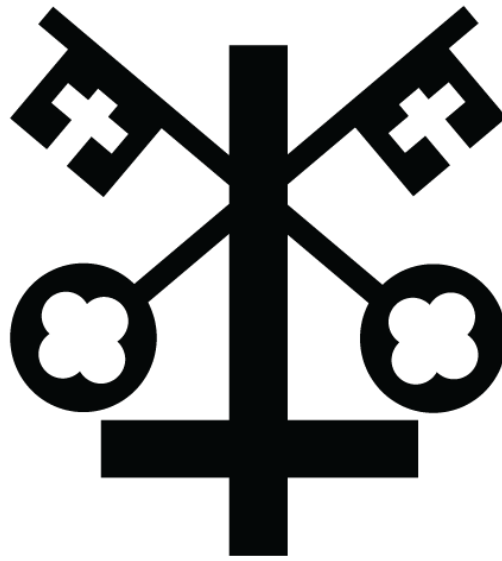




St Peter's C of E Primary School

**Headteacher
Application Pack**

October 2026

**Leadership Pay Spine, Group 2,
Points 15-21, £73,105 to £83,860 per annum**



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Letter from the Chair of Governors

Dear Applicant

Thank you for your interest in the post of Headteacher at Darwen St Peter's Church of England Primary School. We hope you find the attached information a useful introduction to our school.

As a distinctively Christian school we are dedicated to creating a unique place of learning, nurturing the gifts that God has given every child in preparing them for life's journey. This is reflected in our academic achievements, with the school having been recently visited by OFSTED in May 2026, the outcome being Expected Standard 5 judgements and 2 Strong Standard judgements, as well as "Good" in SIAMS 2021. The school is an incredibly special place committed to inclusion and the pursuit of excellence in all that we do. We are at the centre of a strong community which includes parents, carers, grandparents, and our church community. The school has a family feel where all are working together, and our Christian ethos permeates all that we do.

As Governors, we are privileged to be part of this remarkable school and believe that the key to our success is the strong relationships and support between its excellent team of dedicated teachers, support staff, and its enthusiastic, caring children. All of which comes together to create a lively and engaging atmosphere in which to work, teach and learn. Our children are keen to learn and to be involved in the running of their school, and their views are aired and shared via our various pupil voice groups. A walk through the school affords you an insight into the current topics, which are highlighted through pupils' amazing work on all display boards and a sense of the school's pride and faith are evident.

St Peter's is a school where we are all working together to deliver to the best of our capabilities which, going forward, will be exemplified by a successful candidate who is a dynamic, motivated and inspirational leader, an outstanding practitioner, and is equipped to uphold and develop the school's strong Christian ethos and distinctiveness. Someone who has the wisdom, experience, and confidence to take the school forward. Who will build on the strong standards by embracing the opportunities and challenges which are offered to ensure that all pupils are supported in attaining their full academic and social potential. They will have excellent people skills and the ability to communicate effectively with all members of the school and its wider community.

More information about St Peter's Church of England Primary School can be found on our website, [St. Peter's C of E Primary School](#). I warmly welcome interested candidates to visit our school, arrangements can be made by contacting the Headteacher, Mrs Susannah Burgess, on 01254 701229 or email office@stpetersdarwen.blackburn.sch.uk

Yours Faithfully

Fred Kershaw

Chair of Governors





Letter from the School Council

- Dear applicants,
- We would like a Head teacher who;
- Lives out our school values every day and encourages us to do the same,
 - Helps every child to grow, succeed and achieve their personal best by celebrating our successes and supporting us when we face challenges.
 - Listens to children and values our ideas and opinions
 - Is kind, caring and fair, helping to make our school a safe, happy and welcoming place for everyone.
 - Inspires us to do our best, believe in ourselves and never give up.
 - Works closely with families and our community by looking after us, our families, our animals and environment.

The most important quality our new Head teacher should have is being a strong leader who will help our school continue to grow.

Three words to describe our ideal



Head teacher:

- Friendly
- Fair
- Caring

A message for our new Head teacher...

We would like a Head teacher who will help us to be the very best we can be and continue to make our school a place where everyone can grow. We hope you will help us to continue to "Sow the Seeds of Tomorrow."

