



## Northleigh CE Primary School

Part of the Mercian Educational Trust

### Head of School

Full time and Permanent

**Closing Date: Friday 8<sup>th</sup> May**

**Start Date: January 2027 or sooner**

**Executive Headteacher: Mr Stuart Bill**

**CEO: Mr Dafydd Lawday**



**Northleigh**  
CE Primary School



**Northleigh**  
CE Primary School  
Be **B**rave - Be **S**trong - Be **F**earless

Be **B**rave - Be **S**trong - Be **F**earless



## Letter from the Executive Headteacher

Thank you for your interest in the position of Head of School at Northleigh Primary School. Northleigh is an inclusive, welcoming primary school with around 200 pupils.

We pride ourselves on a strong, hardworking team who put children first. Staff work closely together to provide a safe and supportive learning environment. Every child is known, valued, and encouraged to achieve their best. We are seeking a Head of School who leads with clarity and confidence. The role requires high expectations and a collaborative approach to leadership.

The successful candidate will inspire pupils, staff, and the wider community. Our values of Brave, Strong, and Fearless shape daily life at Northleigh. These values guide our learning, relationships, and approach to challenge. The Head of School will model and embed these values consistently. This is a high-impact role within a close-knit school community.

We look forward to hearing from candidates who lead with purpose and heart.

Yours faithfully,

Mr Stuart Bill



## What we are looking for...

We are seeking a Head of School who is passionate about education and committed to ensuring that all children experience a rich, broad, and engaging curriculum. The successful candidate will empower staff to be flexible, creative, and forward-thinking in their practice, and will enable innovation and the development of new ideas across the whole school.

You will create the conditions for strong teaching and learning to thrive, supporting high expectations and very good progress while promoting a positive and sustainable work-life balance. A key aspect of the role is fostering a happy, safe, and engaging environment where children flourish and staff feel supported to learn from one another.

As Head of School, you will work alongside the Executive Headteacher to build sustained success and a strong school reputation, instilling confidence and pride within the school community. You will inspire others to aspire to greater achievement and demonstrate a clear commitment to professional development - both your own and that of the team you lead.

If this vision of leadership reflects your values and experience, we would love to hear from you.





## About the Mercian Educational Trust

Our teachers and leaders are:

Excited by the opportunity to shape a school and the trust

Understand the importance of working closely with families from diverse backgrounds

Familiar with a school culture lead by a strong ethos and distinct values

We have:

A supportive and inclusive environment

Leaders committed to staff well-being

Access to development and CPD

Opportunities to work with colleagues across MET

Be **Brave** - Be **Strong** - Be **Fearless**



## The Recruitment Process

### Closing Date: Friday 8<sup>th</sup> May, 12 Noon

All applicants are required to fully complete the Mercian Educational Trust application form which can be found on the [MET website](#). Completed applications should be emailed to our School Office at [NPSOffice@metacademies.org.uk](mailto:NPSOffice@metacademies.org.uk) or delivered to the school office. Applications in any other format will not be accepted.

Applicants must enclose details of two references. These must be recent; usually one will be a current employer who can comment on your suitability to work with children, however, if this is not possible, this can be a previous employer. We ask that friends and relatives are not named to provide a reference. We will ask for references from all short-listed candidates and require both references to be received before the interview. We may contact any previous employer listed on your form to clarify any information.

Applicants will be invited to interview via email following shortlisting, with the interview date planned for Friday 22<sup>nd</sup> May.

Please contact our School office on 01684 574889 or via email at [NPSOffice@metacademies.org.uk](mailto:NPSOffice@metacademies.org.uk) for further details or if you have any questions.

*Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

*All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check*



**Northleigh**  
CE Primary School

**Be Brave - Be Strong - Be Fearless**

# About Our School



Northleigh CE Primary School is a fully inclusive school who have high expectations and aspirations for all our pupils in order to enable them to flourish. Our school motto is: **Be Brave. Be Strong. Be Fearless. You are never alone.**

We aspire to this for our whole school community and through our curriculum we will enable our pupils to become intrinsically Brave, Strong and Fearless for life. We are looking for an individual who shares our vision for both themselves and the children in their care.

