

Cheapside CofE Primary School

Watersplash Lane • Cheapside • Ascot • Berkshire • SL5 7QJ

Telephone: (01344) 621112

Website: www.cheapsideschool.org.uk

E-mail: school.office@cheapsideschool.org.uk

Interim Headteacher: Mrs J Butler



Autumn 2025

Dear applicant,

Thank you for your interest in the position of Head Teacher at our lovely village school with single form entry.

In April this year we had an ungraded Ofsted inspection which we were really pleased with. The inspector understood our school and ethos. Please take the time to read the report [click here for Ofsted Report](#).

We have a strong supportive governing body who are looking to appoint an inspirational professional to lead our school into the next chapter.

We are situated in Cheapside, just outside Ascot and Sunninghill and are lucky enough to have a sizable outside space. This includes a wonderful forest school, adventure area, playground and field.

Our PTA is very proactive, and our parents are all very much part of the extended Cheapside family.

We are a nurturing and inclusive school, and we strive to equip our children to achieve their best in thought word and deed, to grow and flourish in a safe and stable environment, within a culture of open acceptance following the example of Jesus Christ in learning about God and each other whilst educating all pupils in diversity of faiths, histories, traditions and cultures.

We have a strong link to our parish church of St Michael and All Angel's Sunninghill. We hold whole school services for Christmas, Easter, Harvest and end of year leavers service.

We have a broad and balanced curriculum and encourage excellent communication between our staff and parents.

We have 4 house teams Oak, Birch, Ash and Willow, and children earn team ticks throughout the school day. We have a sports day each summer and take part in competitive sport at local schools in the area. We are proud that as a small school we are able to send teams in various sports to competitions and have excelled in recent years at football and netball amongst others. We have swimming lessons at a local school with a fantastic pool for KS2.

Our SATs results are consistently at the top of RBWM schools, and academic levels throughout the school are high.

We hope you will come and look around our lovely school as there is so much more to put in one letter! Come and see us and get a feel for Cheapside and meet our

wonderful Interim Head Teacher. Please call the school to make an appointment
01344 621112.

If you are selected for interview I look forward to meeting you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Amelia Robinson', with a long horizontal flourish extending to the right.

Amelia Robinson
Chair of Governors

Safeguarding

Staff and Governors at Cheapside Church of England Primary School recognise that they have a full and active part to play in protecting our pupils from harm and that the child's welfare is a primary concern. We believe that our school should provide a secure, safe, caring, positive and stimulating environment that promotes the social, physical and oral development of each individual child.

Cheapside seeks to put the child at the heart of the learning process and recognises that all children deserve the opportunity to achieve their full potential. We are committed to protecting all the children in our care from harm during their time at Cheapside.

<https://www.cheapsideschool.org.uk/policies/>

Job description

Post: Headteacher

Salary: Group 1 L6-L18 £57,693- £76,289 (depending on experience)

Purpose :

The Headteacher will be responsible for the internal organisation, management and control of the school. The Headteacher will provide the vision and leadership to ensure a high quality, engaging and fulfilling education for all pupils across all Key Stages.

Accountable to:

The Governors of the school, RBWM Local Authority (Director of Children's Services) and ODBE (Director of Education)

Responsible for:

Leadership of all teaching and support staff.

Key duties:

The Headteacher will carry out their professional duties in accordance with and subject to the provisions of the [School Teachers 'Pay and Conditions Document](#) and the [National Standards of Excellence for Headteachers](#)

Shape the future

- Work closely with the governing body to develop a relevant and effective school vision and strategic plan.
- Ensure that the school strategic plan is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the strategy into agreed objectives and operational plans that will promote and sustain continual school improvement and a sense of team ownership.
- Ensure that strategic planning and the school culture and curriculum take account of the diversity, values and experience of the school and the community at large.
- Ensure creativity, innovation and the appropriate use of new technologies and initiatives to achieve excellence.
- Ensure that a school development plan based on robust self-evaluation is in place, is delivered and impacts on school improvement.
- Provide vision and direction to secure effective teaching, successful learning achievement by pupils and sustained improvement in their social, moral, cultural, spiritual and physical development to prepare them for the opportunities, responsibilities and experiences for later life.

- Ofsted Report [click here for the latest Ofsted Report](#)

Teaching & Learning

- Establish creative and effective teaching practices across the school.
- Ensure that all aspects of school performance are monitored and evaluated in a robust, cyclical manner and to maintain a record of self-evaluation and areas for improvement.
- Ensure a consistent and continuous school-wide focus on pupil assessment is accurate and ensure pupil performance information is used regularly and effectively to inform planning and to monitor the progress and attainment in every child's learning.
- Ensure that pupils receive an effective and appropriate education according to their individual needs and abilities.
- Ensure a diverse, creative and flexible curriculum.
- Maintain a 'challenge and support' learning culture where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set challenging targets for the whole school community.
- Implement strategies that secure high standards of behaviour and attendance.

Managing the school

- Create an organisational structure that enables the management systems, structures and processes to work effectively.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and aims of the school.
- Implement successful performance management processes for all staff and ensure effective links between the appraisal process and pay progression.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.
- Manage the school's financial and human resources in keeping with Schools Financial Value Standard (SFVS) in order to ensure effectiveness and efficiency in achieving the school's educational goals and priorities.
- Manage the school budget and ensure it meets and addresses the priorities within the school development plan.

Promote and safeguard the welfare of children and young people.