From the St. Peter's Ethos Group



'Sowing the seeds of tomorrow'





Timetable for the Appointment

Agreed Timetable

Advert Live	Thursday 1 October 2026
	Time available during weeks commencing 12 and 19 October 2026
School Visits	Please book with the school office via: Tel: 01254 701 299 Email: office@stpetersdarwen.blackburn.sch.uk
Closing Dates for Applications	Tuesday 3 November 2026
Shortlisting	Thursday 12 November 2026
Interviews	Day 1: Tuesday 24 November 2026 Day 2: Wednesday 25 November 2026
Start Date	1 May 2027



Headteacher Advertisement

St Peter's C of E Primary School

Turncroft Road, Darwen, Lancashire, BB3 2BW

Job Title: Headteacher

Salary: Leadership Group 2, Points 15-21, £73,105 to £83,860 per annum

Number of Roll: 230

Contract Terms: Full time

Closing Date: Tuesday 3 November 2026

Interviews: Tuesday 24 November 2026 and Wednesday 25 November 2026

Start date: Summer term 2027

The Governors of St Peter's Church of England Primary School are seeking to appoint an inspirational and forward thinking Headteacher, who has the skills and ability to drive our vision as a progressive primary school.

We are looking for you to have:

- A proven track record of effective leadership and management of people and a commitment to working in partnership with governors, staff, parents/carers, other schools and the local community.
- The ability to nurture talent.
- The ability to sustain and build further on provision that led to a successful Ofsted inspection in May 2026.
- The ability to contribute to the vision and mission of St Peter's Church of England Primary School within the school, the parish and the wider community.

In return we can offer:

- A caring, inclusive school community built on Christian values.
- A team of dedicated, hardworking staff and senior leaders.
- A highly supportive Governing Body.
- A welcoming and well maintained school.
- Strong links with Blackburn Diocese and the Local Authority.
- A commitment to continuing professional and spiritual development.
- 230 enthusiastic and engaged learners

However, to truly get a feel for this fabulous school and to understand the real opportunity to build on its successes, a visit is highly recommended. To arrange a visit please contact the



Headteacher, Susannah Burgess on 01254 701299 or email:
office@stpetersdarwen.blackburn.sch.uk

St Peter's Church of England Primary School is committed to promoting the welfare of children and expects all staff to share this commitment. The successful applicant will need to: undertake an enhanced DBS check, provide suitable references, provide evidence of qualifications and be subject to identity checks.

Recruitment and Selection Process

Shortlisting will take place on Thursday 12 November 2026

Interviews will be held on Tuesday 24 November and Wednesday 25 November 2026.

Shortlisted applicants will be expected to attend on both days and further details will be provided to candidates called to interview. Applicants will be advised by no later than 16 November 2026 if they are to be invited to interview.

Applications

You should provide a full statement in support of your application. Please do not exceed 1500 words and please do not restate factual details already included elsewhere on the application form.

Your completed application should be submitted to schoolhrteam@blackburn.gov.uk

The closing date for applications is Tuesday 3 November 2026

If you would like to find out more about the school please visit our website: [St. Peter's C of E Primary School](http://www.stpetersdarwen.blackburn.sch.uk)





Headteacher Job Description

Headteacher Job Description

Introduction

This job description is based on the key areas identified in the National Standards for Headteacher (2020). These standards are in turn built upon the Teaching Standards (2012) which apply to all teachers, including Headteacher.

The appointment is subject to the current conditions of employment of Headteachers, contained in the **School Teachers' Pay and Conditions** document and other current educational and employment legislation, including that of the Department for Education and in the terms of the National Society contract. In carrying out his/her duties, the Headteacher shall consult, where appropriate, with the Local Authority, the Diocesan Authority, the Governing Board, the staff of the school, its pupils and the parents of its pupils.

The governing body is committed to safeguarding and promoting the welfare of children and young people. The Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.

A. The Core Purpose of the Headteacher

The core purpose of the Headteacher is to create, inspire and embody a distinctive Christian ethos and culture in this church school, embedding an unambiguous Christian vision that seeks to empower all stakeholders to experience 'life in all its fulness' (John 10:10). The headteacher will provide professional leadership and management for the school that ensures compliance with the Trust Deed and enhances the Christian character of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success the Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Headteacher should establish a culture that promotes excellence, equality and high expectations of all pupils within a strong Christian ethos.

