



Recruitment of Headteacher

Information Pack:
September 2025

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Welcome from the Chair of the Board of Trustees



Dear Applicant,

I am delighted that you are interested in the position of Headteacher at Cleves. You can read more about the school's characteristics, strategic priorities and the skills that we are looking for in a Headteacher in the following pages and on our website **www.cleves.co.uk**, but here is a brief overview.

Cleves is an oversubscribed, friendly, six form entry junior school with a very busy, multi-faceted offering to our pupils. We have very good SATs results, a broad co-curricular offer, enthusiastic and committed staff, well-behaved pupils, supportive parents, and fantastic facilities. Pupil and staff wellbeing are high on our agenda, and we are proud of our Wellbeing Award. Whilst we were delighted with our Ofsted report in 2022, we are very aware that we cannot stand still or be complacent; and it is intrinsic to our culture that we are always seeking to learn, to improve and to do even better. In common with schools nationally, we are having to manage a squeeze on central funding and increasing numbers of children with special educational needs.

We have a Memorandum of Understanding with our two infant feeder schools and agreed shared goals, progress towards which is reviewed at termly meetings with the three chairs and headteachers. We also, from time to time, work in partnership with other schools, either to support or to learn, and we are always open to such opportunities.

We are looking for a new Headteacher who enjoys having full operational responsibility for every aspect of a very busy school and juggling many demands; who has drive and a passion for education and is energised and excited by the thought of helping us to be at the leading edge of what a junior school can offer and achieve. We are open to change and innovation and are already thinking about opportunities and challenges such as AI - but most of all we are open to, and excited by, finding out how a new Headteacher thinks we can sustain, add to, or improve on, what we offer now or how we operate.

If taking us on the next stage of our journey sounds like an opportunity that you would find rewarding, then I would warmly encourage you to visit us so that you can see our school in action. We very much look forward to meeting you.

Yours sincerely,

Susan Foster
Chair of Trustees

About Cleves Junior School



Our location

We are based on the outskirts of Weybridge, very close to the Walton-on-Thames boundary. Walton-on-Thames railway station is within walking distance. Weybridge is a busy, generally affluent residential town southwest of London, on the river Thames, and within the M25. It has a good rail service into London and elsewhere and is within easy reach of Heathrow and Gatwick. Guildford and Kingston are a relatively short drive away.

Weybridge itself has numerous eateries and coffee shops and some of the usual high street names, as well as a park, a doctors' surgery and a library. There are various options for clubs that offer leisure activities and miles of easy and scenic walking on the river Thames and elsewhere, for example in the Surrey Hills, which are only a short drive away.

Walton-on-Thames has a large Xcel leisure Centre with a 25-metre pool, indoor climbing and more besides. Walton also has a cinema and a theatre, and Addlestone, Guildford and Kingston all have cinemas and – in the case of the last two - theatres.



Our vision

Our vision is that all pupils leave Cleves inspired and equipped with the skills, knowledge and emotional wellbeing they need to take on the challenges of a changing and ever more competitive world.

Trustees' strategic intents 2021 – 2027:

- We will strive for academic excellence by providing a broad and engaging curriculum that inspires our children. Personalised teaching, strong support and extensive extra-curricular activities will ensure that every child can achieve their potential.
- We will create a safe and secure environment for all of our children and staff, with a focus on mental health and wellbeing, where each person feels equally included, valued and able to participate.
- We shall target our support for children with special educational needs and all children who are disadvantaged or in some way vulnerable so that we not only “close the gap” educationally but also give these children a head-start in all aspects of their education and wider development.
- We shall build on existing partnerships and identify further opportunities to develop new partnerships or working relationships with other local schools; either to support other schools or to learn from them.
- To achieve our strategic priorities we will ensure rigorous systems and processes are in place to manage all our resources effectively and responsibly. We will also actively explore and identify additional sources of revenue.



