



Longtown Community Primary and Pre-School



Head Teacher Application Pack – January 2026



Head Teacher's Welcome Letter

Dear Candidates,

Welcome to Longtown Community Primary and Pre-School. Here, in Longtown, we are passionate about developing the whole child as an individual, preparing them to be resilient and ready for the next stages of their learning and life. Our school feels like one big family, filled with care, kindness, and a nurturing spirit that brings everyone together. Children enjoy playing together across year groups and interests and we use a Yr 6 Buddy system which supports our younger children to ensure there is always someone there to help.

The pupils feel a sense of pride and belonging to our school community, with a genuine love of learning. They leave us as caring and compassionate young people. They are immersed in lessons that are engaging, and enjoyable and that are rich in knowledge. We believe every child deserves equal access to our ambitious, broad and varied curriculum. Through high-quality teaching and learning experiences, we encourage pupils to approach every challenge with confidence and to engage with both their local community and the wider world. Our pupils play a key role in shaping and sustaining our school's culture and environment. We are committed to ensuring every child feels cared for and empowered to be their very best.

We are proud of our strong links with the wider community, including Longtown Outdoor Learning Trust, local Golden Valley schools, Ewyas Harold Primary, Fairfield High School, and beyond. These collaborations enable us to enrich opportunities for staff and pupils through shared sporting events, workshops, curriculum projects, and training, while also ensuring smooth transitions into secondary education.

Outdoor Learning is a core part of our curriculum, inspiring and engaging children of all ages through meaningful experiences in nature. We are fortunate to have farmland, rivers, mountains, and woodlands and, of course, a castle on our doorstep, providing us with rich natural resources to explore and enjoy.

We are a friendly and welcoming school, working in partnership with parents and carers to promote high standards of learning and behaviour. Together, we aim to inspire the children of Longtown to become responsible, confident citizens—locally, nationally, and globally.

The Governing Body seeks to appoint an outstanding Head Teacher to lead the school with vision and integrity. We look forward to meeting you.

Mrs Jane Barnes Head Teacher

Mrs Kym Wilcocks Chair of Governors



Our Vision: Explore more

We believe in sparking curiosity through questions, exploration and hands-on investigation. Children learn best by wondering, experiencing and engaging with real-world problems.

We value exploration and creativity, encouraging children to play with ideas, imagine possibilities and express themselves freely. We nurture originality and build confidence to develop flexible, creative learners who believe in themselves and their own ideas.

Children are encouraged to explore and investigate, no matter how wet and muddy it may be, capturing and building wonderful lifetime experiences and memories.

To explore our vision and values further please follow link to our school prospectus, [here](#) and our school website [here](#).

(We are currently in the process of updating and improving both our website and prospectus.)

To read our most recent Ofsted Report 2024, follow link, [here](#).

You can also find out a little more about us by following our Facebook pages

Longtown Community Primary School and Longtown School PTA events.



Job Description

Position: Head Teacher

Permanent variable contract: 0.6-0.8 FTE

Grade: Leadership Scale Lv 2 - 8

Key purpose of job

This job description should be read together with the normal professional duties and expectations for teachers as set out in the most recent School Teachers Pay and Conditions Document, the National Professional Standards for Teachers and the latest safeguarding and child protection guidance. In addition, all the relevant policies and procedures will apply.

To lead Longtown Community Primary and Pre-School successfully into the future ensuring that all members of the school community are enabled to reach their full potential academically, socially and emotionally.

To lead and manage the school by:

- Developing and leading the vision and strategic direction of the school together with the governing body
- Successful day-to-day running of the school, including prudent strategic financial management
- Being a role model for professional behaviour and the public face of the school
- Being a role model for good classroom practice and positive outlook
- Leading the safeguarding and promotion of the welfare and personal well-being and care of children including safeguarding procedures
- Ensuring statutory compliance and accountability for successful outcomes for children and producing appropriate data and information for external agencies
- Regular reporting to governors and working effectively in partnership with staff, parents, governors and the local community for the benefit of all children in the school.



