



**St. John's Church of England
Primary School**

Headteacher Information Pack



Welcome

We are delighted that you have expressed an interest in leading our school and we hope you find much in this pack that keys into your values, life goals and sense of adventure.

Being a Headteacher in these challenging times is not an easy role. That's why the supportive, kind and flourishing environment at St John's offers an exciting opportunity to develop your talents and feel blessed to lead an ambitious and popular school at the heart of its community. Watch some of our staff describe their experience of our school [here](#)

Love runs through our school, and we are uncompromising on being a values-led school where our Golden rule of "Love One Another" holds us all to account. This, along with our vision of being a school where all may love, learn and flourish, has been central to our journey to Outstanding and remains at the forefront of all we do.

We are a school of high expectations as well as celebration, always seeking the opportunities to recognise the many talents and great achievements of our children, staff and wider community. This ensures that the rhythm of our school year is articulated with worship, thanksgiving, joy and pride in all the great work we undertake and all that we are as a school community.

The beauty of our diversity as a school is celebrated and enhances the life of every child. Our outcomes are consistently high and music is a particular strength at St. John's. We have fantastic staff who know how to enable our children to achieve all they can. Our parents are supportive and aligned with the school's values, and we have a wonderful school association which promotes an excellent relationship between school and parents.

Really the only thing missing could be you! Do come visit and see for yourself what makes St. Johns so special, and work with us to discern if you might be the best person to take us forward on the next part of our adventure.

John Phillipson
Chair of Governors





Our School

St John's Church of England VA Primary School is a successful two-form entry primary school serving Shirley and the surrounding areas.

We have achieved Outstanding in Ofsted and Excellent in SIAMS through living our vision of being a school where everyone can Love, Learn and Flourish. We are an inclusive and engaging school with a deep and distinctive Christian character that nurtures our whole school community.

Outcomes in 2025 demonstrate consistently high attainment across the core curriculum. At the end of Key Stage 2, 81% of pupils achieved the expected standard or higher in reading, writing and mathematics combined, well above the national average of 62%.

We work closely with our local church and with the Southwark Diocese Board of Education (SDBE) who support the school in appointing a Headteacher or Deputy Headteacher, building projects, training governors and staff and with the Statutory Inspection of Anglican and Methodist Schools (SIAMS) framework.



Vision & Values

St John's is a school where love runs through everything – not just love in the abstract, but God's love made visible in daily practice. This love holds our community together and shapes the way we teach, lead, and care for one another.

We want every child to develop a genuine love of learning, alongside a deep respect for others, recognising and valuing the uniqueness that makes each person special.

We see our role as planting children in a nurturing, loving environment, surrounding them with outstanding teaching, and enabling them to turn their faces toward the sunshine of their own achievements. Our aim is that every pupil is supported to flourish academically, spiritually, and personally.

Our shared life is guided by our core values of Peace, Generosity, Trust, Compassion, Joy, and Wonder, each explored in depth through Collective Worship and classroom discussion across the year. At the heart of everything is our Golden Rule: Love One Another. This teaching of Jesus is central to our faith and to the way the St John's family seeks to live and work together.

Headteacher

This is a wonderful opportunity for a new Headteacher to lead St. John's School into the next phase of our educational and spiritual development; our vision and values truly reflect where we are and the direction we want to take, with our school rule of Love One Another visibly present in our daily lives. St. John's is a friendly, diverse school with a visible Christian distinctiveness and our ethos, driven by love, is key to all we do and achieve.

We are an oversubscribed, stand-alone, two-form entry school situated in the quiet suburb of Shirley, Croydon, close to the boundary of Bromley, with high aspirations for our staff and children. Our classrooms are well-resourced, our buildings maintained to a high standard and we enjoy spacious grounds. We have a committed and supportive school community, excellent teams of teaching and support staff, an encouraging and ambitious governing body and a thriving school association; all rooted in school life.

We value and invest in CPD with successful bespoke in-house programmes and are leaders in the educational field, sharing our successes with other schools. Our high-quality leadership and teaching, together with a positive ethos, strong family values and our children making good progress, has resulted in a popular and successful school.

