



Abbey Lane Primary School

Headship information brochure



PEAK EDGE
ACADEMY TRUST



Welcome to Abbey Lane School in Sheffield

A Message from the Chair of Governors

Located in the vibrant south of Sheffield, Abbey Lane School has undergone significant positive changes in recent years, building on a proud history while embracing new opportunities for growth and development.

At the heart of our school are our brilliant staff and pupils, who consistently demonstrate dedication, enthusiasm, and a commitment to excellence. We take great pride in fostering an inclusive environment where diversity is celebrated, and every individual is supported to thrive both academically and personally.

We are excited to build on the strong relationships we have cultivated with the local community, and we are about to embark on an exciting new chapter now that we are officially part of Peak Edge Academy Trust. This is a fantastic time to join our school, as this partnership will bring fresh opportunities for collaboration, growth, and new possibilities. We are eager to see what the future holds and would welcome a dynamic Headteacher who can lead us into this next exciting phase.

With a recent Ofsted rating of 'Good', Abbey Lane School is a place where high standards are maintained, and there is always room for improvement and innovation. As we approach our centenary year, we are looking for an exceptional Headteacher to help shape the future of our school and continue the legacy of excellence.

We are also proud to have a new and fresh Governing Board, bringing a wide range of experience and expertise to the leadership of the school. Together, we are committed to ensuring the ongoing success and development of our School. The Governing Board warmly welcomes your interest in becoming the new Headteacher and looks forward to working together to achieve even greater things.

If you are passionate about community, people, and pupils, we believe that Abbey Lane School could be the perfect place for you to contribute and make a real difference.

We encourage you to visit our School to experience first-hand the warmth, energy, and potential that make our school a special place for both staff and students alike.



PEAK EDGE

ACADEMY TRUST

Dear Applicant

Thank you for reading this application pack. Abbey Lane Primary School is a remarkable place with a deep commitment to inclusion, community, and nurturing the potential of every child. As part of our Trust, Abbey Lane exemplifies our shared ethos of aspiration and excellence, while remaining firmly rooted in its vibrant local community. It is a school where children thrive, supported by a dedicated and innovative staff team who ensure that learning is both enjoyable and impactful. This is an exciting opportunity to lead Abbey Lane into its next chapter, continuing its proud tradition of high standards and holistic development. If you share our passion for fostering success for all and seek a supportive environment to advance your career, we would love to hear from you.

Our Trust is different to other Academy Trusts. We want to work with someone who understands and subscribes to [our shared values](#), which are genuinely lived through our collaborative working. While I'm sure many Trusts would say similar things, Headteacher and Governor voice is built into our Trust development work and I would encourage you to speak to anyone in our family of schools to find out more. They will speak of the value they place on our approach, where schools can be individual, and so better serve the needs of our diverse catchment areas. If you want to be part of a thriving community of schools, where your input will be valued and heard, then this position is for you. We know how schools can feel isolated in the current climate and so we are proud that working in our Trust can offer support and advice from the central team, from fellow Headteachers and other staff in the Trust. While we would want you to drive forward school improvement and enhance the work of a strong school, we also want you to know that our Trust is one where you will be supported when you need it.

I would strongly encourage you to visit Abbey Lane, so you can see for yourself how well behaved, polite and focused the thriving children are. You will experience a dedicated staff team in action. You will be able to hear about our passionate and supportive parent community. You will also be able to hear directly from the Chair of Governors about his experiences of working within Peak Edge, the positive differences from working in a standalone school and in particular how the school improvement and ongoing financial management support means you will be able to focus on leading the team and driving the school forward.

If you are dedicated, knowledgeable and share this passion for success and could see yourself working in a beautiful location with strong community support then we would love to hear from you.

Yours faithfully

Jim Dugmore
CEO, Peak Edge Academy Trust



Guidance for candidates

Please use the personal statement of your application to demonstrate how you meet the elements set out in the person specification. Please provide examples, with evidence of positive impact. Candidates will be shortlisted on the basis of their personal statement and previous track record.