Key Accountabilities:

Strategic Direction and Development

- Lead and develop a positive ethos of success for staff and pupils across the school.
- Develop and maintain a broad and balanced curriculum that enthuses, engages and educates children effectively for the 21st century.
- Maintain a safe and secure learning environment for pupils and staff
- Use data effectively and regularly to rigorously monitor the performance of pupils against agreed criteria through the setting of pupil performance levels/targets and monitor progress towards these together with class teachers
- Ensure effective day-to-day management of the school by leading key areas of responsibility and communicating effectively with pupils, staff, governors, parents and carers
- Lead the formulation, monitoring, evaluation and implementation of the School Development Plan and SEF
- Manage the school budget effectively to ensure best value
- Advise and assist the Governing Body as required in the exercise of its functions, including attendance at meetings and preparation of reports

Leadership and Management:

- Inspire, challenge, motivate and empower others to attain challenging outcomes
- Maintain a clear overview of pupil progress and take a lead role in maintaining a positive learning environment amongst all staff and pupils in which pupils can make a positive contribution, learn and thrive in an atmosphere of dignity and respect
- Establish clear expectations and constructive working relationships with parents/carers and all staff to support pupil progress and behaviour, ensuring positive staff participation and effective communication and procedures
- Maintain high expectations of staff and challenge poor performance, offering support where necessary and ensuring performance management processes are effective
- Demonstrate the highest professional standards in all aspects of leadership and management



- Develop and promote effective partnerships with parents, carers, staff and pupils so they are highly positive about the school in terms of achievement, teaching and learning, behaviour and safety

Learning and Teaching:

- Model consistently good and outstanding teaching
- Encourage innovation, the development of independent learning, new initiatives and the further use of technologies
- Work with staff to ensure a coordinated, coherent curriculum which achieves the best possible outcomes for all
- Ensure that information on pupil progress is used to improve teaching and learning and to inform and motivate pupils, to inform parents/carers and to aid governors in their future management of the school
- Use of data to contribute to the monitoring and development of learning and teaching and our commitment to continuous improvement
- Ensure a relentless focus on Outcomes & Standards through lesson observations, focus themes, coordination of data, regular reporting to staff, SLT, governors and the LA
- Co-ordinate, monitor and review interventions for all Pupil Premium pupils to ensure that they make progress in line with, or better than, their peers.
- Promote and generate high levels of enthusiasm for, participation in and commitment to learning amongst all pupils



Head Teacher – Person Specification

Essential	Evidence
1. Commitment to, and promotion of our school core values, including Safeguarding and maintaining confidentiality.	Application References Presentation
2. Qualified Teacher Status with experience of whole school leadership and strategic development. Excellent classroom practitioner, able to meet the National Professional Standards for Teachers and act as a role model and support for others.	Application References Interview Presentation Lead assembly
2. Experience of successfully leading and motivating a team; able to develop and communicate a clear vision for the school and maintain a relentless focus on engaging, effective teaching and learning strategies.	Application Interview References Presentation
3. Experience of ensuring personal and team accountability, rigorously monitoring performance at all levels and the ability to effectively challenge and support staff members.	Application Interview References
4. Able to communicate ambition and aspiration to staff and pupils, with an excellent understanding of data and an ability to use it effectively to drive up standards and ensure outstanding pupil progress.	Application Interview Interactions during the process References Presentation
5. Excellent organisational and communication skills, a good sense of humour and interpersonal skills, especially under pressure. Willingness to be flexible and adapt to unexpected circumstances!	Application Interview Interactions during the process References Presentation
7. Ability to manage behaviour positively to ensure effective learning and enable all children to make outstanding progress.	Interactions during the process References
8. No safeguarding, disciplinary or capability concerns.	Application References



How to Apply

We hope that you will be excited at the prospect of joining us at Longtown Community Primary and Pre-School. Please read the personal specification carefully and take the opportunity to demonstrate that you have the qualities that we are looking for when you complete the application form.

Please submit your application for the attention of

Mrs Kym Wilcocks,

Chair of Governors

admin@longtown.hereford.sch.uk

Copies of our [Safer Recruitment Policy.pdf](#) can be found on the Vacancies page of our website.

You are also encouraged to visit the school before completing your application. Please contact: [Emma Stafford](#) on [01873 860239](tel:01873860239) to make an appointment.

The key dates for the selection process are:

Closing Date for applications: Midday on Monday 23rd February 2026

Interviews: Wednesday 18th March 2026