Our children have a wide range of abilities, with additional needs throughout the school supported by our embedded SEND strategy and policy.

We are looking for a highly motivated, effective and dynamic Headteacher with the right skills and personality to provide strong, inspiring and visible leadership of the strategic and day-to-day management of the school.

We are proud of where our current Headteacher has taken us and whilst it may appear there are big shoes to fill, it turns out they're actually only size 5 (and usually leopard print)! As a school we are clear about the challenges ahead and need a leader who, with our support and love, can grow with us to deliver a clear strategy to respond to the white paper and continue to build the loving ethos of our community.

Shortlisted candidates will have senior leadership experience in a primary school, preferably in a faith school, together with a good theoretical and practical knowledge and understanding of developing children to flourish here and into their future. Experience and/or a clear understanding of Ofsted and SIAMS would be expected of candidates.

St. John's offers you:

- collaborative and dedicated colleagues
- highly motivated and happy children who strive to achieve their best
- an ambitious and supportive governing body
- a friendly and thriving school community
- a well-resourced and innovative learning environment in our spacious well-maintained buildings and grounds
- high quality opportunities for professional development
- collaborative working with local primary schools
- good nearby public transport links and free off-street parking
- Teachers' Pension Scheme
- Paid leave taken during the school holiday periods in line with the STPCD and with no fixed number of annual leave days
- access to a free Employee Assistance Programme

We would love to hear from you if you...

- can role model our vision and values with a kind heart to provide clear leadership to our school, using strategic and problem-solving skills
- have a safeguarding-first approach
- are a creative and inspirational leader who has outstanding practice
- have a proactive inclusive approach and are innovative and passionate about learning and teaching, committed to raising standards and will strive to help all children to achieve their best in a kind school environment
- are an excellent communicator and have strong interpersonal skills which provide clarity and foster effective relationships with colleagues and children
- are looking to work closely with a governing body in a welcoming church school to develop and progress your leadership career.

School visit

You are strongly encouraged to take the opportunity to visit our school for a tour of the site and spend time with our current Headteacher, Deputy HT or a Governor before applying. Please see how to arrange a visit at the end of this pack.



Key Responsibilities

Shaping the Future

- To articulate, model and embed the school's Christian vision and values in all aspects of school life.
- To work in partnership with the Governing Body to set and deliver a clear strategic direction for the school, keeping children, learning and wellbeing at the heart of decision-making as the school enters its next stage of development, with safeguarding embedded throughout.
- To lead the school in preparation for Ofsted and SIAMS inspections; followed by addressing the outcomes by maintaining strengths and responding effectively to areas for development in line with current frameworks.
- To be committed to the future of the school's community, able to anticipate and respond to changes in the demographics of the community, existing funding challenges and potential further restrictions, changes in education policy and in the wider socio-economic situation, while ensuring that the vision of the school and needs of the community are at the core of strategic planning.
- To continue to build on the school's reputation for inclusion and high-quality SEND support, with a strategic focus on strengthening provision and using space effectively to respond to a growing and increasingly complex range of needs.
- To improve outcomes for disadvantaged pupils, ensuring the needs of all vulnerable groups are met and exceeded, whether SEND, Pupil Premium or other groups.
- To develop and maintain the school's premises and outdoor space to meet the needs of the curriculum and enhance pupils' school experience and learning.
- To be ambitious for the school and its potential, seeking ways to maximise and build on its core assets to the advantage of pupils, staff and wider community.

Leadership and Management

- To support and enhance the Christian distinctiveness of the school through personal example and professional leadership.
- To shape a collaborative and supportive learning culture in which children and staff feel valued and are understood, encouraged, inspired and equipped to succeed.
- To produce and implement clear, evidence-based school development plans and policies for the future of the school.
- To model sustainable financial and resource management, including long-term financial planning to support the vision of the school, in partnership with the Governing Body.