Completed applications, and any queries about the recruitment process, should be addressed to Scott Glover at scott@gloverrecruitment.co.uk, or by calling him on 0776677 3682. We will only accept applications submitted on the Peak Edge application form (please contact Scott if you require a hard copy of this document). In line with Safer Recruitment guidance, CVs will not be accepted.

All candidates will be informed of the shortlisting outcome by noon on Tuesday 25th March.



Headteacher

Abbey Lane Primary School

Abbey Lane, Sheffield. S8 0BN

Telephone: 0114 2745054

E-mail: enquiries@abbeylane.sheffield.sch.uk

Web: www.abbeylaneprimaryschool.com

L19–L25 (£77,552 – £89,830), starting point dependent on experience
Group 4 NOR 555

To start September 2025

Abbey Lane is a large, friendly and inclusive school in the south of Sheffield. We aim to be the focal point of the local community, valued as such by the children and families we serve. Following on from our recent Ofsted success last academic year, we are now proud to be part of Peak Edge Academy Trust where we enjoy close working relationships with our partner schools and colleagues.

Here at Abbey Lane we passionately believe that *every* child is able to succeed. Our curriculum mirrors this belief and is designed to ensure that all learners achieve, while keeping personal development at the heart of what we do. We place great importance on developing the whole child, enabling us to build the strong foundations our young people need to become confident, happy, resilient citizens.

We have a skilled, dedicated and caring team, all of whom are committed to achieving the best possible outcomes for our children. The school has recently been through a period of change. We are looking for a headteacher with the warmth, credibility and strategic vision to build on what has already been achieved and develop the school further as we progress on the next stage of our journey.

Our next headteacher will be an ambitious, compassionate and inspirational leader who:

- has a demonstrable record of securing whole school improvement and improve outcomes for pupils.
- celebrates diversity and can articulate an ethos of inclusion.
- recognises the school's role in the community and will further develop relationships with our families and partners.
- promote the physical, emotional and overall wellbeing of staff and children alike.

- will work positively and strategically with external partners and colleagues across the Trust.

In return, we can offer you:

- the opportunity to work with our fantastic children and a team of passionate, loyal and dedicated staff.
- the opportunity to collaborate and meaningfully engage with headteachers and leaders from across the Trust.
- our commitment to your ongoing professional development.

Visits to Abbey Lane are warmly encouraged and can be arranged by contacting Kirsty Bibby, Business Manager, on 0114 274 5054. The available dates are:

Thursday 13th March – 1.00-2.30pm

Tuesday 18th March – 1.00-2.30pm

Wednesday 19th March – 1.00-2.30pm

Completed applications, and any queries about the recruitment process, should be addressed to Scott Glover, Glover Recruitment Consultancy, at scott@gloverrecruitment.co.uk, or by calling him on 0776677 3682. Applications should be submitted using the attached Peak Edge application form (please contact Scott if you require this document in a different format).

In line with Safer Recruitment guidance, CVs will not be accepted, nor applications submitted on other forms.

Closing date for applications: 12 noon Friday 21st March 2025

Assessment centre and interviews: Thursday 24th and Friday 25th April 2025



Abbey Lane Primary School is committed to safeguarding and promoting the welfare and safety of all children; we expect all our staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. All shortlisted candidates will be asked to disclose any relevant cautions or convictions prior to interview. The amendments to the ROA Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected' and therefore not subject to disclosure to employers. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Please also note that an online search will be conducted for all shortlisted candidates prior to interview.

The successful candidate will be required to complete an enhanced Disclosure and Barring Service check and a Children's Barred List check. Please note that it is a criminal offence to apply for this post if you have been placed on the Children's Barred List. Candidates are asked to view the school's safeguarding policy, which is available [here](#).

Job Description: Headteacher

School: Abbey Lane Primary School

Group Size: 4

Pay Range: L19-25

Responsible to: The Local Governing Board, The Trustee Board and Chief Executive Officer

Main Purposes of the job

- To carry out the duties set out in the [School Teachers' Pay and Conditions Document](#).
- The Headteacher will promote and model the values of both the School and Trust and successfully implement and adhere to the Trustee Board's and Local Governing Board's policies in line with the Scheme of Delegation. The Headteacher will create a learning environment in which the resources of the Academy are effectively managed to secure the achievement of both children and staff.
- To provide professional leadership for the school which secures its success and improvement, ensuring high quality education which inspires and motivates its pupils and improves standards of learning and achievement.
- To work with and through others to secure the commitment of the wider community to the school.
- To be responsible for the leadership, internal organisation, management and control of the school, consulting appropriately with stakeholders.
- To create a safe and caring environment for all pupils and staff and to promote and safeguard the welfare of all pupils and staff.
- To develop and maintain a culture of cross school working between the Academies in the Trust by facilitating staff access to support networks and working in close partnership with other senior staff within the Trust.

