



CASTLE SCHOOL EDUCATION TRUST

# Recruitment Pack

Headteacher - Cherry Garden Primary School



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# Letter from William Roberts CEO, CSET



Dear applicant

Thank you very much for your interest in joining CSET as Headteacher at Cherry Garden Primary School.

This opportunity has arisen following the internal promotion of the current Headteacher within the Trust. Therefore, we are looking to appoint an exceptional, ambitious Headteacher to lead Cherry Garden Primary School from September 2025, Reporting to our Director of Primary Schools, the successful candidate will build on the strong cultural foundations already in place.

To be successful, you will need to demonstrate a willingness to work collaboratively both with colleagues in the school as well as within the Trust and beyond with our partner Trust in order to guarantee the very best for all our pupils. You must be determined to continue to raise achievement for all pupils, ensuring the existing focus on consistently high quality teaching is maintained. Passionate about excellent pastoral care, you will be ruthlessly focused on ensuring all pupils feel that they truly belong in their school, with each pupil achieving and thriving as they experience a successful holistic education.

Joining Cherry Garden you will be part of the CSET family of schools. Our trust which comprises four secondary and five primary schools in South Gloucestershire. We have a strong track record of school improvement, and a strong trend of improved outcomes and rising pupil numbers. You will be joining us at an exciting time, as we work collaboratively with eleven schools from TPLT in North Somerset, with an aim to join together to form Pathway Trust in the future. We are bringing together the complementary strengths and shared values of both trusts, with the sharing of resources and expertise across an extended network of schools enabling us to further invest in leadership and teaching.

As a trust, our ambition is to enable every child to experience a great education. Each of the schools in the trust has its own unique identity and ethos. We have a compelling vision for each of our schools based on a deep understanding of each community we serve. Being part of a family of schools brings robust challenge and support as well as opportunities to share expertise, provision and costs across our schools. Many of the challenges facing school leaders are common to all schools. Our approach to school improvement enables staff and pupils to benefit from the sharing of resources and expertise whilst remaining true to their unique identity and context.

The Trust has leadership development as a key priority. As Headteacher at Cherry Garden you will be supported to set ambitious personal development objectives and as a Headteacher in the CSET group of schools you will be expected to participate in collective leadership development activities – sharing ideas and best practice is the norm. As a newly appointed Headteacher you will benefit from a quality bespoke induction programme. Candidates are encouraged to contact Mark Jackson, Director of Primary Schools (via Sam Brooks [sam.brooks@cset.co.uk](mailto:sam.brooks@cset.co.uk)) to arrange a time to discuss the role or arrange a visit before making your application.

I hope that you will be inspired to apply. Your completed application form should include a supporting statement addressing the person specification and job description and be submitted no later than 9am on Monday 17th March. Interviews will take place on Thursday 20th and Friday 21st March 2025.

Yours sincerely

William Roberts  
Chief Executive Officer

# About Cherry Garden Primary School



Cherry Garden is a happy and vibrant school situated on the outskirts of Bristol on the Bath side. It is a school that has been at the heart of the community since 1980, but also draws children from a wide area, in part due to our passion for inclusion and being a school for all. Parents play a critical role in the school, and we pride ourselves on the way in which we engage parents in their children's education, and the way in which parents give back to the school through our very successful and dynamic PTA. We have long-established links with local organisations such as a local garden centre and a residential care home.

The school prides itself on educational excellence delivered by our dedicated, enthusiastic and highly skilled staff. Our rich and engaging curriculum is further enhanced by an enrichment programme for children across Key Stage 1 and 2, as well as a wide range of after school clubs that are run by staff, coaches and members of the local community.

The outdoors is incredibly important to the whole school community, and we make full use of our extensive grounds which includes a half-acre of woodland which the children know as the Magic Forest. As well as being a brilliant natural space, you will find in here a large outdoor classroom, tree house, den, extensive pond and several rope swings. This is one of the great spaces that we utilise to bring both the curriculum and playtimes to life.

Playtimes are incredibly important to the school, as an OPAL Platinum School, our play is deemed to be in the top 2% nationally. Children play freely with a range of loose parts but also some fixed equipment such as mud kitchens and of course, The Merry Cherry – our fabulous boat that sits within the grounds.



