

Executive Headteacher Application Pack



The Hednesford Hills Federation

Co Chair's Welcome

Dear Applicant,

Thank you for your interest in the role of Executive Headteacher at The Hednesford Hills Federation, which comprises West Hill Primary School, West Hill Pre-School and Hednesford Nursery School.

As Co-Chairs of Governors, we are immensely proud of our Federation and the strong reputation it holds within the Hednesford community. Described as *"a valued centre of learning within the Hednesford Community"*, our schools and early years settings are united by a shared belief: that every early achievement matters and plays a vital role in shaping future aspirations.

The Hednesford Hills Federation is characterised by honest, open and trusting relationships, where children are truly known as individuals and supported on their unique learning journeys. Our dedicated staff team is committed to nurturing confident, resilient and enthusiastic learners who aim high and are prepared to influence the world around them.

Situated on the edge of Cannock Chase and Hednesford Hills – Areas of Outstanding Natural Beauty – our location is central to our ethos. Children benefit from rich, first-hand learning experiences, whether exploring woodland environments, pond dipping in marshlands, or developing curiosity through outdoor discovery. We believe real learning happens when children are given time, space and opportunity to experience the world around them.

At the heart of our Federation is a broad, enriching and progressive curriculum, rooted in the Early Years Foundation Stage and extending through to the end of Key Stage 2. Our curriculum is designed to meet the needs of our children and families, recognise prior learning and inspire curiosity, creativity and independence. We want our children to develop *roots to grow and wings to fly* as educated global citizens.

Our most recent Ofsted inspection (February 2024) recognised the strength of leadership, governance and curriculum design at West Hill Primary School, noting: *"Different subjects are organised and taught in interesting ways that motivate pupils... Caring leadership and capable teaching support all to achieve."*

Governors play an active and informed role within the Federation, working in close partnership with leaders to ensure high standards, a strong culture of safeguarding, and a relentless focus on improvement.

We are now seeking an Executive Headteacher who shares our values, vision and ambition — a leader who is committed to excellence, passionate about early years and primary education, and is excited by the opportunity to lead a forward-thinking Federation within a supportive community.

We look forward to learning more about you and how your leadership could help shape the next chapter of the Hednesford Hills Federation.

Yours faithfully,

G Samuels S Farmer

Mr G Samuels and Mrs S Farmer

The Co-Chairs of Governors

The Hednesford Hills Federation



Advert

Executive Headteacher

Contract Type: Full Time

Contract Term: Permanent

Salary: L18 (£78,702) – L24 (£91,158)

Required from September 2026

Website: www.westhill.staffs.sch.uk

The Hednesford Hills Federation (West Hill Primary School, West Hill Pre-School & Hednesford Nursery School)

The Governing Board of The Hednesford Hills Federation is seeking to appoint an inspirational, strategic and values-driven Executive Headteacher to lead our Federation into its next stage of development.

The Hednesford Hills Federation is a thriving partnership of early years and primary provision, united by a shared vision to provide a creative, innovative and progressive learning environment. We believe that education is about far more than test results, it is about developing confident, resilient, caring and aspirational young people.

Our Federation values early achievement as the foundation for future success and places the child at the centre of all our decision making. We are proud of our strong community identity and are committed to high standards of inclusion and personal development.

Our pupils benefit from a broad and enriching curriculum, rooted in EYFS principles, extending through to Key Stage 2. We have a strong emphasis on outdoor learning and Forest school provision as we believe first hand experiences encourage curiosity, independence and creativity.

We are seeking to appoint an Executive headteacher who will provide visionary leadership across the Federation, ensuring educational excellence, strong governance and effective operational management. Working closely with senior leaders, governors and our external partners, you will shape the strategic direction of the Federation whilst maintaining a clear focus on outcomes for pupils.