- To promote a culture of financial responsibility and awareness across the school, ensuring financial decisions support educational priorities and deliver best value for money.
- To ensure staffing structures are affordable, sustainable, and aligned with the school's educational priorities.
- To lead a robust safeguarding culture, ensuring safer recruitment practices and that all staff, governors, volunteers, contractors and visitors understand and fulfil their safeguarding responsibilities.
- To train and retain, motivate and inspire staff through regular feedback, effective appraisal, professional development and supportive performance management.
- To be a supportive and encouraging role model for staff, helping them to thrive professionally and maintain a positive work life balance.
- To work openly, constructively and effectively with the Governing Body.
- To ensure compliance with all relevant statutory, legal and diocesan requirements.

Teaching, Learning and Standards

- To ensure the school provides an engaging learning environment and a creative and broad curriculum which reflects the children who learn here and enables all children to achieve their full potential, and incorporate rich PSHE/SMSC curricula to help keep children safe and prepare them for life in modern Britain.
- To ensure high standards of teaching and learning throughout the school and across the curriculum, including spiritual development as an intrinsic element and delivering high standards of teaching, learning and fostering aspiration for pupils with SEND.
- To maintain a consistent focus on pupil achievement, monitoring, tracking and reporting on progress and attainment, including accurate and timely reporting to the Governing Body.
- To maintain high aspirations for and expectations of the whole school community, in a supportive environment.
- To identify areas for ongoing school development by monitoring and evaluating the performance of the school through self-evaluation and external review.
- To maintain a culture in which children are enabled to grow academically, socially and spiritually, recognising that children need more than academic knowledge.
- To ensure effective planning, allocation, support and evaluation of staff work with clear delegation of tasks, so that staff are motivated and empowered.
- To make the most of the school's location to provide wide-ranging experiences which inspire a joy of discovery and give children the widest possible chance to excel.
- To ensure high standards of behaviour and attendance are maintained.





Community

- To lead and sustain community-building initiatives, bringing pupils, parents/carers, staff and parish together in a happy, welcoming, Christian school.
- To build on the school's good reputation, ensuring parents/carers and pupils are well informed about school life, values, progress and the curriculum, and are involved in supporting and encouraging children's progress.
- To strengthen partnerships with parents and carers, including the constructive handling of challenge and concern through clear written and verbal communication of established and re-enforced procedures and governance systems, using a command of spoken English sufficient for the effective performance of the job.
- To support and develop a cohesive and strong staff team, ensuring this school is a place where people want to work, grow and deliver their best.
- To embrace and strengthen the links with the local parish, ensuring faith continues to be at the heart of this school.
- To actively engage with other schools and organisations in the interests of enriching the school and its value to the wider school community, as well as collaboration with multi-agency partners in the best interests of pupil welfare and safeguarding.
- To ensure effective liaison with Southwark Diocesan Board of Education and the London Borough of Croydon.

Equality and Inclusion

- To fulfil the school's duties under the Equality Act 2010, including those relating to its religious character.
- To promote a Christian culture of equality, diversity, inclusion and belonging across the staff team and all other aspects of school life, ensuring a positive environment in which diversity is embraced.
- To deliver a broad, diverse curriculum which reflects and engages the children who learn here
- To actively work to ensure each child flourishes to reach their full potential and leaves our school with confidence and hope, including our children with Special Educational Needs and Disabilities (SEND).
- To ensure the unique vulnerabilities of pupils with SEND needs are addressed within the school's safeguarding framework, and to target, monitor and evaluate SEND resources for best value.
- To implement the SEND Code of Practice and the school's SEND plans to ensure that pupils' needs are fully met, including through training and equipping staff to meet the needs of all children.
- To continuously assess and improve the accessibility of premises, resources and to the curriculum for all pupils

Safeguarding

- Have a demonstrable commitment to safer recruitment to ensure the school has a culture where low-level concerns can be freely reported in order to retain all pieces of the safeguarding jigsaw and to ensure this is driven from the top with a visible commitment to reducing risks and keeping children safe with no compromise.
- To commit to safeguarding and the welfare of children and young people, to have a thorough knowledge of all safeguarding policy and procedures and ensure safeguarding is at the heart of all policy and practice in the school.
- To be part of the Designated Safeguarding Lead team and potentially the Senior DSL for the school.
- To have the ability to train, mentor and challenge staff on their safeguarding practice to ensure it is of the highest standard, and to ensure staff have all the necessary safeguarding training and are equipped to fulfil their safeguarding roles.