*"Cherry Garden is a wonderful friendly school with incredible teachers who genuinely care about the children they teach. The school values are the golden thread which is weaved into every part of the school day. My children enjoy school so much, they are supported, challenged academically, encouraged and given opportunities to grow in the most wonderful way."*





# Job Advertisement



CASTLE SCHOOL EDUCATION TRUST

## HEADTEACHER AT CHERRY GARDEN PRIMARY SCHOOL

Cherry Garden Lane, Bitton, Bristol, BS30 6JH

Hours: Full Time

Grade/Salary: Leadership L12 – L18

Contract Type: Permanent

Required from: September 2025

Are you ready to lead and inspire to support us to fulfil our ambition to provide:

***“A great education for every child”***

CSET is a growing school trust with an excellent record of school improvement. Each of the schools in the trust has its own unique identity and ethos. We have a compelling vision for each of our schools based on a deep understanding of each community we serve. Being part of a family of schools brings robust challenge and support as well as opportunities to share expertise, provision and costs across our schools. Many of the challenges facing school leaders are common to all schools. Our approach to school improvement enables staff and pupils to benefit from the sharing of resources and expertise whilst remaining true to their unique identity and context.

We are committed to attracting and developing next generation school leaders who will establish our schools as beacons of learning within their local communities. Following the promotion within the trust of the current Headteacher we have a vacancy for an exceptional, ambitious Headteacher to lead Cherry Garden Primary School from September 2025.

### **About Cherry Garden Primary School**

Cherry Garden Primary is a vibrant and exciting school based near Bitton. Our school currently has 7 classes and 186 children.

Our school values are the golden thread that permeate and drive the work of the school: Confidence, Happiness, Excellent Respect, Resilience and You are lived and breathed by the whole school community. The curriculum and wider opportunities for the children are significant, and time spent outdoors through learning and play, is as important as the time spent inside.

We are incredibly proud of the links that we have with the parents and wider community and the ways in which we both support but also draw on the people in the local area.



# Job Advertisement



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## We are looking for:

- A talented and experienced leader with a proven record of achievement in primary education
- A strategic thinker who can create sustainable plans for now and the future
- A motivational individual who will inspire staff and pupils alike
- An individual who can commit and demonstrate our leadership behaviours of Courage, Curiosity and Compassion
- Someone committed to our ambition and will support every child regardless of their, background, characteristics or abilities
- A reflective and pragmatic practitioner who shares knowledge, and has a passion for continuous improvement
- Someone who can communicate with all stakeholders within the Trust, School, and local community

## We can offer you:

- A happy, vibrant school with a talented, supportive and stable staff team
- A school community with a strong values based ethos
- Exceptional bespoke professional development opportunities
- A network of professional dedicated colleagues
- Support and mentoring from experienced colleagues within the Trust
- A forward-thinking and insights-driven school improvement framework
- An environment which embraces inclusion on every level

**If this sounds like the role for you, we look forward to receiving your application.**

Castle School Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offers of employment will be subject to satisfactory references, medical clearance and disclosure and barring service clearance.

As a Disability Confident Employer, CSET is committed to equal opportunities and encourages applicants from all backgrounds and communities, as we recognise the importance and benefit this has for our pupils.

# How to apply and additional information

We welcome your completed application via the Eteach platform. Please ensure that you have included your supporting statement which outlines your experience and strengths based on the job description. The closing date for applications is Monday 17th March at 9am.

If you would like to arrange a school visit, please contact Mark Jackson, Director of Primary Schools whose contact details are via his Executive Assistant, Sam Brooks (sam.brooks@cset.co.uk)

First stage interviews will be held on Thursday 20th March and final stage interviews will be held on Friday 21st March 2025. If you have any questions regarding the selection process, please contact the CSET Recruitment Team directly.

**Email:** [cset-recruitment@cset.co.uk](mailto:cset-recruitment@cset.co.uk)

**CSET Website:** <https://www.cset.co.uk/>

**Cherry Garden Website:** <https://www.cherrygardenprimary.co.uk/>



# CSET Headteacher Job Description - Role Profile & Person Specification

<b>Job Title</b>	Headteacher	<b>Location</b>	Cherry Garden Primary	<b>Hours</b>	1.00fte
<b>Reports to</b>	Director of Primary Schools	<b>Line Manages</b>	School SLT	<b>Grade</b>	L12 - L18

## Qualifications:

Qualified teacher status or other equivalent qualification with a good honours degree or equivalent will be essential, along with evidence of continuous professional development relevant to the post. A higher degree or management qualification (e.g NPQH) would be desirable.

