

Head of School

Candidate Information Pack

Closing Date: 12.00pm, Monday 28th September 2026



Contents

Welcome from the CEO	3
Head of School	4
Job Description	6
Person Specification	7
How to Apply	10
Spark Career Development Programme	11
Employee Benefits.....	12

Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



Head of School

Job Title: Head of School

Location: Kirklevington Primary School (Yarm)

Start Date: January 2027

Actual Salary: £64,691 to £71,330 (Leadership, L10 to L14)

Hours of Work: 1 FTE

Contract Type: Permanent

Closing Date: 12.00pm, Monday 28th September 2026

Interviews: Monday 12th October and Tuesday 13th October 2026 (two-day process)

About the Role

We are seeking to appoint a Head of School who will be passionate and enthusiastic about the growth and success of Kirklevington Primary School. At Kirklevington Primary School, we believe that the foundation of a successful school lies in a strong, motivated, and caring staff team. Therefore, we take great care in selecting individuals who are not only skilled and knowledgeable but also enthusiastic about making a real difference in the lives of our children. If you share our commitment to fostering a positive, inclusive and engaging learning environment, we would be delighted to receive your application.

Our new Head of School must have:

- Successful senior leadership experience in a Primary setting.
- Experience of developing highly exciting and innovative curriculum plans, personalised to the needs of the whole pupil.
- Demonstrable success in raising standards and meeting challenging targets at whole school level.
- Experience and evidence of managing, developing, inspiring and motivating staff.
- The ability to set appropriate targets for the improvement of school performance and how to establish, monitor and evaluate an action plan in relation to those targets.
- Up to date knowledge of relevant safeguarding legislation and procedures and the ability to promote a culture of safeguarding across the school community.
- Hold a relevant teaching qualification and QTS, ideally with further leadership qualifications

About Us

We are a Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

If you wish to arrange a phone call to discuss the role further, please contact the HR Team on the below email address.

How to Apply

Please make sure your application form and a covering letter (two sides of A4, size 11) are completed and returned via email to vacancies@sparkeducation.org.uk addressed to Mrs L Spellman, Chief Executive Officer, Spark Education Trust.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Kirklevington Primary School is committed to safeguarding, for further information on the school's Safeguarding and Child Protection Policy please click [here](#).

Job Description

Job Title	Head of School
Salary Range	L10 to L14 (£64,691 to £71,330)
Reporting to	Trust Executive Team
Job Purpose	
- To provide outstanding leadership at Kirklevington Primary School - To achieve outstanding progress for all pupils - To achieve school wide success - To work with the Trust Executive Team and Trust Headteachers to ensure Trust wide priorities, policies and procedures are fully met	

Main Duties and Responsibilities

- To fulfil the statutory role of Head of School to Kirklevington Primary School ensuring all the professional duties required of the Headteacher standards in accordance with the School Teachers' Pay & Conditions Document are met.
- Provide dynamic strategic direction and inspirational leadership at all levels of the school.
- To lead the school in achieving excellence with a focus on continuous improvement and raising standards.
- Lead the school through rigorous self-evaluation, including quality assurance and performance management at all levels.
- To be responsible for key plans and documents such as school self-evaluation, school improvement plans etc.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Implement strategies which secure high standards of behaviour and attendance.
- Hold line management responsibility for the Senior Leadership Team.
- Ensure that underperformance is challenged at all levels and ensure effective corrective action and follow-up is undertaken.
- Have overall responsibility for the school budget and the deployment of resources across the school.
- Build and maintain strong relationships with pupils, parents, staff, governors, directors and the wider community.
- To ensure that the principles and practices of equal opportunities and anti-discriminatory practice are applied by all staff.
- Have a strong commitment to inclusion.
- Promote the ethos and vision of the Trust to a wide range of audiences.
- Act as an ambassador for the school and Trust in further developing partnership and links with stakeholders that promote a positive profile of the Trust.
- In conjunction with the Chief Executive, ensure that all in the school are committed to the Trust's aims, motivated to achieve them, and involved in meeting long, medium and short-term objectives and targets, which secure the educational success of the school and of the Trust.
- In conjunction with the Chief Executive, be the main point of contact for the Local Authority, DFE and other key bodies in respect of the school.

