



## **Post of Headteacher at Claygate Primary School**

Claygate Primary School is seeking an inspirational and values-driven Headteacher to lead our vibrant, successful and inclusive school into its next chapter. This is a rare and exciting opportunity to build on firm foundations, exceptional practice and a deeply committed school community, shaping a clear and sustainable long-term vision for the future of the school.

### **Letter from the Co-chairs of Governors**

***Our vision is to develop high achieving, aspirational, confident and responsible individuals. We will do this by providing a welcoming and happy school community within a safe and supportive learning environment, where all achievements are valued and celebrated***

Dear Applicant

On behalf of the Governing Body, children, staff and parents of Claygate Primary School, we are delighted to invite applications for the role of Headteacher.

Over the past eight years, under the exceptional leadership of the current headteacher, Claygate Primary School has gone from strength to strength. The school is academically successful, with strong outcomes for pupils, outstanding provision for personal development and wellbeing, financially secure, and staffed by a highly effective and committed team. Facilities have been significantly enhanced, including outdoor learning areas, a Governor-led Nursery, a Community Pool and Clubhouse wraparound care provision.

Claygate Primary School is a very special place. We are proud of our welcoming, inclusive ethos, our ambitious curriculum and our unwavering belief that every child matters. We are now seeking a leader with the passion, experience and strategic clarity

to build on these strong foundations and to lead a clear, multi-year vision for the school which provides continuity, stability and coherence over time.

At the heart of our school is a carefully sequenced, broad and ambitious curriculum, designed to equip our children with the knowledge, skills and understanding they need to succeed. Teaching and learning are strengthened through approaches which inspire curiosity, creativity and sustained engagement.

Beyond the classroom, pupils benefit from a wide-ranging programme of experiential learning and wellbeing support. This includes extensive opportunities in sport, music and drama, alongside educational visits and hands-on workshops which bring learning to life. The school is surrounded by woodland and children are actively encouraged to explore the natural world beyond the classroom. This approach deepens learning, promotes wellbeing and offers children distinctive educational experiences rooted in curiosity and discovery.

Our extensive wraparound provision offers high-quality care and a broad range of activities before and after school, supporting families, while extending opportunities for pupils in a nurturing environment.

Much of what makes Claygate Primary School so special is our strong partnership with parents and the local and international communities. Through volunteering, fundraising and shared expertise, these partnerships enhance school life and ensure children have access to experiences which inspire, challenge and delight. Together, we ensure our pupils thrive as happy, confident and well-rounded learners.

We are proud of how far we have come and excited about what lies ahead. If you share our commitment to excellence, inclusion and the development of the whole child, we warmly encourage you to consider applying for this critical role.

Yours sincerely

Simon Tanner Meryl White  
**Co-chairs of Governors**

# What we are looking for in our new Headteacher

We are seeking an inspirational, thoughtful and adaptable leader who will:

- Develop, articulate and sustain a clear and compelling long-term vision for the school, ensuring that core principles and strategic priorities remain consistent over time.
- Build on our welcoming, inclusive and supportive ethos.
- Champion wellbeing, inclusion, aspiration and a nurturing approach which supports children's emotional and developmental needs alongside high expectations for all.
- Inspire staff and pupils to achieve their very best.
- Work collaboratively with Governors, parents and the wider community.
- Build on the school's existing strengths, refining and enhancing practice to support continuous improvement rather than pursuing change for its own sake.
- Demonstrate awareness of cultural trends and the evolving digital landscape impacting primary-aged children and provide informed strategic guidance on how the school should respond.

This role is suitable for an experienced Headteacher or a senior leader ready to take on their first headship, with the support of a strong Governing Body and local partners.



# **Job Description**

## **Key Responsibilities**

### **1. Strategic Leadership & Vision**

- Provide clear, inspirational leadership based on the school's values and ethos.
- Develop and sustain a multi-year vision and strategy that ensures stability, continuity and long-term success for the school.
- Lead self-evaluation to drive continuous improvement.
- Ensure the school vision promotes inclusion, aspiration, confidence and high achievement.
- Be a visible, approachable and trusted presence within the school community, fostering open communication with pupils, staff and parents

### **2. Teaching, Learning & Curriculum**

- Ensure consistently high-quality teaching and learning across all key stages.
- Oversee the design and delivery of a broad, balanced and inclusive primary curriculum.
- Monitor pupil progress and attainment using data effectively.
- Ensure effective assessment practices that support learning and raise standards.

### **3. Safeguarding, Behaviour & Wellbeing**

- Ensure safeguarding and child protection procedures meet statutory requirements.
- Promote a culture of care, respect and positive behaviour.
- Ensure systems support pupils' mental health, wellbeing, attendance and engagement.

### **4. Staff Leadership & Professional Development**

- Lead, manage and motivate all staff effectively.
- Oversee performance management and professional development.
- Build a positive staff culture of trust, collaboration and accountability.
- Recruit, deploy and retain high-quality staff.

### **5. Inclusion, Equality & SEND**

- Ensure effective provision for SEND, disadvantaged pupils and vulnerable groups.
- Promote equality, diversity and inclusive practice across the school.
- Fulfil statutory duties under SEND and equality legislation.

### **6. Governance & Accountability**

- Work closely with the governing body to ensure effective strategic oversight.
- Provide accurate and timely reports on school performance.
- Ensure compliance with statutory requirements and inspection frameworks.

