



Fairways Primary School

🍂 *Respect, Responsibility & Perseverance* 🍂

Headteacher Application Pack



Welcome from the Chair of Governors

Dear Prospective Applicant,

Together with my fellow governors, I thank you for the interest you have shown in the role of Headteacher of Fairways Primary School. Our school is looking for a dynamic and professional leader who will continue to drive high standards, inspire staff and ensure all pupils achieve their full potential.

Our current Headteacher, who leaves us at the end of the autumn term, has provided good and solid leadership over twenty years, both as a Deputy and Headteacher. We are seeking an enthusiastic individual to help take our school to the next exciting stage of its journey.

Fairways Primary School is a welcoming and inclusive school, as highlighted in our last Ofsted report "Pupils are respectful and accepting of each other's differences. They learn in a kind, loving and calm place where they flourish in their learning and relationships". Our provision for learners with special educational needs and disabilities (SEND) is strong, but we are looking for someone to further enhance this, including provision for children with increased complexities. Like many schools, we are navigating the challenges of financial constraints, and we need a leader who can continue to strengthen within these realities.

Fairways Primary School is very much at the heart of the community with close links to the neighbouring church of St Aidan's and Friends of Fairways; made up of members of the local community, who do so much to support and fundraise for the school. We have a strong supportive governing body, and I am proud to have been involved with the school as a governor for over twenty years.

I look forward to working with a leader who will provide collaborative and inspiring leadership. I warmly invite you to visit our school so you can see what makes Fairways truly special.

*Julie Cushion
Chair of Governors*

Mission Statement and Values

Fairways Primary School is a vibrant, inclusive community where every child is supported to achieve their best. Guided by our core values—**Respect, Responsibility, and Perseverance**—we provide a nurturing, ambitious environment that fosters academic and personal growth.

We celebrate diversity and ensure every child, regardless of background or need, feels valued and empowered. Our commitment to high-quality provision, including for pupils with special educational needs and disabilities, enables all learners to thrive.

Working in partnership with pupils, families, staff, and the wider community, we build a culture of collaboration, trust, and continuous improvement. At Fairways Primary School, everyone belongs and every voice matters.

Our aim is to create a stimulating, challenging environment that nurtures a lifelong love of learning.

We continue to be judged to be a good school. As evidenced in our most recent Ofsted report inspectors say we are “a kind, loving and calm place where pupils flourish in their learning and relationships.” They praised pupils’ respect for one another, their strong work ethic and the positive influence of the school’s values in everyday life. You can read more here: [Ofsted website](#)



About our school

Fairways Primary School was established in 1985 following the merger of the original Infant and Junior schools, built in the early 1950s. We are a two-form entry school with 438 pupils, admitting around 60 children per year, mainly from our local catchment area.

Our school sits within extensive grounds and offers spacious buildings. Facilities include two halls, a library, computer suite, group work areas, and well-equipped classrooms to meet all needs. Outdoor spaces feature large playgrounds, sports facilities, and a pond for curriculum enrichment. Our gardens provide rich opportunities for outdoor learning, fostering teamwork, resilience, curiosity, and wellbeing.

We value our dedicated and experienced staff, whose care and consistency foster strong relationships across the school. Visitors praise that our pupils are polite, confident, and respectful – reflecting our values. Behaviour is excellent, with children demonstrating kindness, consideration, and pride.

At Fairways Primary School, we strive to ensure that every child's voice is heard, achievements are celebrated, and every day filled with opportunities to grow in confidence, creativity, curiosity, and respect. We are a school where children truly love to learn, and families and staff are proud to belong.



What makes our school unique?

Our pupils consistently achieve above the national expectations in reading, writing and mathematics, reflecting our commitment to high expectations and strong teaching. Embracing the future, we are enhancing teaching and learning using modern technologies, equipping pupils with digital skills to thrive in an ever-changing world.

A distinctive feature of Fairways Primary School is our enhanced provision – the Speech and Language Resource Base, or 'SLRB'. This provision, commissioned by the Local Authority, supports children aged four to seven years old with speech, language, and communication needs. Learning takes place in small groups, with specialist staff. The children are integrated within the wider school, reflecting our commitment to inclusion and the desire for every child to thrive.

