two, three and four years olds, alongside extended and wraparound care for both Purley Nursery School and Christ Church C of E Primary School pupils. High quality



teaching and learning experiences, which recognise that everyone learns at their own pace and in their own way, enable each child to become a confident and happy learner. The day to day operation of Purley Nursery School is overseen by its Head of School with strategic level oversight and responsibility from the Executive Headteacher.

Just the other side of a park lies Christ Church C of E Primary School, a two-form entry voluntary-aided school. Children come from a wide variety of backgrounds and have a broad range of needs – so staff work with parents and carers to encourage children to become curious,

effective, resilient and independent learners. Christian values permeate the school and provide opportunities for children to reflect on all aspects of their learning in the classroom and beyond, enabling them to celebrate everyday achievements, develop self-belief and self-worth, and grow into the people God intends them to be.

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The past few years have seen a series of challenges. Firstly a deficit position at Purley Nursery coupled with the LA consulting on closing all maintained nurseries in the borough. Having headed off that threat and having restored Purley Nursery School finances to a healthy surplus it was Christ Church C of E Primary School's turn for financial challenges. This resulted in a restructure in early 2025, which was a difficult process for those affected but has restored a balance budget. We are now looking for an Executive Headteacher who can continue the return to financial stability, drive these schools in closer harmony to maximise the advantages of the federation and ensure that, as we grow every child and staff member reaches their full potential.

Priority areas for development in the schools include:



- raising writing standards at Christ Church C of E Primary School
- managing SEND resources
- managing funding and finance
- making best use of technology to support the work of the schools.
- communicating effectively with all stakeholders

If you have any questions, please contact Gwynn Bassan, Education Adviser at the Southwark Diocesan Board of Education, by emailing

gwynn.bassan@southwark.anglican.org. Otherwise I, on

behalf of the full governing body, look forward to hearing from you.

Theo Turner

Chair of Governors

A strong Christian vision pervades every action of the school. Its biblical underpinning has been very carefully thought through and matches the needs of the school directly.

Christ Church Primary School is powered by living out its Christian vision. Each word of the vision can be seen in action in the school. The vision is the cornerstone of all that it does. It is strongly underpinned by biblical references and Christian values. These have been very carefully chosen and unequivocally match the needs of the local community.

SIAMS 2024

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Dear Applicant,

Thank you for considering applying for the post of Executive Headteacher for the Purley Partnership Federation.

As a Church, we maintain strong and longstanding links with both schools in the Federation. This includes appointing and supporting Foundation Governors as well as participating in a wide range of activities within Christ Church C of E Primary School.

Further information is available on our website: <https://www.christchurchpurley.org.uk/>

We value the rich partnership that has developed over many years and hope not only to continue this close relationship but to strengthen it further in the years ahead.

The Christian ethos and character of Christ Church C of E Primary School are both evident and deeply rooted. It has been a personal privilege to provide ongoing support through weekly Collective Worship, advice on SIAMS preparation, and guidance on the RE curriculum. This includes working with the Faith Group and helping to draft the Theological Framework that underpins the school's values. The strength of Christian practice within the school was clear during the recent SIAMS inspection, where the inspector—having joined us briefly over lunch—had no further questions for the church.

We have also been pleased to offer pastoral support for Senior Leadership and teaching staff, recognising the important role the Church plays as both supporter and chaplain to the school community.

Purley Nursery School is not a church school, and therefore the relationship differs in nature, yet we greatly value the partnership that exists. Their exemplary work in nurturing children and instilling foundational values is highly commendable, and it is my hope that we will strengthen links further over time.

I recognise that the role of Executive Headteacher is a demanding one, and I want to assure you of our prayers for the successful candidate and of our continued support once in post.

As you consider this opportunity, please know that we are praying for all who read this document: that you will be guided by God as you discern your calling, and that the right candidate will feel a clear sense of confirmation.

Yours faithfully,

Rev Doug McHardie

Vicar, Christ Church Purley

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Our Schools

Both schools are located in Purley, near Croydon in London, well served by a number of bus routes and within walking distance of a mainline train station. The vision and mission statements of the schools were updated after the formation of the Federation in 2017.

The mission statement of Christ Church C of E Primary School is “Nurturing lifelong learners with God’s guidance” in order to fulfil the vision statement: “Together,



inspiring excellence.” The values of love, courage, honesty, faith and forgiveness are embedded into the school. There are close ties with Christ Church Purley, with the vicar and other church members closely involved with the school in a number of ways, from leading acts of collective worship and running a Christian club to serving as governors and advisors. This relationship is an important part of the Christian

distinctiveness of the school, which gives children the opportunity to develop a sense of spirituality and wonder while being inclusive and respectful of all faiths and beliefs that exist in the vibrant and diverse South London community.