Main tasks

School culture

The headteacher will:

- Establish and sustain the school and Trust's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community.
- 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 across the school community and a safe, orderly and inclusive environment.
- Ensure a culture of high staff professionalism.

Teaching

The headteacher will:

- 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.

Curriculum and assessment

The headteacher will:

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- 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.
- Adapt teaching and curriculum approaches in line with research and best practice.

Behaviour

The headteacher will:

- 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

Additional and special educational needs and disabilities

The headteacher will:

- 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.

Professional development

The headteacher will:

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of Trust priorities, 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 from within the Trust, nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

Organisational management

The headteacher will:

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care.

Organisational management continued

- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness, and probity in the use of public funds and adherence to the Trust's Financial Procedures Policy.
- 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.

Continuous school improvement

The headteacher will:

- Work closely with the CEO and other Trust staff to make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness 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.

Working in partnership

The headteacher will:

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

Governance and accountability

The headteacher will:

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- Establish and sustain professional working relationship 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.



Abbey Lane Primary School

Person Specification for the Role of Headteacher

The Local Governing Board of Abbey Lane Primary School and Trustee Board of Peak Edge are determined to ensure that the school remains one which has the highest aspirations and provides an excellent centre of learning for all within its community, operating in line with the vision and values of the School and Trust. [Click here](#) for further information about our school and [here](#) for further information on Peak Edge Trust. We are looking for a headteacher that can both deliver and further develop this vision. The successful applicant will have the following qualifications and characteristics:

Criteria	Essential	Desirable
Qualifications and training		
Qualified teacher status	X	
Relevant postgraduate qualification		X
Senior Leadership Development (e.g., National professional qualification for headship (NPQH))		X
Up to date safeguarding training (e.g., DSL and safer recruitment training)	X	
Experience		
Successful senior leadership and management experience	X	
Leadership of whole school improvement including self-evaluation and strategic planning	X	
Demonstrable experience of successful management of staff and staff development	X	
Professional knowledge		
Up to date knowledge of Keeping Children Safe in Education and ability to develop a whole school culture around safeguarding	X	
Understanding of evidence informed curriculum design that meets the needs of all learners		X
Understanding of evidence informed approaches to reading		X
Knowledge of effective governance and a willingness to engage constructively in accountability processes	X	
Knowledge of effective strategies that successfully manage behaviour and promote positive learning behaviours	X	
Knowledge of how to work effectively in partnership with parents, carers and professionals to meet the needs of all pupils including those with SEND	X	
Knowledge of statutory duties and regulatory frameworks and a determination to ensure that this knowledge is kept up to date	X	
Professional skills		
Ability to communicate a vision and inspire others	X	
Ability to plan strategically and evaluate accurately	X	
Effective communication and interpersonal skills	X	
Understanding of high-quality teaching and assessment based on evidence, and the ability to model this for others and support others to improve	X	
Data analysis skills, and the ability to use data to set targets and identify areas for development		X
Understanding of school finances and financial management		X

Criteria	Essential	Desirable
Personal qualities		
A commitment to achieving ambitious outcomes for all pupils and promoting the ethos and values of the school	X	
Ability to ensure positive working relationships	X	
Commitment to inclusion	X	
Ability to work under pressure and prioritise effectively	X	
Commitment to maintaining confidentiality at all times	X	
Commitment to safeguarding	X	
Commitment to equality	X	
Commitment to working in partnership with parents, carers, the community, the Academy Trust, the local authority and others	X	

glover recruitment consultancy

Queries about the application and recruitment process should be addressed to scott@gloverrecruitment.co.uk or by phoning 07766773682.