We are rooted in our community. The Friends of Fairways bring families together through popular events and fundraising, enriching the curriculum and creating memorable experiences. We maintain close links with St Aidan's Church and support local causes, such as HARP and the Children's Ward at Southend Hospital. This supports children to understand better compassion, service, and social responsibility.

Our Acorns wraparound provision provides high-quality care in a welcoming and nurturing setting, supporting families to giving children a strong start and finish to their day. Fairways pupils benefit from a wide range of before and after-school clubs, as well as enrichment opportunities, from sports and music to art, science, and technology.



A flavour of us



What our children say...

About Fairways:

We love that our voices are heard and our ideas matter.

Everyone is seen, included and valued for who they are.

We love learning outside; it is our favourite space and is also a calm space.

The staff are helpful, encouraging and always there to support us.

Learning is fun — we love discovering new things every day!

We love assemblies led by our Headteacher — he cares about us and celebrates everything we achieve, in and out of school.

Sports are great fun, and even though we're the smallest school at events, we're proud that we still win!

A smile can brighten up the day — and everyone at Fairways smiles!

About what we want in a new Headteacher:

Knowledgeable and enjoys sharing this with all at our school, we need to see them around our school, in our classroom and supporting our events.

Needs to celebrate Art and Sport, our clubs and understands the importance of play.

Someone who always smiles, it brightens everyone's day — it is the Fairways way.

Someone who listens to us and who we can speak too.

A good role model for the school and for the future.

Respectful and kind to all.



What our families say...

- ✓ School is a happy, inclusive, and nurturing community where children thrive both academically and emotionally. Staff go above and beyond to provide enriching experiences, with well-planned activities that make learning fun and memorable.
- ✓ We value the school's approachable and supportive atmosphere. The sense of belonging and inclusion is strong, with equality, respect, and compassion at the heart of the school's ethos.
- ✓ Our outdoor spaces with its large field and woodland walks are loved features that contribute to wellbeing and connection with nature. With two classes per year group the environment feels personal and community driven.
- ✓ Valuable life skills and pride is learnt through the wide range of clubs, enrichment opportunities, and community initiatives, such as litter picking and local projects.
- ✓ We appreciate the school's strong emphasis on happiness, wellbeing, and the wider development of our children. Success is celebrated through newsletters, certificates, and positive praise, creating a culture where children feel proud and motivated to do their best.
- ✓ From the office staff, to teachers, and leadership, dedication, care, and teamwork are evident.
- ✓ Children are safe, supported, and encouraged to reach their full potential – our school is a genuine cornerstone of family and community life.



Collaboration and Partnerships

We believe that working in collaboration is an enormous asset, since it enables us to share our expertise and knowledge, as well as to learn from each other to improve the education of our children. We work closely with other Local Authority Maintained schools which currently comprise Fairways Primary and six other Southend schools:



Headteachers and school staff collaborate closely to forge a nurturing and ambitious environment for the benefit of children and their families. This partnership is built on shared values, high expectations and a commitment to inclusive education, thus ensuring that every child has access to opportunities that support both academic success and personal development. By working and planning together strategically, researching meaningful professional development and community engagement we can tailor support to meet diverse needs, strengthen family involvement and raise aspirations whilst fostering a culture of continuous improvement. This in turn supports the wellbeing and achievement of pupils to remain at the heart of decision making - ultimately leading to better outcomes for our learners across the city.

Primary school Headteacher- collaboration of maintained schools

Role of and support from the Local Authority

The LA supports the school to meet its statutory responsibilities and undertakes a quality assurance role. The council provides model policies and guidance, ensuring legal compliance and consistency across all schools. The council plays a central role in safeguarding, ensuring that schools meet statutory duties and provide a safe and supportive environment for all pupils.

Leigh-on-Sea and beyond

We are told that Leigh-on-Sea (often just “Leigh”) is one of those rare English seaside towns that manages to balance charm, community, culture, and convenience. Making it consistently one of the most desirable places to live in Essex, and even in the UK, according to *The Times* “Best Places to Live” lists.

We believe that it is the mix of seaside tradition and modern creativity - old fishing cottages next to artisan coffee shops. The balance of calm and connectivity - you can walk by the sea at sunset and still be in London in under an hour. A strong local identity - residents take real pride in supporting local businesses and maintaining the town’s character. It’s simply a place that feels alive yet never loses its small-town warmth!

