

# Headteacher Candidate Information Pack



<https://www.stleonardsstafford.co.uk/>

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## Contents

<b>Content</b>	<b>Page</b>
Chairs Welcome Letter	3
About SLPS	4
Job Description	5
Person Specification	8
How to apply	11

## Chair of Governors Welcome

**Dear Applicant,**

Thank you for showing an interest in the role of Headteacher at St. Leonard's Primary School. This job opportunity has become available due to the resignation of our previous Headteacher to commence a profession in school improvement. School leaders, the staff and governors have worked tirelessly over many years to make the school both a success, and ensure it is placed at the centre of the community.

Our children are always at the heart of everything that we do, and governors are seeking to appoint a Headteacher, who not only meets the job specification, but continues to build on the high-quality leadership provided to the school in recent years.

Our inclusive school is a nurturing, safe environment for our children where we strive for strong relationships with our families. We believe that a strong home school partnership is paramount to ensure our children get the best start in their education and continue to be life-long learners.

We offer an exciting, wide and varied curriculum to meet the needs of all our children and ensure that we nurture them to become well rounded, aspirational individuals. We strive to create a special place where all children, parents, governors and staff feel value and, respected. We work together within a happy, friendly and caring learning community, which is demonstrated by our well established and engaged PTFA. We want everyone to enjoy coming to our school and to make excellent progress throughout their time with us.

We are proud to be committed governors of this school, always seeking to improve outcomes for our children through our strategic role.

We hope to welcome you on a visit to the school so that you can discover for yourself what a special place SLPS is. If you would like to arrange a visit to our school, please contact the office on 01785 334960.

We look forward to receiving your application.



Lana Howell

Chairs of Governors

St. Leonard's Primary School

## About St Leonards Primary School

At SLPS, we live by our vision:

Where everyone is valued and together we seek excellence.

This is at the heart of all we do and is underpinned by our school values, where everyone is:

- Respectful
- Resilient
- Reflective
- Responsible
- Confident
- Caring

We have high aspirations and ambitions for all our children and believe that no child should be left behind. We have a clear focus on high quality teaching which ensures every child makes good progress and achieves well across all subject areas. Our strong school team ensure all children receive the academic and emotional support they need.

Our belief is that all children should have equal entitlement and opportunity to access a wealth of experiences which develop their knowledge, skills and abilities, build their resilience and encourage a love of reading and learning. Positive relationships are nurtured with all our families, and we have high expectations for everyone. We are lucky to have a team who are dedicated to the school, with all members of staff and governors being committed to meeting children's pastoral, social and academic needs within a stable, consistent, nurturing and caring environment where children feel safe. We believe, as Rita Pierson says, 'Every child deserves a champion – an adult who will never give up on them - who understands the power of connection and insists they become the best that they can possibly be'.

The children at St Leonards are delightful. Their behaviour is excellent, they are keen to learn, they look after each other and their environment and have pride in their work and their school.

Our new curriculum is broad, balanced, and offers inclusive opportunities for children to achieve their potential. Pupils' cultural capital is enhanced through access to a range of enrichment opportunities to complement and provide a memorable context to pupils' educational experiences. We focus on improving children's vocabulary and communication skills across the curriculum; our children love to learn and use new vocabulary.

## **Headteacher Job Description**

**Reporting to:** Local Governing Board; Staffordshire LA - Education Services

### **Main purpose**

The core purpose of the headteacher is to provide the vision and strategic leadership for the school and to ensure the school is effectively led and managed to meet its aims and objectives. They must establish a culture which promotes excellence, equality and high expectations for all pupils. Working with Governors, the Local Authority and all staff, the headteacher is responsible for the school's performance, identifying priorities for raising standards and ensuring equality of opportunity for all.

The headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the Governing Board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively
- Ensure staff and pupils' safety and welfare through establishing a strong culture of safeguarding, as part of the school's duty of care

### **Qualities**

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school and the local community
- Serve in the best interests of the school's pupils
- Effectively communicate their vision and inspire others

### **Duties and Responsibilities**

#### **School Culture and Behaviour**

The headteacher will:

- Create a culture where pupils experience a positive, inclusive, and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and are clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

## **Teaching, Curriculum and Assessment**

The headteacher will:

- Have ambitious expectations for all pupils, regardless of background or vulnerabilities
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative and summative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum in line with the national curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Effectively hold all staff to account for pupil outcomes

## **Additional and Special Educational Needs (SEN) and Disabilities**

The headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Ensure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Ensure the school fulfils its statutory duties regarding the SEND Code of Practice

## **Managing the School**

The headteacher will:

- Manage staff well with due attention to workload, including performance management and appraisal
- Ensure rigorous approaches to identifying, managing and mitigating risk

## **Professional Development**

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet the needs of all staff
- Identify emerging talents and distribute leaders throughout school, leading to clear succession planning

## **Governance, Accountability and Working in Partnership**

The headteacher will:

- Understand and welcome the role of effective Governance, including accepting responsibility
- Advise the Governing Board on setting the annual budget, ensuring the regular monitoring and the oversight of the use of resources
- Ensure that staff 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
- Network successfully with other local schools, academies and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

The Headteacher will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Governing Body.

The Governing Body reserves the right to amend the duties outlined in this job description following a period of consultation.