In their Northleigh journey pupils will engage in a wide range of experiences which will develop their curiosity; provide opportunities for challenge and risk and enable them to overcome adversity.

We will prepare our pupils for life and learning by embedding our Church values and sense of community spirit. Northleigh pupils will be independent thinkers with a strong understanding of self they will be able to demonstrate empathy, respect and tolerance for others.

## Our Overarching aims:

- Purposefully enhance our curriculum to promote active learning, enabling all groups of pupils to make accelerated progress.
- Foster and enable our whole school community to become positive change makers.
- Develop a culture where our school qualities of bravery, strength and fearlessness (curiosity) are intrinsic.

Northleigh CE Primary School is part of the Mercian Educational Trust (MET), which is a Multi Academy Trust based mainly within Worcestershire. The majority of MET schools are in close proximity to Northleigh providing a strong support network and effective collaboration.



**Northleigh**  
CE Primary School

**Be Brave - Be Strong - Be Fearless**



**Northleigh**  
CE Primary School

# About Our School



## Key Information about our school

Type of school	Primary
Age Range	2-11 years
Location	Malvern
Trust	Mercian Educational Trust
Number of children	204
Number of classes	8
Average class size (primary)	26
Last Ofsted Inspection	March 2023 (Good)
% eligible for Pupil Premium Funding	15%
% of children with SEN	19%
% of children with EAL	9%



**Be Brave - Be Strong - Be Fearless**



## Job Description

**Job Title: Head of School**

**Salary Scale Point: L9 – L13**

**Full time and Permanent**

**Employer: Mercian Educational Trust**

## Job Purpose

Working alongside The Executive Headteacher The Head of School creates a positive and appropriate learning environment through the Leadership and Management of a school. Their duties include helping deliver the highest standard of education to the students, supporting teachers and staff and ensuring an overall safe and successful school environment.

**This post requires the ability to perform a role that involves frequent contact with children**

**This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020**

**You must be able to perform a role that involves constant contact with children**



**Northleigh**  
CE Primary School

**Be Brave - Be Strong - Be Fearless**



## Key Responsibilities

### You will support The Executive Head to:

- Develop a school culture and ethos aligned with the overarching Mercian Educational Trusts mission and vision.
- Provide inspirational, creative, and professional leadership and management for the school.

### You will support The Executive Head to establish:

- A culture that promotes excellence, equality, and high expectations of all children.
- Genuine partnerships to support the work of the school and Trust.

### You will support The Executive Head to ensure:

- There is an ethos of safeguarding and that all safeguarding and child protection policies are adhered to by a staff team that is confident to keep children safe
- The children are at the heart of every decision and action within the school.
- The school provides a safe and happy environment that promotes the welfare of children.
- High quality, effective systems in all areas of the school's work.
- High quality education and outcomes through effective leadership of teaching and learning.
- Strategic planning is informed by rigorous self-evaluation and that it continuously improves learning and pastoral outcomes.



**Northleigh**  
CE Primary School

**Be Brave - Be Strong - Be Fearless**












# Person Specification

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Experience	Essential	Desirable
Successful and sustained (min 3 years) primary phase skills and experience within Senior Leadership (i.e. Deputy Head / Assistant Head)		
Substantial experience with a record of excellent teaching		
Experience of successfully leading change and inspiring others. Track record of working in collaboration with other academies to realise improvement and raise standards		
Experience of developing and maintaining effective relationships with the local and the wider community, including parents to enhance learning and educational achievements		
Proven track record of raising educational standards		
Evidence of setting ambitious goals and targets; using data and benchmarks to monitor and judge progress		
Successful experience of positive behaviour management and development of a child focused inclusive and effective learning environment		