The mission statement of Purley Nursery School is “Achieving and growing together” in order to fulfil the vision statement: “Happy, confident learners.” The safe, secure atmosphere is imbued with the school’s values of care, respect and independence, and

children are free to choose to play indoors or outside during most of the day, and enjoy the activities carefully planned by the Head of School and staff that recognise the central position of play and language and support all the areas of learning in the Early

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Faith
Love
Honesty
Courage

Years Foundation Stage. Close relationships with parents, carers and siblings are established and maintained, not only in order to benefit the children attending the school, but also to foster a sense of belonging and wellbeing for families.

The Executive Head Teacher is the Christ Church C of E Primary School Head Teacher, working closely with senior leaders within the school, and a stable team of teachers and support

staff. The Executive Head Teacher also works closely with Purley Nursery School, which has its own Head of School and an established and experienced team of teaching staff,



key workers and support staff. One governing body sits across the two schools within the Federation, with the Executive Head Teacher an important and valued member of the board. The Executive Head Teacher also works closely with Friends of Christ Church School, a

community of volunteers with links to the school that organise many activities throughout the year, including discos, quiz nights, theatre performances and fairs, which either provide or raise funds to enrich learning experiences.



In terms of external inspections, Christ Church C of E Primary School underwent a Ofsted inspections in 2011, 2017 and 2022 receiving a “good” rating each time. While Purley Nursery School has been consistently rated “outstanding” since 2013 by Ofsted. As a Church of

England school, Christ Church C of E Primary School is also subject to SIAMS and received an excellent report following the last visit which took place in May 2024. In addition, Christ Church C of E Primary School secured the Primary Science Quality Mark.

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Job description

Job title: Executive Head Teacher of Purley Partnership Federation

Terms and conditions: Nationally agreed

Accountable to: The Governing Body

Responsible for: All staff within Purley Nursery School and Christ Church C of E Primary School

Salary: Individual School Range (ISR) Salary: L16-L122 (£76,481 - £88,237 per annum including Outer London weighting)

Start date: 1st September 2026 (or earlier by negotiation)

Job purpose

Purley Nursery School and Christ Church C of E Primary School endeavour to give a rich and diverse education encompassed by Christian values, where children develop a lasting enthusiasm for learning. To achieve this, the schools:

- provide a high standard of education which is inclusive, rich, varied and ensures that all children are empowered to develop their individual skills and talents
- provide a safe, caring and stimulating environment where every child is valued and has equal access to curricula
- have clear behaviour guidelines for all members of the schools' communities
- communicate clearly with and between children, parents/carers, staff and the wider community.

In addition, Christ Church C of E Primary School:

- helps the development of Christian faith and values through teaching, worship and learning about each other. For this reason, the governors are looking to appoint a practicing Christian who, by personal example and professional leadership, will ensure that the Christian ethos, rooted in the teachings of Jesus Christ permeates all aspects of life of Christ Church C of E Primary School.

Providing professional leadership and working closely with staff, parents/carers, governors, Southwark Diocese and the local authority, the Executive Head Teacher will lead the schools with a clear vision for improvement and success and manage

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the available resources to raise achievement and, by inspiring excellence, ensure that the children receive the highest standard of education.

For Christ Church C of E Primary School, the strategic vision and development stems from the educational mission of the Christian Church, which is reflected in the vision statement and school improvement plans. For the Nursery School, the vision and ethos are drawn from the shared common values of the Schools but are expressed without reference to Christianity. The Executive Head Teacher, accountable to the governing body, provides vision, leadership and direction for both schools and ensures they are managed and organised to meet aims and targets. In partnership with the senior leadership team, the Executive Head Teacher will lead the academic, spiritual, moral, social, emotional and cultural welfare and development of the children at the schools.