Key responsibilities include:

- Providing clear vision driven strategic leadership across the Federation
- Leading continued school improvement and curriculum development to drive and sustain high standards of teaching and learning to ensure excellent outcomes for children across early years and primary phases
- Developing and sustaining a positive, inclusive and ambitious culture
- Ensuring effective use of resources and strong financial management
- Strengthening partnerships with families, the local community and external agencies
- Leading, supporting and developing staff to achieve their full potential

Advert Continued

We are looking for a leader who:

- Has successful strategic senior leadership experience
- Demonstrates strong strategic, financial and people leadership skills
- Demonstrates a deep understanding of EYFS and primary education
- Is passionate about outdoor learning, enrichment and child-centred practice
- Can inspire confidence, collaboration and innovation
- Shares our commitment to high standards, wellbeing and lifelong learning

What We Offer:

- A strong, supportive and committed Governing Board
- Dedicated, talented and enthusiastic staff
- Well-behaved, motivated pupils who enjoy learning
- A unique setting within areas of outstanding natural beauty
- The opportunity to lead a Federation described as a “Valued Centre of Excellence within the Hednesford Community”

Visits to the Federation are strongly encouraged as part of the application process. To arrange a visit contact the school office to book an appointment on 01543 227125 or e-mail: admin@westhill.staffs.sch.uk

Your completed application form should be accompanied by a letter no more than two sides of A4, addressed to the Co-Chairs of Governors, Mr G Samuels and Mrs S Farmer outlining your suitability for this role focusing on your current knowledge, skills and experience. Please send your application electronically to the following email address:

Email: lynsey@insighthrld.co.uk

Closing Date: 9th March 2026 at 5pm

Interview Date: w/c 23rd March 2026

The Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to enhanced Disclosure and Barring Service (DBS) checks and other pre-employment checks in line with statutory guidance.



About Us

Our Vision

At The Hednesford Hills Federation, we believe that every child deserves the very best start in life. We are committed to nurturing confident, happy and resilient learners who are prepared to embrace challenge, aim high and thrive in an ever-changing world.

Working in close partnership with pupils, parents and our wider community, we create a supportive and inspiring environment where every child is valued as an individual and encouraged to reach their full potential.

To achieve our vision, we are committed to:

- Developing confident, happy and resilient children. We support children to grow in confidence, build resilience and develop the emotional wellbeing needed to face challenges positively and independently.
- Providing a strong foundation across the curriculum. We offer a broad, balanced and enriching curriculum, with particular emphasis on English, Mathematics, creativity, and the purposeful application of scientific and computing skills, ensuring children are well equipped for future learning.
- Encouraging respect and understanding. We promote respect for others and for the environment, both within school and beyond, helping children to become thoughtful, responsible and compassionate members of their community and the wider world.
- Promoting high standards in all areas of life. We encourage children to strive for excellence not only academically, but also in their moral, spiritual, social and practical development, preparing them for life as well-rounded individuals.

Our values underpin everything we do. Through positive relationships, high expectations and meaningful learning experiences, we empower children to develop a love of learning and the confidence to succeed, both now and in the future.



Executive Headteacher: Job Description

Reporting Relationships

Responsible to: The Governing Board

Main Purpose

To carry out the duties of the Executive headteacher in accordance with the current conditions of employment for headteachers contained in the School Teachers' Pay and Conditions Document, Headteachers Standards, the required standard for Qualified Teacher status and any other current educational legislation as required in various Education Acts.

Key Responsibilities:

1. Promoting improvement and shaping the future

The Executive headteacher will:

- promote a constant focus on raising achievement, improving teaching, promoting the highest standards of behaviour and safety, and developing the leadership skills of self and others.
- work with the Governing Board, staff and parents to create a shared vision and strategic plan.
- work with the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement across the Federation.
- demonstrate the vision and values in everyday work and practice.
- inspire and motivate others.
- create a shared culture and positive climate
- challenge any form of prejudice and inequality, and promote the richness of cultural and religious diversity
- ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- present a coherent, understandable and accurate account of the Federations performance to a range of audiences. including the governors, staff, parents and carers.