- Take lead responsibility for safeguarding and promoting the welfare of children by creating an organisational culture which is vigilant to, monitors and prioritises the safeguarding of children above all considerations. Ensure current good practice is sustained and continues to evolve to remain up to date.

Strengthen community outreach

- Build a school culture and curriculum that takes account of the diversity of the school's communities and in line with the Christian ethos of the school.
- Collaborate with other agencies to protect children and provide for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create a wholly inclusive environment where all children regardless of physical, learning or any other challenges are welcomed and supported appropriately.
- Establish an effective partnership with parents and carers to support and improve pupils 'achievement and personal development.
- Seek opportunities to invite parents and carers, community leaders, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contribute to the development of the local education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operate and work with relevant agencies in line with [Keeping Children Safe in Education](#)

This Job Description will be reviewed on an annual basis and may be subject to amendment or modification at any time after consultation with the post holder.

Selection Process

The first step in the selection process is the application; please complete the Royal Borough of Windsor & Maidenhead (RBWM) application form at the following link and make sure you read through the Person Specification and Job Description carefully:

[application-form-teachers-v6.0.0.docx](#)

Applicants should provide a covering letter and/or documents to demonstrate how they meet the Person Specification.

The application form, a covering letter and any supporting documents should be submitted, preferably by email to school.office@cheapsideschool.org.uk by noon on **3rd October 2025**. Any applicant wishing to post or hand deliver their application should deliver it to the school office addressed to the Chair of Governors by the same deadline.

Shortlisting will take place on **6th October 2025**, and successful applicants will be notified that day and invited to interview **20th October 2025**.

Candidates are requested and encouraged to make an informal visit to the school prior to submitting their application and should call the school office to arrange a date for a tour.

If the selection panel or governing body does not feel that it is appropriate to make an appointment with the people who have applied for the post, applicants will be advised accordingly, and the post will be re-advertised. However, we do hope to be able to make a decision in time to allow the chosen candidate to give sufficient notice so that they can take up the position on **1st January 2026 or as soon as they are able after this date**.

Any appointment will be subject to the receipt of satisfactory references and pre-employment checks.

Contact details:

Cheapside CofE Primary School
Green Lane
Cheapside, Ascot
Berkshire
SL5 7QJ

Phone: 01344 621112

Email: school.office@cheapsideschool.org.uk

www.cheapsideschool.org.uk

Person Specification

The tables below indicate the essential and desirable qualities we expect applicants to possess and the stages of the application process at which these will be assessed.

	Essential/Desirable	Application Pack	Interview	Assessment	References/Documents
TRAINING & QUALIFICATIONS <i>On the application form candidates will demonstrate that they have the following training, qualifications and school experience</i>					
Degree & Qualified Teacher Status	E	x			x
Recognised National Leadership accreditation	D	x			x
Management Training or Qualifications	D	x			x
Evidence of commitment to continuing professional and personal development	E	x	x		x
EDUCATION LEADERSHIP & MANAGEMENT <i>In a statement of suitability and during the selection process candidates will need to demonstrate the following</i>					
Significant experience of senior leadership in the primary phase	E	x	x	x	
Excellent classroom practitioner in the primary phase with a clear understanding of what makes good and outstanding teaching and learning	E	x	x	x	
Active involvement in developing and implementing strategic plans which involve identifying priorities and evaluating impact	E		x		
Proven experience of the use of assessment to monitor progress and attainment to raise standards	E	x	x		
Experience in effective leadership, motivation and development of staff to improve performance	E		x		
Experience of creating, implementing and maintaining new systems and structures in the school environment	E	x	x		

Recent evidence of planning and leading whole school improvement initiatives which have a demonstrable impact on pupils' performance	E	x	x		
Proven track record of improving outcomes for pupils	E	x	x	x	
Experience of efficient resource & financial management, monitoring and evaluation in accordance with benchmarking, financial management and best value principles	D	x	x		
PROFESSIONAL KNOWLEDGE & UNDERSTANDING <i>In a statement of suitability and during the selection process candidates will need to demonstrate professional knowledge and understanding of the follow</i>					
Commitment to providing a rich and varied curriculum to meet the needs of all pupils	E		x		
Evidence of the ability to promote a positive, inclusive and caring ethos and pride in the school and its physical environment, together with high standards of achievement and behaviour	E		x		
Knowledge of best practice and procedures for safeguarding children and young people	E	x	x	x	
Understanding of quality in teaching and learning and how to achieve excellence	E	x			
Knowledge of and ability to respond to current educational policies and practices including national policies, priorities and legislation	E		x		
PROFESSIONAL QUALITIES					
Committed to the development and maintenance of good relationships with pupils, staff, parents, governors and the community	E	x			
Leadership presence, visibly demonstrating a positive, enthusiastic outlook, embracing innovation and self-motivation	E		x	x	
Resilience, perseverance and optimism in the face of difficulties and challenges	E	x			
Ability to be decisive, consistent and focused on solutions	E	x	x		
Ability to identify objectives, set priorities and delegate workload	E	x	x	x	
Can lead by example and inspire, motivate, influence and empower staff, pupils and parents	E	x	x		
Engagement in collaborative partnership working, within and beyond the school including the Diocese	E	x			x

Cheapside CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will therefore be subject to:

- An enhanced Disclosure and Barring Service check
- Receipt of two satisfactory employer references (ideally one of which must be from your current or most recent employer)
- Satisfactory verification of relevant qualifications