General duties

- Providing professional leadership and management – including developing and maintaining effective partnerships where appropriate – to promote a secure foundation from which to achieve high standards in all areas of the work of both schools;
- Establishing high quality education by effectively managing personalised teaching and learning to realise the potential of all pupils in terms of spiritual and moral growth, achievement, behaviour, attitudes to learning, and personal development.
- Encouraging a culture that promotes excellence, equality and high expectations of all children and staff;
- Promoting safeguarding and welfare to enable every child, whatever their background or circumstances, to have the support they need to be healthy, stay safe, enjoy and achieve, make a positive contribution, and achieve economic wellbeing;
- Demonstrating that all statutory requirements are met and the work of the schools is effectively monitored, evaluated and reviewed;
- Ensuring that Christ Church School is conducted as a C of E Primary School in accordance with the teachings of the Anglican Church, and in accordance with the Trust Deed of Southwark Diocese;
- Enabling religious worship at Christ Church C of E Primary School which is

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distinctively Christian in keeping with a Church of England School, and following the syllabus for Religious Education as provided by the Southwark Diocesan Board of Education.



Shaping the future

The Executive Head Teacher will work with the governing body and staff to analyse and plan for the future needs and further development of both schools. In particular, the Executive Head Teacher will:

- In conjunction with the Governing Body, develop visions for both schools, and ensure these are effectively communicated and understood by all, and translated into agreed objectives and operational plans that promote and sustain school improvement;
- Ensure the vision of Christ Church C of E Primary School reflects its distinctive Christian character, and create an ethos that is inclusive and applies Christian values, attitudes and practices in all aspects of school life;
- Demonstrate the vision and values in everyday work and practice and through personal conviction, in order to establish a commitment to the visions of the schools among children, staff and families;
- Motivate and work with others to create a shared culture and positive climate;
- Encourage creativity, innovation and the use of appropriate new technologies to achieve excellence;
- Ensure that strategic planning takes account of the diversity, values and experience of each school and community at large;
- In partnership with the governing body make sure that the whole school community is kept up to date with, and informed of, educational initiatives.



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Courage



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The Executive Head Teacher has the central responsibility, through inspiring excellence from children and staff, for raising the quality of teaching and learning and to enable all children to achieve their potential. In particular, the Executive Head Teacher will:

- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning;
- Ensure that learning is at the centre of strategic planning and resource management;
- Ensure quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive nature, purposes and aims of each school;
- Establish creative, responsive and effective approaches to learning and teaching in order to create a culture that enables children to become effective, enthusiastic, independent learners who are committed to life-long learning, regardless of their starting points;
- Create and maintain effective partnerships with parents to support and improve children's achievements and personal development;
- Demonstrate and articulate high expectations and set stretching targets for the whole school communities;
- Define and implement strategies for the pastoral care of the children whilst securing high standards of behaviour and attendance;
- Devise, organise and implement diverse, flexible curricula and implement effective assessment frameworks;
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils;
- Monitor, evaluate and review classroom practice, evaluate the effectiveness of learning outcomes, and identify and promote improvement strategies;
- Challenge underperformance at all levels and ensure effective and appropriate corrective action is put in place and followed up.



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Developing and sustaining the Christian ethos

At Christ Church C of E Primary School, the Executive Head Teacher is the spiritual leader of a learning community rooted in the Christian faith and so will:

- Put in place age appropriate planned daily worship and a school environment, in keeping with the traditions and practices of Christ Church Purley, as the affiliated Church of England church, to enhance and develop the Christian nature of the school;
- Further the distinctive Christian nature, purposes and aims of the school through its vision, aim and purpose;
- Secure high quality religious education for all pupils in accordance with the approved diocesan syllabus;
- Promote a suitable system of guidance, support and pastoral care for children and staff, including liaison with parents/carers, relevant churches and outside agencies;
- Ensure high quality Personal, Social and Health Education and Citizenship is delivered in accordance with the teachings and doctrines of the Christian Church;
- Develop effective links with the parishes and wider Christian community, including local partnership arrangements, to extend the curriculum and enhance teaching and learning;
- Demonstrate an understanding of other faiths and acknowledgement of diversity of faith and background.



Developing self and working with others

The Executive Head Teacher must manage themselves and their relationships well. In particular, the Executive Head Teacher will:

- Ensure that all staff and volunteers are fully aware of safeguarding procedures and that these are rigorously implemented;
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review;
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture that is consistent with the ethos of each school;

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- Effectively plan, allocate, support and evaluate work undertaken by teams and individuals, ensuring there is clear delegation of tasks and devolution of responsibilities, and achievements are acknowledged and celebrated;
- Develop and maintain a culture of high expectations, both personally and for others, and take appropriate action when performance is unsatisfactory.
- Manage own workload and support others to do the same in order to achieve appropriate work/life balance.
- Demonstrate a commitment to their own continuing professional development and that of others;
- Interact with and manage staff in a manner that reflects an awareness of each individual's unique contribution;
- Stay up to date on national and local educational developments and advise governors on implementation;
- Build a collaborative learning culture within and between the two schools;
- Actively engage with other schools to build effective learning communities;
- Regularly review own practice, set personal targets and take responsibility for own personal development by participating positively in arrangements made for the appraisal of Executive Head Teacher performance.