Known for the world’s longest pleasure pier, Southend’s other popular attractions include Adventure Island - a seafront amusement park with rides for all ages, a Sealife Adventure Centre and its own football league club, as well as lots of amateur sporting clubs to cater for most interests.

The 7-mile-long seafront has many beaches, three of which have been awarded the Blue Flag, and there are opportunities for various water sports and sailing. The Cliffs Pavilion, Palace Theatre, and independent venues offer a wide variety of plays, musicals, concerts, gigs and comedy and there is an 8-screen Odeon cinema. Shopping, eating out and other forms of entertainment are well catered for.

London Southend Airport offers affordable flights to many UK and European destinations and has won Which! Best London Airport award for the past 5 years. The countryside is on our doorstep and there are many well maintained parks and conservation areas. Southend-on-Sea is known as “Sunny Southend” for good reason – this area is one of the driest areas in the UK!



Job Description for Headteacher

Pay Range: L11-L17 (£66,368 - £76,772)

Responsible to: The Governing Body and the Local Authority

Start Date: As soon as possible or the start of summer term 2025

Main Purpose of the Role

The Headteacher will provide professional leadership and shape the vision and strategic direction of Fairways Primary School in partnership with the Governing Body. They will be innovative and ambitious, fostering an aspirational culture that drives continuous improvement for all learners.

The Headteacher will ensure strong financial management, rigorous safeguarding, and the delivery of high-quality education, supported by an exceptional staff team. They will champion inclusive practice and strengthen SEN provision, ensuring every child - whatever their needs - receives the support, challenge, and opportunities required to thrive.

Key Responsibilities

Leadership and Management

- Provide clear, ambitious leadership, promoting a shared vision that secures the school's continued improvement.
- Ensure effective systems of self-evaluation and school improvement planning are in place and drive measurable progress.
- Work collaboratively with key stakeholders, including the Governing Body, Local Authority, staff and families to articulate and deliver the school's aims and values.
- Lead by example - demonstrating integrity, creativity, resilience and optimism.
- Develop and sustain a culture that encourages high expectations, continuous learning and inclusivity for all members of the school community.



- Lead, inspire and manage staff effectively, promoting professional development, accountability and wellbeing.
 - Ensure compliance with statutory requirements, safeguarding procedures, and health and safety legislation.
 - Ensure a safe, positive and respectful environment for pupils and staff.
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Teaching and Learning

- Maintain a rigorous and consistent focus on teaching and learning as the core purpose of the school.
 - Oversee a rich, inclusive and well-balanced curriculum that meets the needs of all learners, including those with SEND and disadvantaged backgrounds.
 - Use data and evidence-based strategies to monitor and improve pupil progress and attainment.
 - Promote the professional growth of all staff by leading by example, providing effective mentoring, and fostering a culture of continuous improvement and high-quality CPD.
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Pupils, Family and Staff

- Promote an ethos in line with the school values where every pupil is encouraged and supported to achieve their full potential.
- Celebrate success and nurture pupils' personal development, confidence and resilience.
- Embed the principles of equality, diversity and inclusion across the school community.
- Recruit, develop, and retain high-quality staff who are committed to a sustainable, forward-thinking approach that supports the school's vision.
- Oversee and manage staff performance by ensuring clear expectations, effective support and accountability, while delegating aspects of performance management to other leaders as appropriate.
- Encourage innovative practice and creative use of technology to enhance learning.
- Ensure that there are mechanisms in place for pupils, families and staff to



express their stakeholder views.

Finance and Resources

- Strategic oversight of the annual budget and financial strategy, ensuring they align with the School Development Plan (SDP) and regulatory requirements before submission to the Governing Board for approval.
 - Oversee the effective use of resources, premises and facilities to support educational priorities and maintain a safe learning environment.
 - Work with the Governing Body to prepare, monitor and evaluate the school budget.
 - Identify, assess, and mitigate risks to ensure the safety, stability, and effective operation of the school.
 - Develop, implement, and regularly review risk assessments in accordance with school policies, procedures, and legal requirements.
 - Ensure a safe environment for pupils, and all users of the site, by following legislation and guidance for health & safety and safeguarding.
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Stakeholders and Community

- Build strong partnerships and the wider community to enhance pupils' learning and wellbeing.
- Work closely with the Governing Body, providing accurate information, advice and recommendations to support effective decision-making.
- Strengthen partnerships with local schools, agencies and organisations to promote collaboration and share best practice.
- Represent the school positively within the local community, ensuring it remains a valued and outward-looking institution.
- Enhance the curriculum offer beyond the classroom by providing high-quality enrichment, outdoor learning, and wider opportunities for pupils.
- Work effectively with statutory agencies to ensure pupils receive the support and services they need.