Our values | We teach our children to have:



Respect



High Aspirations



Kindness



Perseverance



Inclusiveness

Our learning behaviours | We encourage our children to be:



Resilient



Reflective



Responsible



Collaborative

Some facts and figures

Type of school	Standalone academy since 2010
Location	Weybridge (near the border with Walton-on-Thames)

Children on roll	717	Age range	7 – 11
Average class size	30	Attendance 2024/25	96.4%

SATs results 2025	Met %	Exceeded %
Reading	92	56
Writing	80	7
Maths	92	48
SPAG	92	58
RWM combined	74	6

Children with SEN 2025/26	
EHCPs	2.79%
SEND support	12.13%
Pupil Premium	7.11%
Children with EAL 2025/26	13.81%

Please watch our school tour video | click here: www.youtube.com/watch?v=MRWRIJ0Th-w

To note: this was filmed for use during COVID hence the children’s statement of regret that you cannot visit: we DO want you to visit us!

About You



If you can...

- Provide exceptional leadership
- Effectively manage and deploy staff, money and other resources
- Consistently inspire others to achieve their best
- Provide the drive and ability to shape and deliver our future vision
- Lead us to the next level of achievement
- Make brave, evidence-based decisions that have tangible impact
- Empower us to become the learning hub at the centre of our community
- Bring the whole community with you, fostering a culture of collaboration

We will offer...

- A competitive salary
- A dedicated team of talented, caring, and conscientious staff
- Supportive families who enjoy being part of school life
- An experienced board of trustees, who will encourage and challenge you to excel

Please read on...



Job Description



Salary: Starting point on scale dependent on experience – **£92,594 – £108,325**

Job type: Full-time, permanent

Start date: As soon as possible

Main purpose of the job – summary

The Headteacher will have overall operational responsibility for the leadership, management and conduct of this standalone Academy. As Accounting Officer, you will be responsible for the school's financial budgeting, reporting and for legal compliance. You will provide strategic and practical direction to ensure the achievement of the highest possible standards of education and care for all children and will help shape the school's future strategic direction.

Main duties are outlined below and should be read in conjunction with those set out in the current School Teachers' Pay and Conditions Document.

Leadership

- Motivate, manage, and earn the respect of a large team of dedicated educators and support staff.
- Develop a strong leadership team and capacity build less experienced staff.
- Ensure effective systems are in place for safeguarding all pupils, working with external agencies as required.

- Have strong and effective communication skills.
- Be able to manage and prioritise numerous competing tasks and challenges, delegating effectively where appropriate.
- Be the driving force behind the drafting, monitoring and evaluation of a comprehensive and ambitious School Development Plan that propels school improvement, researching, consulting and testing before making evidence-based proposals and decisions.
- Plan strategically and innovatively, taking into account national and local developments.
- Prepare for external inspections, using feedback to drive further improvements.

Shape the future of Cleves

- Work with trustees to ensure that Cleves has a clear, relevant, strategic vision and strategic priorities that drive the School Development Plan.
- Build on Cleves' tradition of being forward looking and innovative in identifying and seizing new opportunities to benefit Cleves' children.
- Contribute to identifying how best to position Cleves in the local schools' community, taking account of national and local drivers.
- Work with feeder schools to develop the best possible seven-year primary journey.

Job Description



Manage the organisation

- Work with the School Business Manager (SBM) to propose appropriate financial priorities and manage expenditure within a balanced budget.
- With the SBM, be creative in securing income.
- Ensure effective and efficient financial and administrative in year controls are in place to achieve the school's priorities and goals and provide value for money.
- Oversee the day-to-day operational management of the school, including facilities, health and safety, and regulatory compliance.
- Recruit, retain and deploy staff appropriately, and manage their workloads to achieve the school's educational priorities and goals.
- Foster a culture of professional development through targeted training and performance management.
- With trustees, ensure the staffing structure is fit for purpose.
- Ensure effective systems are in place to support the well-being of all children and adults.
- With trustees, ensure compliance with all policies, regulations and national standards.

Accountability

- Ensure all Accounting Officer responsibilities are fulfilled.
- Provide timely data analysis, information and advice to trustees to enable them to meet their responsibilities.
- Provide coherent and accurate accounts of the school's performance in a form appropriate to a range of audiences, including parents, trustees, the local community and Ofsted.
- Promote a culture in which all staff recognise that they are both accountable and valued for the success of the school.