Managing the organisation



The Executive Head Teacher must ensure that the schools and the people and resources within them are organised and managed to provide efficient, effective and safe learning environments. In particular, the Executive Head Teacher will:

- Provide effective management of the schools, including through collaboration with others;
- Create and improve

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organisational structures and functions across both schools that reflect the values of each and enable management systems, structures and processes to work effectively in line with legal requirements;

- Rigorously and regularly evaluate the roles and responsibilities of all staff working in the schools to build capacity across the workforce and ensure resources are deployed to achieve value for money;
- Encourage and support senior leaders within each school to effectively manage staff and resources in order to promote excellent teaching and learning environments;



- Produce and implement clear, evidence-based improvement plans and policies for the development of the schools and their facilities.
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives', and for Christ Church C of E Primary School these policies and practises are in keeping with the Christian ethos of the school.
- Manage each of the schools' financial and human resources effectively and efficiently to achieve the schools' educational goals and priorities,

especially through the use and integration of a range of technology;

- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of each of the schools;
- Manage and organise the environment of each school efficiently and effectively to ensure that they meet the needs of the curricula as well health and safety regulations thereby encouraging a working environment conducive to excellent staff relations and high staff moral;
- Working with the Governing Body, ensure the specific objectives of both School Improvement Plans are met.



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Securing accountability

The Executive Head Teacher is accountable to the governing body and the school communities for the efficiency and effectiveness of the schools. In particular, the Executive Head Teacher will:

- Fulfil commitments arising from contractual accountability to the governing body;
- Develop an ethos within and across each school that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;



- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation;
- Work with the Governing Body to enable it to meet its responsibilities;
- Provide information and accurate accounts of each of

the schools' performances to a range of audiences including Governors, parents and carers;

- Ensure that parents, carers and children are well informed about attainment and progress and are able to understand targets for improvement;
- Reflect on personal contributions to school achievements and respond constructively to feedback from others.



Strengthening community

The Executive Head Teacher will:

- Create and maintain the special relationship that exists between a voluntary aided Church of England school, the parish and the church;
- Create and maintain strong relationships with the local community that respects and embraces its distinctive social context;

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- Commit to engage with the internal and external school communities to secure equity and entitlement;
- Collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools;
- Work collaboratively at both strategic and operational levels with parents and carers, and across multiple agencies, for the academic, religious, spiritual, moral, social, emotional and cultural wellbeing of all children, families and staff;
- Shares responsibility for leadership of the wider educational system, being aware of the interdependency between school improvement and community development;



- Create and promote positive strategies for challenging prejudice and dealing with harassment;
- Ensure learning experiences for pupils are linked into and Integrated with the wider community and promote commitment to serving the common good and communion with the wider world;
- Ensure a range of community-based learning experiences are available;
- Seek opportunities to invite families, the parish, local figures, businesses or other organisations into the schools to enhance and enrich the schools as communities and

highlight their value to the wider community;

- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives;
- Create and maintain effective partnership with parents and carers, recognizing them as the prime educators of children, to support their role in their children's achievements and personal development;
- In Christ Church C of E Primary School, build a culture and curriculum, based on Gospel values and the teachings of Jesus Christ and the Church of England,

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which takes account of the richness and diversity of the school's community and that improves pupils' growth in the knowledge and love of God and neighbours;

- Build relationships with local churches and parish communities.



Safeguarding and safer recruitment

Both schools are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. The Executive Head Teacher will:

- Embed an effective safeguarding culture and environment by ensuring that policies and procedures adopted by the governing body are fully implemented and followed by all staff and volunteers;
- Co-operate and work with relevant agencies to protect children;
- Allocate sufficient resources and time to enable the Designated Safeguarding Leads and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing in the assessment of children;
- Ensure all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed disclosure policies;
- Ensure that all staff and volunteers feel comfortable at all times that their safeguarding requirements are also being taken into consideration and, where necessary, addressed.

This job description is not exhaustive, and the Executive Head Teacher will be expected to carry out the full range of professional duties which may be reasonably expected by the governing body, as set out in the Department for Education's statutory guidance on pay and conditions for teachers in England.

This job description may be amended at any time, in discussion with the Executive Head Teacher, and will be reviewed annually when key tasks related to the priorities of the schools will be determined.