2. Leading teaching and learning

The Executive headteacher will:

- take the leading role in improving pupils' learning through a constant drive to raise the standards of teaching throughout the Federation.
- use data and other benchmarks to monitor the quality of teaching through evaluating pupils' progress.
- ensure that learning is at the centre of strategic planning and resource management.
- establish creative, responsive and effective approaches to teaching and learning.
- ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- demonstrate and articulate high expectations and set challenging targets for staff and pupils.
- implement strategies which secure high standards of behaviour and safety, and attendance.
- determine, organise and implement a diverse, flexible curriculum and an effective assessment framework to meet the needs of all pupils.
- take a strategic role in the development of new and emerging technologies to enhance and extend pupils' learning experiences.
- monitor, evaluate and review classroom practice and promote improvement strategies.
- challenge underperformance at all levels and ensure rapid improvement.

Executive Headteacher: Job Description

3. Promoting continuing professional development and working with others

The Executive headteacher will:

- promote and provide opportunities for the continuing professional development of all staff
- ensure effective communication systems and relationships within the Federation and between the Federation and all external support agencies and the wider community.
- treat people fairly, equitably and with dignity and respect, creating and maintaining a positive culture in which people are happy to come to work and feel valued and respected.
- build a collaborative learning culture and actively engage with other educational establishments to build effective learning communities and manage resources.
- develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals.
- ensure clear delegation of tasks and devolution of responsibilities.
- acknowledge the responsibilities of individuals and teams and celebrate their achievements.
- develop and maintain a culture of high expectations for self and others and take appropriate swift action when performance requires improvement or is inadequate.
- regularly review own practice, set personal targets and take responsibility for own professional development.
- manage own workload and that of others to allow an appropriate work/life balance.

4. Management of the school

The Executive headteacher will:

- provide effective management and continuously seek to improve organisational policies and structures based on effective self-evaluation.
- ensure that all safeguarding policies and procedures are in place and are acted upon by all staff and governors.
- ensure that the organisational structure includes an appropriately qualified and experienced SENDCO and Designated Safeguarding Lead.
- create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements, national priorities and the school's aims and objectives.
- ensure that policies and practices take account of national and local circumstances, policies and initiatives.
- manage the Federations financial and human resources effectively and efficiently, liaising as appropriate with the Governing Board, to achieve the school's educational aims and objectives, comparing favourably to national benchmarks.
- recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the Federation.
- implement successful performance management processes for all staff.
- manage and organise the environment efficiently and effectively to ensure that it meets the needs of the curriculum, and health and safety regulations including emergency procedures.
- ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- use and integrate a range of technologies effectively and efficiently to manage the school.
- undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Governing Board.

Executive Headteacher: Job Description

5. Securing accountability

The Executive headteacher will:

- effectively fulfil commitments arising from contractual accountability to the Governing Board.
- work with the Governing Board (providing information, objective advice and support) to enable it to meet its responsibilities.
- develop a federation ethos which 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, taking appropriate action where performance is unsatisfactory.
- develop and present a coherent, understandable and accurate account of the Federations performance to a range of audiences including governors, parents and carers.
- reflect on personal contribution to the federations achievements and take account of feedback from others.

6. Strengthening Community

The Executive headteacher will:

- build a culture and curriculum which takes account of the richness and diversity of the school's communities.
- create and promote positive strategies for challenging racial and other prejudice.
- ensure learning experiences for pupils are linked into and integrated with the wider community.
- collaborate with a range of external agencies to provide effective support for pupils and their families.
- create and maintain an effective partnership with parents to raise pupils' achievement and support their personal development.
- seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to promote pupils' learning.

7. Safeguarding

The Executive headteacher will:

- take overall responsibility for promoting the safety and welfare of all pupils.
- creates an organisational culture which is vigilant to, monitors and prioritises the safeguarding of its pupils above all considerations.
- co-operate and work with relevant agencies to protect children.

The content of this job description maybe amended at any time following discussions between the Governing Board and the Executive headteacher, and will be reviewed on an annual basis.