The Headteacher is the leading professional in the school. Accountable to the Governing Board, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

As a leader of a church school, the Headteacher is responsible for ensuring that the provision of high quality worship and Religious Education consistent with the teachings of the Church of England/Methodist Church are central.



The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, the Local Authority, the Diocese/Methodist District, higher education institutions and employers. Through such partnerships and other activities, Headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

B. The Headteacher Standards 2020

1. School Culture

Headteachers:

- establish and sustain the school's Christian ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community and wider Diocese/Methodist Circuit.
- create a culture where pupils experience a positive and enriching school life.
- uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.
- promote positive and respectful relationships based on Biblical values across the school community and a safe, orderly and inclusive environment.
- ensure a culture of high staff professionalism.

2. Teaching

Headteachers:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.
- ensure effective use is made of formative assessment.
- ensure that the teaching of Religious Education is high quality and consistent with the teachings of the Church of England.

3. Curriculum and assessment

Headteachers:

- ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- ensure that a high quality enquiry based Religious Education curriculum is used which is consistent with Church of England teaching.
- establish effective curricular leadership, developing subject leaders with high levels of relevant



expertise with access to professional networks and communities.

- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading.
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

4. Behaviour

Headteachers:

- drawing on the Christian vision of the school, establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
- ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy.
- implement consistent, fair and respectful approaches to managing behaviour.
- ensure that adults within the school, model and teach the behaviour of a good citizen, according to Christian values.

5. Additional and special educational needs and disabilities

Headteachers:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities.
- establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively.
- ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate.
- ensure the school fulfils its statutory duties with regard to the SEND code of practice.

6. Professional development

Headteachers:

- ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs.
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development.
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.
- ensure that professional development opportunities are provided that enable a deeper understanding and effective development of the Christian ethos, worship and Religious



Education in the school, including drawing on expert provision at National Church and Diocesan level.

7. Organisational management

Headteachers:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- ensure staff are deployed and managed well, with due attention paid to workload.
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently.
- ensure rigorous approaches to identifying, managing and mitigating risk.

8. Continuous school improvement

Headteachers:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness as a church school and identify priority areas for improvement.
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context.
- ensure careful and effective implementation of improvement strategies which lead to sustained school improvement over time, including improving performance against the SIAMS criteria.

9. Working in partnership

Headteachers:

- forge constructive relationships beyond the school, working in partnership with parents, carers, the church and the local community.
- commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support.
- establish and maintain working relationships with fellow professionals and colleagues in the Diocesan Authority and across other public services to improve educational outcomes for all pupils.

10. Governance and accountability

Headteachers:

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.



- establish and sustain professional working relationships with those responsible for governance.
- ensure that staff know and understand their professional responsibilities and are held to account.
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

The applicant will be required to safeguard and promote the welfare of children and young people. The Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Headteacher.





Person Specification for Headteacher

The applicant will be required to safeguard and promote the welfare of children and young people.

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

Source Key: A = Application Form; I = Interview; R = References; CC = Checking Certificates

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Faith Commitment

		Essential	Desirable	Source
1.	Full and active member of a church in membership of Churches Together in England, AMiE, Evangelical Alliance or North West Gospel Partnership. (This requires evidence of current church involvement and a clear indication of the applicant's beliefs in relation to a Church school).	E		AIR

To be able to demonstrate their knowledge and understanding of the following in the context of a church school.

		Essential	Desirable	Source
2.	Leading school worship	E		AIR
3.	Ways of developing religious education and worship	E		AIR
4.	A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Christian ethos of the school.	E		AIR
5.	How relationships should be fostered and developed between the school, local Church and its community and Diocese of Blackburn.	E		AIR
6.	Ways of leading the spiritual development of all the school community.	E		AIR

[B] Qualifications



		Essential	Desirable	Source
7.	Qualified teacher status	E		AIR
8.	Degree	E		AIR
9.	NPQH or equivalent		D	AIR

[C] Professional Development

		Essential	Desirable	Source
10	Evidence of recent and appropriate professional development for the role of headteacher.	E		AIR
11	Evidence of recent leadership and management professional development.	E		AIR
12	Up to date safeguarding training and knowledge of legislation for the protection of young people.	E		AIR