Safeguarding

- To safeguard and promote the welfare of children for whom you have responsibility for or come into contact with, to include adhering to all specified procedures.
- Commitment to sustaining a safe and healthy school environment.

Person Specification

Job Title: Head of School

Qualifications	Essential	Desirable
First degree or equivalent.	✓	
Qualified Teacher Status (QTS)	✓	
Evidence of commitment to continuous training, including leadership qualification e.g. LPSH, NPQH, Masters Degree.		✓
Professional Experience and Knowledge	Essential	Desirable
Substantial senior leadership experience in a Primary school.	✓	
Experience of leading and managing significant curriculum design and development.	✓	
Experience and evidence of managing, developing, inspiring and motivating staff.	✓	
Demonstrable success in raising standards and meeting challenging targets at whole school level.	✓	
Experience of supporting the management of significant organisational development and change.		✓
Experience of monitoring and evaluating staff and pupil performance and supporting, challenging and intervening as appropriate.	✓	
Experience of presenting high quality, strategic information to Governors, and supporting their role.		✓
Experience of strategically leading on school finance issues, including budget management and funding allocation.		✓
Personal Aptitude, Qualities and Skills	Essential	Desirable
Have high expectations and ability to think and plan strategically to reflect, promote and deliver the school's vision, ethos, priorities and targets whilst empowering others to take them forward.	✓	
Be articulate and collaborative with excellent interpersonal skills both orally and in writing.	✓	
Have proven sound decision-making skills combined with the ability to lead, influence and manage change.	✓	
Be astute and perceptive with strong analytical skills with ability to use sound judgement in order to anticipate conflict and resolve issues imaginatively.	✓	
To be proactive, innovative, personable and versatile with a high level of drive, energy, enthusiasm, resilience, reliability, integrity and self-awareness.	✓	
To be able to relate empathetically to Governors, Staff, Students, Parents/Carers and other stakeholders.	✓	

Successful and proven experience of managing difficult conversations on a range of different issues with different stakeholders.	✓	
To be able to prioritise, plan and organise effectively.	✓	
Safeguarding	Essential	Desirable
Experience as a DSL or DDSL.		✓
Commitment to the protection and safeguarding of children.	✓	
Up to date knowledge of relevant safeguarding legislation and procedures and the ability to promote a culture of safeguarding across the school community.	✓	
Leading, Learning and Teaching	Essential	Desirable
An outstanding classroom practitioner with the ability to continuously monitor and evaluate performance in order to improve the quality of teaching and learning and maintain high standards.	✓	
Experience of leading effective appraisal.		✓
Successful experience of developing a whole school culture where student well-being, enthusiasm, self-awareness and gratitude is paramount and both behaviour and attendance is outstanding.	✓	
Successful experience of mentoring ECTs in a primary school.		✓
Proven experience of the implementation of effective assessment procedures and an application of assessment for learning strategies.	✓	
Developing Self and Working with Others	Essential	Desirable
To be a high-profile professional who is collaborative, demands excellence, confidence, trust and respect from both the whole school and wider community.	✓	
To have substantial experience of building on the good practice and expertise of staff so that they have the necessary skills and knowledge to raise standards, promote equality, respect diversity and challenge stereotypes to promote the rights of young people.	✓	
Evidence of highly developed skills in performance management, recognising high performance and tackling underperformance through to resolution.	✓	
Managing the School	Essential	Desirable
Successful experience of effective strategic financial and resource management to achieve educational priorities and to ensure efficiency and value for money.		✓
Evidence of skills to harness the potential of ICT for the benefit of the school on the delivery of the curriculum and in-school support systems.		✓
A demonstrable understanding and experience of managing the processes of safeguarding and safer recruitment.	✓	
Commitment to sustaining a safe, secure and healthy school environment.	✓	
Building and Developing the School Profile	Essential	Desirable

Successful experience of securing and raising standards in a school and working with external agencies locally and nationally.	✓	
Ability to network, establish partnerships and good relations with neighbouring schools, other educational institutions and the wider community.	✓	
Specific Requirements	Essential	Desirable
A commitment to and evidence of nurturing a school ethos that inspires all members of the whole school community, irrespective of ability, to progress both personally and academically.	✓	