# Person Specification

Skills and Attributes	Essential	Desirable
Ability to formulate a clear strategic vision for school improvement and translate this into strategic objectives, longer term plans and specific outcomes		
Sound knowledge and understanding of wider educational agenda including national policies and educational issues as well as statutory and the legal framework governing the operation of a school		
Able to monitor performance to ensure high standards and the development of professional practice among school staff		
Knowledge of current legal requirements, national policies and guidance on the safeguarding and promotion of the wellbeing of children		
Understand the role of the school in the community and actively seek to develop a greater collaboration with members of the community		
Knowledge of systems for self-evaluation, effective monitoring, and inspection		
Promotes a strong culture of collaborative working where every member of staff is valued as an essential member of the team and can fulfil their potential		
Knowledge of statutory requirements for Special Education Needs & Disabilities (SEND)		
Effectively communicate both written and orally to a range of audiences including parents, governors, and outside agencies		



# Person Specification

Personal Qualities	Essential	Desirable
Approachable, enthusiastic, and creative	●	
Lead by example, demonstrating integrity, resilience, and clarity	●	
Passionate about education	●	
Ability to work under pressure, think creatively and to anticipate and solve problems	●	
Commitment to the encouragement, empowerment, and training of all staff	●	
Deal sensitively with people and resolve conflicts	●	
Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas	●	
Education & Qualifications		
Degree Level Qualification	●	
Qualified Teacher Status	●	
Has undertaken recent and relevant further professional development	●	
Additional Requirements		
May be required to travel to other Trust locations or third-party services as part of the role	●	
Hold a driving licence and have access to own vehicle.	●	



## Job Description

To support The Executive Head with the following:

### Strategic Direction and Development of the School

- To provide inspiring, creative, and purposeful leadership for the staff and children.
- To work in partnership with the Trust, governance, staff, and parents, generating the ethos and values which will underpin the school.
- To co-create and implement School Improvement Plan which will secure continuous improvement and support the principles of Mercian Educational Trust.
- To keep up to date with current research into education, particularly teaching and learning and to contribute to the school improvement planning.
- To monitor and evaluate the performance of the school and respond and report to the governing body and the Trust as required.
- To ensure that policies and practices take account of national, local, and school requirements and apply sound educational practice through evidence-based pedagogy.
- To regularly monitor, evaluate and review the impact of policies, priorities and targets and take rapid action to improve if necessary.
- To inspire all those involved in the school to commit to its aims, to stay motivated to achieve them and to be involved in meeting long, medium, and short-term objectives to secure the educational success of the school.
- Develop an outward facing school to collaborate with other academies in the Trust, parents, the wider community, and partners to champion best practice and enhance the education and safeguarding of children.
- Attendance at meetings outside of school hours.



## Teaching and Learning

- Continue to maintain an environment that promotes and secures outstanding teaching, effective learning and high standards of achievement, behaviour, and attendance.
- Determine, organise, implement, and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- Ensure that children develop study skills to learn more effectively and with increasing independence.
- Determine, organise, and implement a policy for the personal, social, and moral development of children.
- Monitor and evaluate the quality of teaching and learning and achievement of all children through appropriate methods.
- Determine and implement policies which ensure inclusion, diversity, and equality of access for all children. Leading and Managing Staff.
- Plan, allocate, support, and evaluate work undertaken by groups, teams, and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting in line with the school's improvement plan.
- Promote and monitor the continuing professional development of all staff to support career progression and the academies succession planning.
- Teaching in exceptional circumstances.



# Job Description

## Efficient and Effective Deployment of Staff and Resources

- Work with governors and senior colleagues to recruit, retain, deploy, and develop staff of the highest quality.
- Make arrangements for the security and effective supervision of the school buildings, their contents, and the grounds.
- Manage, monitor and review the range, quality, and use of all available resources in order to improve the quality of education, improve children's achievements, ensure efficiency, and secure value for money.
- Promote harmonious working relationships among the staff team.
- Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.



# Job Description

## Accountability

- Continue to develop a school in which all the staff recognise that they are accountable for the success of the school. Ensuring the celebration of success as well as addressing areas of weakness.
- Present a coherent and accurate account of school performance in a form appropriate to an audience, including governors, the Trust, parents, OFSTED, and others to enable them to play their part effectively.
- Ensure that parents/carers and children are well informed about the curriculum, attainment, and progress and about the contribution they can make in supporting their child's learning.
- Provide information, objective advice, and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and together with efficiency and value for money