## Person Specification for the post of Headteacher St. Leonard's Primary School

**Prepared By:** The Governing Body **Date:** February 2025

Listed below are the requirements that the governors consider to be necessary in undertaking the role of Headteacher at St. Leonard's Community Primary School. The selection panel will assess each candidate against these criteria. Candidates are expected to demonstrate experience/knowledge/understanding in each area and how that is applied in a school context.

<b>Attributes</b>	<b>Requirements</b>	<b>Essential/Desirable</b>	<b>Measurement</b>
<b>Qualifications</b>	Qualified Teachers Status	Essential	APP
	Honours Degree or equivalent	Essential	APP
	Recent and relevant ongoing CPD	Essential	APP F/I
	NPQH or currently studying towards it	Desirable	APP
<b>Experience</b>	Recent and relevant experience as a Senior Leader	Essential	APP F/I LOA
	A proven track record of raising achievement through successful leadership	Essential	APP F/I LOA
	Working with and engaging the involvement of external partners and the local community	Desirable	APP F/I LOA
<b>Knowledge and understanding</b>	Knowledge and understanding of current issues and best practice including:		
	Safeguarding children and young people	Essential	APP F/I LOA ASS
	What constitutes a good and outstanding school?	Essential	APP F/I LOA ASS
	The process of strategic planning and school self-evaluation	Essential	APP F/I LOA ASS
	Ways to communicate and translate a shared vision into practice	Essential	APP F/I LOA ASS
	Leading the management of change	Essential	APP F/I LOA ASS
	Application of new technologies to teaching, learning and management	Essential	APP F/I LOA ASS
	Comparative data and performance indicators to establish benchmarks and set targets for improvements	Essential	APP F/I LOA ASS



	National policy framework and current educational legislation and initiatives	Essential	APP F/I LOA ASS
	Principles of effective teaching and assessment for learning	Essential	APP F/I LOA ASS
	Roles and responsibilities of governing bodies, local authorities and the requirements of accountability.	Essential	APP F/I LOA ASS
	School budget management and financial responsibilities	Essential	APP F/I LOA ASS
	Strategies for fostering school improvement, including attendance and behaviour for learning	Essential	APP F/I LOA ASS
	Equal opportunities and commitment to their pursuit	Essential	APP F/I LOA ASS
	Legal issues relating to school management	Essential	APP F/I LOA ASS
<b>Personal Qualities</b>	Commitment to the welfare and safeguarding of young people	Essential	APP F/I LOA ASS
	Strong personal motivation and drive to ensure school improvement	Essential	APP F/I LOA ASS
	A genuine enthusiasm for, and commitment to, the development of young people, and concern for the development of colleagues and members of the wider school community	Essential	APP F/I LOA ASS
	The ability to inspire, motivate staff, pupils and the wider community and engage their active commitment to your vision	Essential	APP F/I LOA ASS
	Commitment to ensuring inclusion, addressing diversity and access	Essential	APP F/I LOA ASS
	Commitment to own personal and professional development and that of all staff	Essential	APP F/I LOA ASS
	High order analytical and problem-solving skills and the ability to make informed judgements	Essential	APP F/I LOA ASS
	Excellent communication skills in a variety of media to a range of audiences including students, parents/carers, colleagues and the wider school community	Essential	APP F/I LOA ASS

	The ability to project the school in a positive way and continue to enhance its standing and role at the heart of the community	Essential	APP F/I LOA ASS
	The ability to engage parents in supporting children's learning	Essential	APP F/I LOA ASS
	The ability to fill the role of lead professional in classroom practice	Essential	APP F/I LOA ASS
	Commitment to an open, collaborative style of management	Essential	APP F/I LOA ASS
	Evidence of collaborative working and networking with others, within and beyond the school to build and sustain a learning community	Essential	APP F/I LOA ASS
	The ability to understand and appreciate the school's current strengths and the ways in which these might be further developed	Essential	APP F/I LOA ASS
	The ability to form and maintain appropriate relationships and personal boundaries with young people	Essential	APP F/I LOA ASS
	The ability to promote a school culture and curriculum which takes into account the richness and diversity of a wider community	Essential	APP F/I LOA ASS

**MEASURED BY KEY:**

APP = Application form

LOA = Letter of Application

ASS = Assessment activities

F/I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

## How to Apply

Please download, complete, and submit the Application form. Include your personal statement saying succinctly, and in no more than two sides of A4, why you think you are the person we need, and providing verifiable evidence of your experience, skills, abilities, and knowledge.

Your application should include full contact details (address, daytime, home and mobile telephone numbers where applicable and email addresses) and details of 2 referees. For each referee, please provide their name, position, organisation, telephone numbers and email addresses where known. One of these referees must be your current or most recent employer. If you do not wish us to contact referees at this stage, please make this clear. Please ensure you also return the recruitment and monitoring form.

St. Leonard's Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

This position is subject to a criminal records check from the Disclosure and Barring Service (DBS) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

The DfE have recommended that schools now consider undertaking online searches on all shortlisted candidates. St. Leonard's Primary School is following this recommendation and, as such, should you be shortlisted on-line searches will be conducted accordingly. The searches will be undertaken in an impartial manner only using publicly obtainable data by Insight HR Ltd (a third-party organisation). This ensures that the school meets their legal obligations and minimises risk of any bias being formed in recruitment processes.

Please return your completed application forms either electronically to Lynsey Evans (Insight HR Limited) [lynsey@insightr ltd.co.uk](mailto:lynsey@insightr ltd.co.uk) or alternatively, send a hard copy, marked 'Strictly Confidential' to the address below:

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