Strengthen community links

- Ensure that parents and pupils are well informed about the curriculum, and their children's attainment and progress; and encourage parents' involvement in the drive for school improvement and high achievement for all.
- Use positive strategies for challenging and dealing with inequalities on any level, racial and other prejudices and harassment.
- Develop effective partnerships with other primary and secondary schools, the Local Authority and the wider community to further pupil education, welfare and achievement.

Person Specification



Selection criteria	
Qualifications and training	Assessment method
<ul style="list-style-type: none">• Qualified Teacher Status (QTS)• proven commitment to professional development in leadership and management, e.g. NPQH.	Sight of certificates on interview day



Experience	Written application	Assessment days
It is essential for the applicant to have evidence of:		
successful school leadership as a HT or acting HT	●	●
personal responsibility for, and effective management of, people, budgets and other resources	●	●
leading a Good or Outstanding [since 2019] primary education	●	●
successful teaching experience in a primary school	●	●
shaping, setting and implementing strategic direction	●	●

It is essential for the applicant to have evidence of:		
different schools	●	●
managing a sizeable school	●	●
Academies	●	●
working in partnership with other schools	●	●

Person Specification



Skills and knowledge	Written application	Assessment days	Personal qualities	Written application	Assessment days
We would also like the applicant to have a thorough understanding of:			We are looking for someone who:		
how children learn and flourish	●	●	is passionate for every child to achieve their best		●
what constitutes an outstanding broad and balanced curriculum for all, including children with special needs and those who are disadvantaged in any way	●	●	is dynamic, resourceful, resilient, self-aware and creative		●
how to promote inclusivity	●	●	has high expectations of themselves and others		●
how to ensure the highest standard of safeguarding practices are in place	●	●	is calm and able to deliver well under pressure		●
how to communicate effectively and build productive relationships	●	●	is adaptable; used to a very busy multi-faceted working environment and able to prioritise competing demands effectively	●	●
how to promote best teaching practices	●	●	has the drive and ability to adapt to, and manage change; and take positive risks	●	●
how to empower, motivate and enable all staff to carry out their respective roles to the highest standard	●	●	how to empower, motivate and enable all staff to carry out their respective roles to the highest standard	●	●
how to provide timely and full information, support and advice to the Board of Trustees to enable it to meet its responsibilities	●	●	is approachable and supportive, whilst commanding respect	●	●
national and local education agendas	●	●	excites us with their thoughts on the next steps of our journey	●	●

Application Process



Thank you for your interest in this role.

If you would like to visit the school before applying, then please contact Debbie Stephenson on 01932 224300, or email **dstephenson@cleves.co.uk**.

If you would like to have an informal conversation with Cleves' chair, please contact her to arrange a time (**chair@cleves.co.uk**).

When you are ready to apply, please complete a Cleves application form (on the Cleves' website at **www.cleves.co.uk/our-school/vacancies/** and send it to the Clerk to the Board **mttytherleigh@cleves.co.uk**.

(CVs without a fully completed application form will not be considered).

Alternatively, applicants via external websites should follow the instructions provided within the advert. The closing date for applications is noon on 19 October 2025.

We look forward to receiving your application.

We will assess, then shortlist applicants promptly after the deadline for applications has passed and you will be contacted by email if we would like to invite you to an interview. Interview days will be 17 and 18 November 2025. References for shortlisted candidates will be requested before the interview days.

We may also take the opportunity to run online searches.

If you have any further queries about the school or the post, please do not hesitate to contact Susan Foster (**chair@cleves.co.uk**).

Safeguarding

Cleves is committed to safeguarding, Prevent and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This appointment will be made subject to an Enhanced Disclosure and Barring Service approval (DBS check) as part of our rigorous approach to safeguarding our children, and there will be a probation period.

Equality, diversity and inclusion

Cleves is committed to equality of opportunity. We encourage and support the recruitment of individuals regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships.