[D] School leadership and management experience

		Essential	Desirable	Source
13	Recent successful leadership as a headteacher		D	AIR
14	Successful leadership as a deputy headteacher or assistant headteacher.	E		AIR
15	Evidence of successfully leading school improvement.	E		AIR
16	Evidence of the application of strategies to review, evaluate and improve teaching and learning.	E		AIR
17	Experience of curriculum leadership and development.	E		AIR
18	Experience of working constructively with parents.	E		AIR
19	Experience of monitoring staff performance.	E		AIR
20	Experience of effective budget management and financial analysis.		D	AIR
21	The ability to provide support and advice to the Governing Body to enable it to meet its responsibilities.	E		AIR
22	An understanding of strategic financial planning in relation to its contribution to school improvement and pupil achievement.		D	AIR
23	To have had experience of guiding, coaching, mentoring or training individuals or teams.	E		AIR
24	Maintains good awareness of current national education policy and strategy.	E		AIR

[E] Experience and knowledge of teaching

		Essential	Desirable	Source
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25	Successful teaching of pupils in the primary phase.	E		AIR
26	To have a working and current knowledge and understanding of all 3 Key Stages in the primary phase.	E		AIR
27	Can effectively analyse school data and identify appropriate actions which then form part of the school improvement plan.	E		AIR
28	Commitment to ensuring inclusion and addressing diversity positively.	E		AIR
29	An understanding of the diverse needs of pupils with special educational needs and/or disabilities.	E		AIR
30	A sound understanding of how children learn, how teachers can best teach and how to raise achievement for all pupils.	E		AIR

[F] Professional Attributes

		Essential	Desirable	Source
31	Strong behaviour management skills.	E		AIR
32	An ability to communicate effectively, both orally and in writing, with a range of audiences.	E		AIR
33	To be a leader of learning demonstrating, promoting and encouraging excellent classroom practice.	E		AIR
34	A commitment to professional development for all staff and self.	E		AIR
35	Have a good commitment to sustained attendance at work.	E		AIR
36	To have good judgement, including the ability to assess and balance risks and opportunities.	E		AIR
37	A desire to engage and work collaboratively with parents and carers and the school's wider community.	E		AIR
38	The ability to plan, prioritise and organise self and others.	E		AIR

[G] Personal Qualities

		Essential	Desirable	Source
39	A passion for achieving the very best outcomes for all children.	E		AIR
40	The capacity to provide inspirational, enthusiastic and innovative educational leadership.	E		AIR
41	A caring and considerate attitude towards children, which values each child's potential and recognised each child as an individual.	E		AIR



42	Flexibility, initiative & drive to maintain a positive attitude in the face of a challenging & demanding job.	E		AIR
43	An ability to establish effective working relationships with a wide and diverse range of people including pupils, parents, governors, colleagues, other professionals and the wider community.	E		AIR
44	The ability to inspire confidence.	E		AIR
45	Excellent interpersonal skills.	E		AIR
46	The ability to perform effectively under pressure.	E		AIR
47	The ability to build, create and then communicate a clear, innovative and progressive vision for the school.	E		AIR
48	Think analytically and creatively and demonstrate initiative in solving problems.	E		AIR
49	Be aware of their own strengths and areas for development; listen to and reflect constructively upon feedback from others.	E		AIR

[H] Safeguarding

		Essential	Desirable	Source
50	Displays commitment to the protection and safeguarding of children and young people.	E		AIR
51	The ability to form and maintain appropriate relationships and personal boundaries with young people.	E		AIR
52	Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people.	E		AIR
53	Will co-operate and work with relevant agencies to protect young people.	E		AIR

[I] Professional Skills

Each candidate will be expected to demonstrate knowledge and understanding of the National Headteachers' Standards (2020) which also form the basis of the Job Description for a Headteacher in a VA school. Candidates will be expected to show evidence of having applied this knowledge and understanding in their current setting as well as an awareness of how this will be applied in St. Peter's CE Primary school.