Person Specification for Headteacher

	Essential	Desirable	Assessment
Qualifications and Professional Development			
Qualified Teacher Status (QTS)	✓		Application / Checks
Degree qualification	✓		Application / Checks
NPQH or equivalent leadership qualification		✓	Application / Checks
Evidence of continued professional development	✓		Application / Interview
Proven impact as a Headteacher, Deputy or Assistant Headteacher	✓		Application / Interview
Knowledge of the Ofsted framework	✓		Application / Interview
Experience of primary (EYFS, KS1/2) leadership	✓		Application / Interview
Leadership and Management			
Proven ability to lead, motivate and inspire staff and pupils	✓		Interview/ Task
Experience of developing and delivering a strategic school improvement plan		✓	Interview/ Task
Demonstrated success in improving teaching and learning	✓		Interview/ Task
Strong knowledge and understanding of school governance and accountability	✓		Interview/ Task
Proven track record of financial planning at a senior level		✓	Interview/ Task
Knowledge of resource management	✓		Interview/ Task
Experience of working collaboratively with clusters of schools, within a multi-academy trust or external partners	✓		Interview/ Task
Experience of leading a whole-school approach to inclusive practice.	✓		Interview/ Task
Experience of leading enhanced provision for SEND		✓	Interview/ Task
Ability to delegate	✓		Interview/ Task
Teaching and Learning			
Understanding of the EYFS and Primary curriculum	✓		Interview/ Task



	Essential	Desirable	Assessment
Commitment to inclusion and meeting the needs of all learners	✓		Interview/ Task
Proven track record in raising pupil achievement	✓		Interview/ Task
Experience using data and assessment to inform improvement	✓		Interview/ Task
Experience promoting innovation in teaching and learning		✓	Interview/ Task
Safeguarding and Wellbeing			
Understanding of safeguarding legislation and child protection procedures	✓		Interview/ Task
Experience as Designated Safeguarding Lead (DSL) or equivalent		✓	Interview/ Task
Proven commitment to staff and pupil wellbeing	✓		Interview/ Task
Personal Qualities			
Excellent communication, interpersonal and organisational skills	✓		Interview/ Task
Ability to make difficult decisions with integrity and fairness	✓		Interview/ Task
Resilient, optimistic and solution-focused approach	✓		Interview/ Task
Commitment to equality, diversity and inclusion	✓		Interview/ Task
Builds relationships based on trust, empathy and mutual respect	✓		Interview/ Task

Safeguarding Statement

Fairway Primary School is committed to safeguarding and promoting the welfare of children and young people. The Headteacher will ensure that all statutory safeguarding responsibilities are fully met, including adherence to the latest *Keeping Children Safe in Education (KCSIE)* 2025 guidance and all other relevant legislation. They will uphold and strengthen a culture of vigilance, care, and proactive safeguarding across the school.

The Application Process

We look forward to meeting you when you have a tour of our school in the week commencing 12-16th January 2026. To arrange a visit please contact the school by calling 01702 525693 or email office@fairways.southend.sch.uk

The closing date for applications is 19th January 2026 at 12.00 noon.

Shortlisting will take place on 20th January 2025, with successfully shortlisted candidates called to interview on 21st January 2026.

Interviews are on 29th and 30th January 2026.

Your completed application form and a supporting statement is to be emailed to jobsinschools@southend.gov.uk and marked 'Fairways private and confidential'.



Fairways Primary School, The Fairway, Leigh on Sea, Essex SS9 4QW

Travel:

Bus - Several bus routes stop near the school. For example, nearest bus stop Fairways Primary: bus lines 23A, 23B, 51 and 29.

Train - The nearest station is Leigh on Sea (C2C).

Driving / Car - Car navigation to SS9 4QW. There is a car park on site, but you may wish to contact the school office should you require parking.

Walking / Cycling - If you live locally, you may wish to use the cycle paths!



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