## **7. Finance, Resources & Premises**

- Manage the school budget strategically and responsibly.
- Ensure the continued financial sustainability of the school through innovative thinking.
- Ensure effective use of resources to support learning.
- Oversee health and safety, premises and risk management.

## **8. Parents, Community & Partnerships**

- Work constructively with parents and staff to strengthen communication, collaboration and shared understanding across the school community.
- Represent the school within the local community and partnerships.
- Work effectively with external agencies and professionals.

## **9. Cultural Awareness & Digital Landscape**

- Maintain an informed understanding of cultural trends and the digital world affecting children and families.
- Provide strategic leadership on how the school should respond to these influences in a way which supports learning, wellbeing and safeguarding, aligned with the school's values.

## **10. Professional Conduct**

- Uphold the highest standards of professional behaviour.
- Act in accordance with the Teachers' Standards and National Standards for Headteachers.
- Engage in ongoing professional development.

# **Person Specification**

## **Qualifications**

### **Essential**

- Qualified Teacher Status (QTS).
- Evidence of eligibility to teach and work in the UK.
- Evidence of continued professional development.

## **Experience**

### **Essential**

- Successful teaching experience within a primary setting.
- Significant leadership experience (e.g. deputy head or headteacher).
- Experience of managing and developing staff.

### **Desirable**

- Experience of leading school improvement.
- Experience as a headteacher.
- Experience of working with Governors or Trustees.
- Experience in a range of primary phases.

## **Knowledge & Understanding**

### **Essential**

- Primary curriculum and assessment.
- Safeguarding and child protection requirements.
- SEND and inclusive practice.
- School self-evaluation and improvement planning.
- Budget management and resource allocation.
- Awareness of contemporary cultural influences and the digital landscape impacting primary-aged children and families and understanding of how schools can respond thoughtfully and proportionately to these influences.

## **Skills & Abilities**

### **Essential**

- Strong leadership and interpersonal skills.
- Ability to motivate, inspire and hold others to account.
- Excellent communication skills (written and verbal).
- Effective use of data to improve outcomes.
- Sound decision-making and problem-solving skills.

## **Personal Qualities**

### **Essential**

- Integrity, resilience and emotional intelligence.
- Commitment to inclusion and equality.
- High expectations for all pupils and staff.
- Calm, reflective and solution-focused leadership style with an innovative mindset rooted in building on strong existing foundations.

## **Safeguarding**

- Demonstrate a strong understanding of children's emotional needs and behaviour, promoting inclusive and developmentally appropriate approaches.
- Commitment to safeguarding and promoting the welfare of children.
- Enhanced DBS clearance required.

## **Headteacher Role and Salary**

- School Group: **Group 3**
- Salary Range: **L11–L24 (£67,796 – £91,676)**
- Start date: **1 September 2026**
- Contract type: **full- time, permanent**

The Head Teacher will take overall responsibility for the leadership and management of every aspect of Claygate Primary School, including Acorns Nursery. The overall purpose of the role is to ensure an outstanding education for all children in the school, within a safe and supportive learning environment, where all achievements are valued and celebrated.

## School Profile

Claygate Primary School is located on a green site in the heart of Claygate village in north-east Surrey. Claygate is a two-form entry primary school with single-age classes and a capacity of 420 pupils. The school has a Governor-led Nursery providing education for children aged 2-4. The school hosts a Nurture Hub, called The Nest for children who need additional emotional support. The school also boasts an on-site indoor swimming pool.

Claygate Primary School has achieved exceptional academic outcomes, with a sustained three-year trend of SATs results significantly above national averages, including recognition among the Top 1,000 primary schools nationally. The most recent Ofsted inspection (2023) graded the school Good, with Outstanding Early Years provision and Outstanding Personal Development. Claygate Primary School achieved the International Schools Award in recognition of its broad curriculum, charitable work and strong international links, particularly with schools in Taiwan and China.



Claygate Primary School is part of the Ember Learning Trust (ELT) Co-operative Trust, and benefits from close partnership, working alongside Thames Ditton Infant School, Long Ditton Infant & Nursery School and Long Ditton St. Mary's Junior School. All schools retain their autonomy and are maintained by the local authority.

## What we offer you

- Wonderful, enthusiastic and well-behaved children who love learning.
- CPD opportunities
- A skilled and committed staff team.
- An informed, committed and supportive Governing Body.
- An active Parents' Association.
- An environment with extensive grounds, wildlife areas, allotments and an on-site heated indoor swimming pool.
- Discounted childcare at our on-site Nursery and Wraparound care.

## Safeguarding

Claygate Primary School is committed to safeguarding and promoting the welfare of children and everyone on site. The successful candidate will be subject to enhanced DBS checks and other pre-employment checks.

## Arranging a visit to the school

You are invited to arrange a visit to the school on either **25 or 26 February 2026**. Please contact our School Business Manager, Ros Clark [ros.clark@claygate.surrey.sch.uk](mailto:ros.clark@claygate.surrey.sch.uk) and specify which date you would like to come.

## Selection Process

**Closing date for applications** to [ros.clark@claygate.surrey.sch.uk](mailto:ros.clark@claygate.surrey.sch.uk) 27 February 2026

**Shortlisting** : Week beginning 2 March 2026

**Interviews** : 12 March 2026

We look forward to receiving your application form and welcoming a new Headteacher to lead Claygate Primary School into its next exciting chapter.