## Role Profile

As Headteacher you will provide proactive and innovative leadership and management for the whole School. Reporting to the Director of Primary Schools, you will be responsible for all aspects of school improvement and setting the school's strategic direction. You will be expected to act as a role model to all students whilst upholding the school's values, and at all times promoting the safety and welfare of young people in accordance with CSET/school policies and procedures and any associated guidance.

Embracing our collaborative culture of shared responsibility across our schools, you will work in collaboration with other Headteachers in the Trust to ensure that the overall strategic direction is achieved, to realise our ambition to provide a great education for every child.

## Person Specification

The post-holder will be:

- A proven experienced school leader who can articulate a strategic vision of excellence
- A senior leader who can demonstrate proven success in primary education
- Successful at implementing strategies for planning, monitoring and evaluating school improvement
- A motivational individual who will inspire staff and pupils alike
- Able to identify challenges and generate solutions
- Committed to a collaborative management style respecting the views of all stakeholders
- Someone committed to our ambition and will support every child regardless of their background, characteristics or abilities
- A reflective, and pragmatic practitioner who shares knowledge and has a passion for continuous improvement
- Someone who can build and maintain positive working relationships along with communicating with all stakeholders within the school, Trust and local community
- Committed to the highest standards of behaviour and attendance
- Someone with up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children and young people

# CSET Headteacher Job Description

## Leadership and Management

- Provide the vision, leadership and direction which will ensure that the school's mission is clearly articulated, shared, understood and realised
- Motivate and work with others to create a shared culture and commitment to the aims and objectives of the school
- Provide inspiration and effective leadership to the school staff and students to ensure that the school promotes and achieves the highest standards of teaching and learning
- Develop and work collaboratively with a knowledgeable and respected SLT to ensure effective management
- Contribute professionally to the broader CSET agenda
- Develop and maintain the values of CSET

## Strategic direction – shaping the future

- Work to translate the mission into agreed objectives and operational plans which will promote and sustain school improvement
- Ensure strategic planning takes account of the diversity, values and ethos of the school within the community
- Encourage creativity and innovation, ensuring the use of appropriate existing and new technologies supports the achievement of excellence
- In consultation with the Director of Primary Schools and CEO, implement clear evidence-based development plans, outcomes and policies for the school and its facilities.
- Make a strategic contribution to the development of CSET now and for the future

## Leading teaching and learning

- Ensure inclusive learning and teaching is at the centre of strategic planning and resource management
- Provide inspirational leadership and effective management to foster excellent teaching and learning
- Promote high expectations and set ambitious goals for the whole school community
- Ensure consistent and continuous school-wide focus on raising student achievement, making best use of data and benchmarks to monitor and promote progress at every level and in every student's learning
- Determine, organise and implement a diverse, flexible curriculum in keeping with an inclusive comprehensive school
- Work with partner schools to develop a seamless transition in teaching and learning, behaviour and expectations



# CSET Headteacher Job Description - Key Qualities

## **Self-management skills**

Taking responsibility for your own professional development will be essential, so that you will be able to deal positively with pressure and work to deadlines so as to set and achieve challenging professional goals.

## **Personal Qualities**

You will have a presence and be able to create a personal impact due to your excellent communication and interpersonal skills. It will be essential that you can bring energy, dynamism and enthusiasm to the role along with self-confidence and an optimistic attitude. Your tenacity and resilience will be enabled by a compassionate approach and understanding. You'll need to be flexible and agile in your leadership whilst maintaining your integrity and reliability. Your intellectual ability will ensure that all of these qualities are delivered in a meaningful way.

## **Special knowledge, skills and expertise**

It will be essential that you have a proven track record of raising achievement through your exceptional knowledge and understanding of educational developments. A proven record of successful leadership and management at a senior level will be essential, which will be enabled by your well-developed coaching and mentoring skills. You will be able to make sound decisions based upon analysis, interpretation and understanding of relevant data and evidence and have a clear understanding and effective use of self-evaluation processes. You will have exemplary teaching skills.

## **Behaviours and Values**

You will lead by example in being committed to an inclusive education, embracing and demonstrate the leadership behaviours Courage, Curiosity and Compassion whilst valuing difference so as to provide the best environment for our students with the belief that more is achieved together than alone, and, where appropriate, challenging behaviours that compromise those values.

**Note:** As well as the responsibilities set out below there may on occasion be reasonable requests for other duties not listed. These will always be within the scope of your role and capability.