[J] Confidential References and Reports

Positive and supportive faith reference from the priest/minister or Pastor where the applicant regularly worships. Candidates who do not use their Parish priest/minister must give an explanation in the letter of application.	E
Positive recommendation from all referees, including either Local Authority or CEO Trust Lead.	E



The governors reserve the right in exceptional cases to seek additional references from other former employees where this seems appropriate.

[K] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post; it should be no longer than 1500 words.

PLEASE DO NOT INCLUDE CVs with your application as these will not be considered.

If you have used AI to write elements of your supporting statement, please indicate which these are.



Attendance Policy Statement

St Peter's CE Primary School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the school's leadership team monitors levels of sickness absence in school regularly and takes action in accordance with the guidelines adopted by the school to deal with unacceptable levels and frequency of sickness absence.

Good attendance enhances the service delivered by the school, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.



Letter from the Diocesan Board of Education



**Board of Education
Diocesan Offices
Clayton House
Walker Office Park
Blackburn
BB1 2QE**

Tel. 01254 503070

The Diocese

The Diocese of Blackburn covers most of the County of Lancashire, the Unitary Authorities of Blackburn with Darwen, Blackpool and part of the Metropolitan Borough of Wigan.

There are 211 parishes and 280 churches within the Diocese, divided into two arch deaneries, served by the Bishop of Blackburn and his two Suffragan Bishops of Burnley and Lancaster.

The Diocese and its schools

No other Diocese has such an extensive commitment to Church of England and Methodist schools. The diocese has some of the most distinctive schools, most of which are aided or formerly aided. There are a small number of church academies in comparison with many being part of three multi-academy trusts that have church majority membership. Schools range in size from 1600 pupils in the largest to small primary schools in rural communities with less than 30 on roll, educating over 44 000 students on a daily basis.

The Diocese, like the Church of England nationally, believes that church school education stands at the centre of the church's mission and rigorously promotes the distinctive nature of church schools. Church schools endeavour to ensure that a Christian perspective informs all aspects of life. This is reflected in our promotion of Christian belief and values throughout the whole curriculum, the high priority given to worship and religious education and in the Christian nurture and care afforded to all members of the school community.

Diocesan support for Church education

The staff of the Diocesan Board of Education provide a considerable range of services to the schools of the Diocese: governor training, preparation of policies, advice before and after Inspection, SIAMs Inspection service, Admission/appeal advice, support for religious education and worship, legal, practical and financial help for Aided school buildings, negotiations with local authorities, the Church of England Education Office and the DFE.



In addition, a co-operative approach has been developed with the Methodist Church and its education officers for the support of Methodist schools in the North West Districts. There is also very close liaison between the Church of England Dioceses in the North of England.



Letter regarding Faith References from the Diocesan Board of Education



Dear Prospective candidate

FAITH REFERENCES

As you are aware the person specification for the post for which you are applying states that you are asked to provide a *'positive and supportive faith reference from the priest/minister where the applicant regularly worships'*.

In the light of this and given that a priest is often managing ministry teams and/or more than one church/parish, we offer the following advice when seeking faith references.

1. Speak to the priest before completing your application and ask them to agree to act as a referee
2. Ensure that the priest is aware of:
 - your involvement in parish life e.g. groups you attend/lead, Bible reading or intercession rota etc (it may be that currently you are not heavily involved in parish life due to other commitments).
 - your present post – name of school, areas of responsibility, etc.
 - the post to which you are applying – name of school, post, etc

By following the above advice, you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.

Candidates who do not use their Parish priest/minister must explain the reason for this in the letter of application. This can be for a number of reasons, e.g. because the parish is in vacancy, or a recently appointed priest. Whatever the situation, failure to explain may lead to your application not progressing further in the process.

The following websites set out the current list of churches that are members of Churches Together in England, the Evangelical Alliance and North-West Partnership. Please ensure that your place of worship is on the list. If you have any questions with regard to your church's affiliation or the contents of this letter you should contact the Diocesan Adviser for the appointment at pam.carter@blackburn.anglican.org

The list of Churches Together in England and its associated bodies can be found at www.cte.org.uk

The list of member churches of the Evangelical Alliance can be found at www.eauk.org

The list of member churches of the North West Gospel Partnership can be found at <https://northwestpartnership.com/>

Yours faithfully
Pam Carter (Diocesan Associate Advisor)
07715423017