Person Specification

Prepared By: The Governing Board

Listed below are the requirements that the governors consider to be necessary in undertaking the role of Executive Headteacher at the Hednesford Hills Federation.

Attributes	Requirements	Essential/Desirable
Qualifications	Qualified Teachers Status	Essential
	Honours Degree or equivalent	Essential
	Recent and relevant ongoing CPD	Essential
	NPQH or currently studying towards it	Desirable
Experience	Successful recent strategic leadership experience	Essential
	A proven track record of raising achievement through successful leadership	Essential
	Working with and engaging the involvement of external partners and the local community	Desirable
Knowledge and understanding	Knowledge and understanding of current issues and best practice including:	
	Safeguarding children and young people	Essential
	What constitutes a good standard and exceptional school?	Essential
	The process of strategic planning and school self-evaluation	Essential
	Ways to communicate and translate a shared vision into practice	Essential
	Leading the management of change	Essential
	Application of new technologies to teaching, learning and management	Essential
	Comparative data and performance indicators to establish benchmarks and set targets for improvements	Essential
	National policy framework and current educational legislation and initiatives	Essential
	Principles of effective teaching and assessment for learning	Essential
	Roles and responsibilities of Governing Boards, Local Authorities and the requirements of accountability.	Essential
	School budget management and financial responsibilities	Essential
	Strategies for fostering school improvement, including attendance and behaviour for learning	Essential
	Equal opportunities and commitment to their pursuit	Essential
	Legal issues relating to school management	Essential

Person Specification Continued

Attributes	Requirements	Essential/Desirable
Personal Qualities	Commitment to the welfare and safeguarding of young people	Essential
	Strong personal motivation and drive to ensure improvement across the Federation	Essential
	A genuine enthusiasm for, and commitment to, the development of young people, and concern for the development of colleagues and members of the wider school community	Essential
	The ability to inspire, motivate staff, pupils and the wider community and engage their active commitment to your vision	Essential
	Commitment to ensuring inclusion, addressing diversity and access	Essential
	Commitment to own personal and professional development and that of all staff	Essential
	High order analytical and problem-solving skills and the ability to make informed judgements	Essential
	Excellent communication skills in a variety of media to a range of audiences including pupils, parents/carers, colleagues and the wider community developing a high profile and visible presence	Essential
	The ability to project the Federation in a positive way and continue to enhance its standing and role at the heart of the community	Essential
	The ability to engage families in supporting children's learning	Essential
	The ability to fill the role of lead professional in classroom practice	Essential
	Commitment to an open, collaborative style of management	Essential
	Evidence of collaborative working and networking with others, within and beyond the federation to build and sustain a learning community	Essential
	The ability to understand and appreciate the Federations current strengths and the ways in which these might be further developed	Essential
	The ability to form and maintain appropriate relationships and personal boundaries with young people	Essential
	The ability to promote a culture and curriculum which takes into account the richness and diversity of a wider community	Essential

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and;
- Attitudes to use of authority and maintaining discipline

If a candidate is short-listed any relevant issues arising from his or her references will be taken up at interview.

How to Apply

Salary: L18 (£78,702) – L24 (£91,158)

Contract type : Permanent

Closing date: 9th March 2026 at 5pm

Our ambition is to appoint a candidate to start in September 2026

Interviews will take place w/c 23rd March 2026

How to apply:

Your completed application form should be accompanied by a letter no more than two sides of A4, addressed to the Co Chairs of Governors Mr G Samuels and Mrs S Farmer outlining your suitability for this role focusing on your current knowledge, skills and experience. Please send your completed application form and supplementary documents electronically to the following email address:

Email: lynsey@insighthrltd.co.uk

Visits to the school are warmly welcomed. If you would like to visit and find out more about the role and our school, please contact the school office to book an appointment on 01543 227125 or e-mail: admin@westhill.staffs.sch.uk

Safeguarding

The Federation is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.



“Together we respect, we learn, we achieve...”



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