Ethics and Professional Conduct

- To demonstrate consistently high standards of principled and professional conduct, to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them. Headteachers must always uphold and demonstrate the Seven Principles of Conduct in Public Life (Nolan Principles).
- To be familiar with the Headteacher's Standards and always uphold them in relation to school culture, teaching, curriculum and assessment, behaviour, additional and special educational needs, professional development, organisational management, school improvement, working in partnership, governance and accountability, demonstrating integrity, fairness and professionalism in all aspects of leadership.
- To be responsible for ensuring the school embodies its vision, values and ethos and that those are lived authentically, balancing ambition with compassion and care.

This job description is not exhaustive, and roles and responsibilities may be amended following discussion with the Chair of Governors. It should be read in conjunction with the range of duties and responsibilities of Headteachers as set out in the Headteacher's Standards and the Teachers' Pay and Conditions document.



Our Offer

Start date: 1st September 2026

Contract: Permanent Fulltime 100% FTE

Post Grade: Band 3, Leadership Scale, Outer London

Pay range L15 - L24 £77,209 - £94,322 pa, dependent on experience

You are strongly encouraged to take the opportunity to visit our school for a tour of the site and spend time with our current Headteacher, Deputy HT and other staff, as available. Please contact our School Business Manager Lila Powell to book your visit (details below).

How To Apply - Please note revised requirements update 20.03.26

Please complete and submit the following:

1. Our application form, fully completed with all sections answered. This includes a letter within the application form, addressing the requirements of this role as outlined in the person specification. This should not exceed 2 pages.

All completed forms should be emailed together to recruitment@st-johns.croydon.sch.uk for the attention of Lila Powell, School Business Manager. We do not accept/read CVs. This inbox will be monitored throughout the Easter holidays if you have any queries.

The **closing date** for applications **Monday 20th April at 9am**. **Interviews** are scheduled for **27th and 28th April**. If you are successful on Day 1, you will be contacted and invited back for Day 2.



Safeguarding and Safer Recruitment

This school is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. It is expected that candidates should be aware and understand their duties and responsibilities in relation to child protection and safeguarding children.

We identify and reject any applicants who are unsuitable to work with children. We will respond to concerns about the suitability of applicants during the recruitment process and about employees and volunteers once they have begun their role here with us. All new staff and volunteers participate in an induction which includes child protection and are signposted to our supporting policies and procedures.

Shortlisted applicants will be required to complete and return a Self-Disclosure form prior to interview. As this role involves working with children, it is exempt from the Rehabilitation of Offenders Act 1974 – this means that you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order state that certain ‘spent’ convictions and cautions are ‘protected’ and are therefore not subject to disclosure to employers and cannot be taken into account.

Any concerns resulting from all checks will be discussed with candidates at interview. Photographic identification and certificates of all relevant qualifications will need to be provided at the interview stage.

Further vetting checks including an enhanced DBS, incorporating a check of the Children's Barred List, will be undertaken on provisional offer. The [DBS sensitive applications team](#) (0300 131 2784) may be used for privacy regarding a transgender applicant's previous identity.

Equalities and Inclusion

This school is committed to equality and diversity in employment practice and service delivery.

We welcome applicants from all backgrounds and communities, particularly those that are currently underrepresented in our workforce; we are respectful of all individuals' race, age, religion, gender identity, sexual orientation, caring responsibilities, disabilities and cultural background.

As part of our commitment to equalities and diversity, we aim to ensure that candidates are not prevented from demonstrating their true abilities during the recruitment and selection exercise. We guarantee an interview to any disabled candidate whose application meets the minimum essential criteria for the post.

We are also committed to make Reasonable Adjustments to our recruitment and selection processes, where appropriate. This is to ensure that no candidate is unfairly prevented from demonstrating their abilities and skills, whether they have a disability or not. St John's School is committed to positively tackling discrimination in all its forms and works to ensure that all sections of the community have fair and equal access to and experience within employment.