How to Apply

Application forms and further details are available on the Trust's website –

www.sparkeducationtrust.org.uk

Please return your completed application form and covering letter to vacancies@sparkeducation.org.uk addressed to Mrs L Spellman, Chief Executive Officer, Spark Education Trust.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer. Those from an education setting must provide the Headteacher (or suitable equivalent, i.e. your Chair of Governors if you currently hold a Headship position) as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

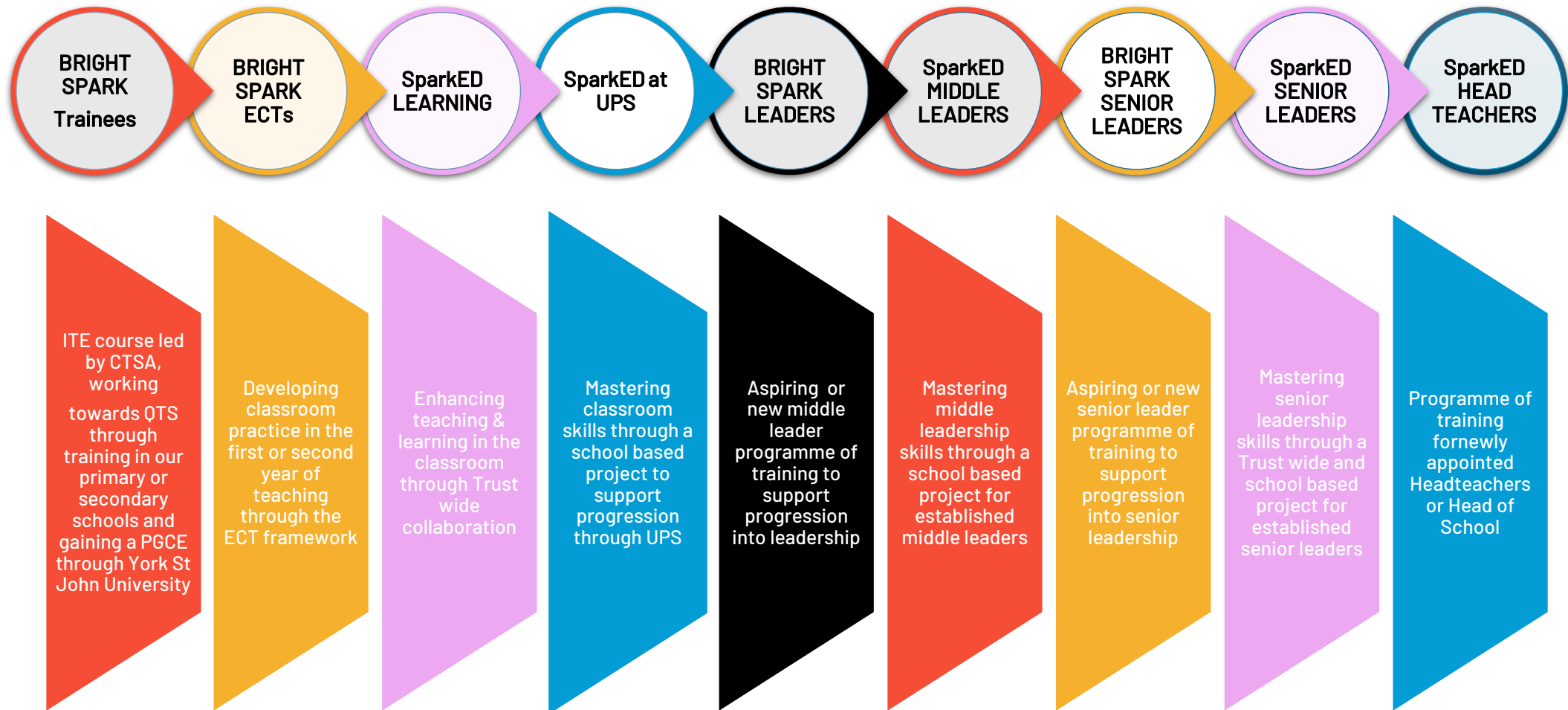
Person Specification

Sets out the criteria to be used for the shortlisting process.

Closing date: 12.00pm, Monday 28th September 2026

Interviews to be held: Monday 12th October and Tuesday 13th October 2026 (two-day process)

Spark Career Development Programme



Focused collaborative groups operate at all career stages to share best practice, develop Trust wide improvement strategies and offer support to colleagues in our schools.

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.