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Person specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short-listing will be carried out on the basis of how well you meet the requirements of the person specification. You should indicate clearly how you meet each of the requirements with examples when you complete your application form and supportive statement.

If you are selected for interview the recruitment and selection procedure will collect evidence from any of these activities:

	Essential	Desirable
Faith		
Practicing and committed Christian	x	
Prepared to lead, both personally and professionally, in order to ensure that Christian ethos permeates all aspects of life at Christ Church Primary School including through collective worship and close working with the local church and diocese	x	
Sensitive to those of other faiths and no faith and respectful to the views of all	x	
Qualifications and training		
Degree and qualified teacher status	x	
NPQH or other relevant postgraduate level qualification		x
Evidence of commitment to professional development relevant to this role	x	
Completion of Designated Safeguarding and Safer Recruitment training		x
Experience		
At least three years' experience as an effective Head Teacher or Deputy Head Teacher that have inspired and motivated others and raised standards	x	
Committed to broad education, creative arts, sport and co-curricular activities	x	
Experience of collaborative working between schools		x
Teaching experience in at least two of the three primary school key stages		x

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Person specification (continued)

	Essential	Desirable
Strategic Leadership		
Able to articulate and share a vision of and nursery education and primary education within the context of the schools in the Federation	x	
Evidence of having successfully translated vision into reality at a whole school level	x	
Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement	x	
Ability to analyse data, develop strategic plans, set targets and monitor progress towards them	x	
Knowledge of what constitutes quality in educational provision, the characteristics of effective schools, and strategies for raising standards and the achievement of all children	x	
Understanding of and commitment to promoting and safeguarding the welfare of pupils	x	
Knowledge and experience of collaborative governance		x
Experience of leading and coordinating professional development opportunities		x
Experience of collaborating with others, both internally and externally, to secure best outcomes for children (	x	
Professional skills		
Clear educational vision and the ability to apply it to school improvements across abilities and age ranges then inspire and empower others to carry the vision forward	x	
Strong communication and interpersonal skills	x	
Ability to delegate appropriately and in ways that empower and demonstrate trust in others	x	
Able to manage change effectively with appropriate consultation (I, SS)	x	
Has a pastoral heart for whole school communities, looking for ways to improve everyone's experiences	x	
Innovative and creative strategic thinking, planning and self-evaluation	x	
Sound knowledge and experience of the use of IT to support school leadership, pedagogy and learning	x	

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Person specification (continued)

	Essential	Desirable
Professional knowledge		
A secure understanding of the requirements of the National Curriculum and Early Years Foundation Stage	x	
Secure knowledge of requirements relating to curricula, assessments and inspections	x	
Sound financial management skills in order to secure best outcomes	x	
Understanding of how to develop and maintain school environments, buildings and equipment		x
Commitment to full inclusion of all children so that everyone is encouraged to achieve their potential	x	
Understanding of and commitment to relevant legislation, including Safeguarding, Health and Safety, and Equal Opportunities	x	
Up to date on current issues and debates in education policy		x
Personal qualities		
Enjoys working with and respects children	x	
Resilient, calm, organized and flexible under pressure	x	
Has the courage to tackle difficult issues, avoid defensiveness and communicate decision clearly and sensitively	x	



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Application information



Application form

Applications must be submitted using our form which can be downloaded from the school's website at <https://christchurch.croydon.sch.uk/about-us-2/staff-vacancies/>

This includes a section on faith commitment and requires candidates to give the name of a referee to support their Church affiliation.

Visits to the schools is encouraged by arrangement. Please contact the Chair of Governors to arrange a visit. When contacting please indicate which of the following dates would be convenient. 4th, 8th, 11th, 16th December. Other dates may be possible.

Completed applications can be emailed to chairofgov@christchurch.croydon.sch.uk or delivered to:

Purley Partnership Federation Chair of Governors
Christ Church C of E Primary School
Montpelier Road
Purley
CR8 1QE



Closing date for applications is **8:45am on 6th January 2026.**



Shortlisting and interviews

Shortlisted applicants will be called for interview on Wednesday 14th and Thursday 15th January 2026

References will be taken up upon shortlisting. Candidates who are currently deputy head teachers are expected to name their current head teacher as a reference, whereas current head teachers are requested to provide contact details for their chair of governors. Candidates must also provide the name of a referee who can support their Church affiliation.



Appointment

The successful candidate will be appointed to the role from 1st September 2026, subject to satisfactory references and an enhanced DBS clearance. For a successful candidate available for an earlier start an earlier start would be considered.

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