

## **The Governing Body of Conifers Primary School wish to appoint a new headteacher for our diverse and inclusive school.**

We are extremely proud of our reputation as a THRIVE Ambassador school, putting the rights and needs of children at the heart of everything we do. We are committed to our children's wellbeing, nurturing their abilities to ensure everyone flourishes in their own way. Through our Emotional Literacy Support Assistants, we are able to support children who are experiencing temporary or longer term emotional needs, which is especially important given our high levels of children with Special Educational Needs and Disabilities and children qualifying for Pupil Premium funding. Through our work with the Chesil Collaboration, a group made up of 7 local primary schools, we are working across boundaries to deliver positive outcomes not just for the children at Conifers, but across the local Weymouth and Portland area.

If you are an experienced school leader, currently a Headteacher, Deputy or Assistant Headteacher

who has undertaken Thrive training and have an excellent knowledge of Safeguarding procedures having acted as a designated safeguarding lead or deputy this role may be of interest to you. If you are able to demonstrate a proven track record of delivering in a high needs environment and are interested in continuing our ethos and will maintain the high standards that we have set then please read on. Our Thrive base is self-funded, specialist Thrive base, which has enabled us to support and maintain our strong ethos of inclusion for the children with high needs. We are a community school in every sense. We work closely with other schools, our families and with one another to ensure our children make the best possible progress in all aspects of their life.

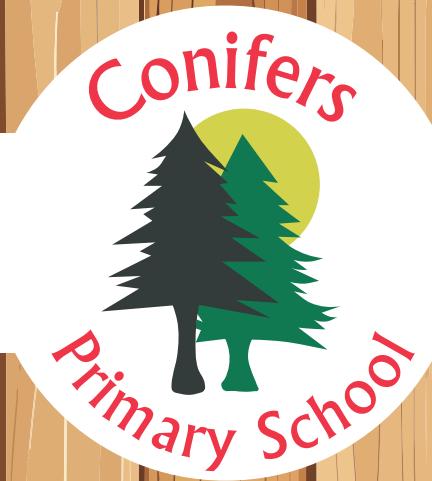
At Conifers we can offer you a welcoming, nurturing, committed and talented team of staff and a supportive, but challenging governing body. Our children are motivated, enthusiastic and well

behaved and you will be part of an excellent leadership team. Opportunities for a tour of our school and an informal conversation to discuss the role with the chair or vice chair of governors will be available on **Friday 16th January between 9am–12 noon, Monday 19th January 1–3 pm and Thursday 22nd January between 9am–12 noon.**

Please contact [office@conifers.dorset.sch.uk](mailto:office@conifers.dorset.sch.uk) or **01305 771289** to book your place on one of these sessions.

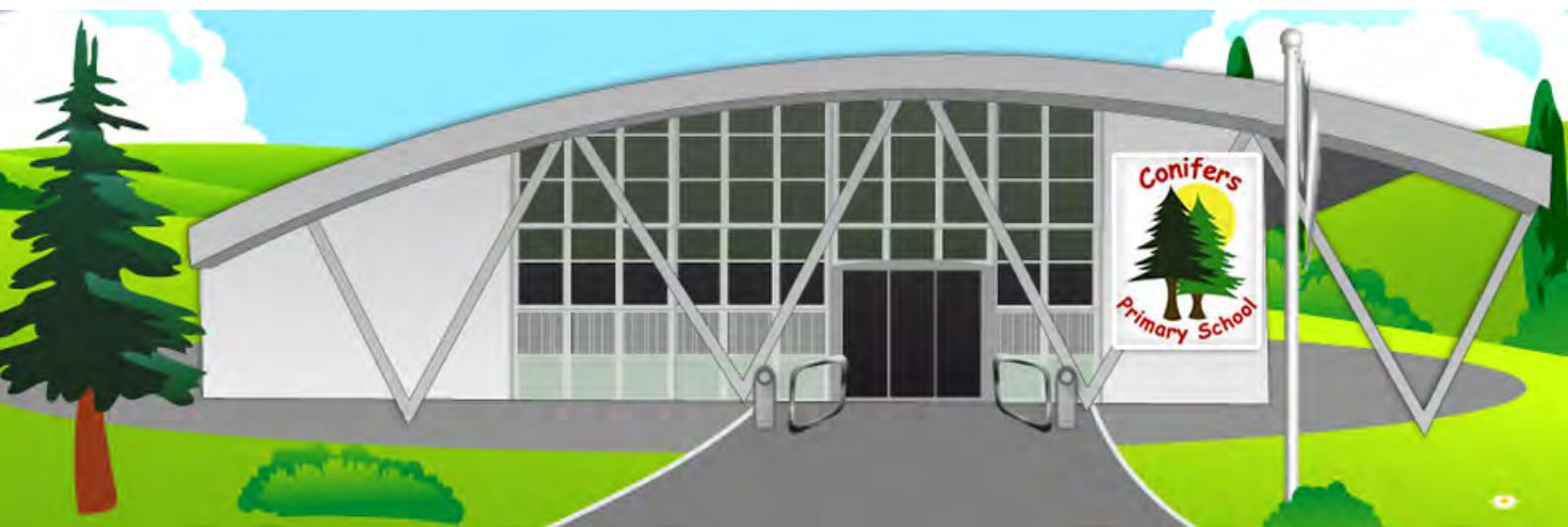
If you feel that you are the right person to lead our school we would like to hear from you. More information and how to apply can be found in the attached supporting documents.

**Salary: L11 to 17**  
**Closing date: midnight Sunday 22nd February.**  
**Interview dates: Thursday 5th and Friday 6th March.**  
**Start date: September 2026.**



# Conifers Primary School

## Headteacher Recruitment Pack



**A Nurturing Environment, Inspiring Achievement**

**Our School Charter:**

**We are a rights respecting school**

**We are kind and polite**

**We respect one another  
and treat everyone fairly**

**We:** **Listen**  
**Engage**  
**Ask Questions**  
**Respond**  
**Never Give Up**

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# 1. Key Dates

**Closing date:**  
Midnight Sunday 22nd February 2026

**Shortlisting:**  
Thursday 26th February 2026

If you do not hear from us by the 27th February you have not been successful on this occasion.

**Interview dates:**  
Thursday 5th and Friday 6th March

**Thursday March 5th:**  
Tasks, meet the school council and the staff

**Friday 6th March:**  
Further tasks and formal interview with Governors, our School Improvement Partner and Educational Challenge Leads.

Visits to school are welcomed on **Friday 16th January 9–12, Monday 19th January 1–3 or Thursday 22nd January 9–12.**

Please notify the school office on **01305 771289** or email the school office at **office@conifers.dorset.sch.uk**

**Where to find us:**  
Conifers Primary School  
Radipole Lane  
Weymouth  
Dorset, DT4 0QF



## 2. Introduction to our school

### Our VISION is driven by putting the rights of the child at the heart of the education we offer.

Conifers is an inclusive and diverse school and our child centred, nurturing, fair and respectful VALUES are embedded in our Thrive and Rights Respecting Philosophy. Through our L(isten), E(ngage), A(sk questions), R(espond) and N(ever give up) agenda our whole school community of children, staff and governors strive to be active listeners who always aim to be the best we can. The school has 3 simple rules 'Be Ready, Be Respectful and Be Safe' which can be applied to a variety of situations and are taught and modelled explicitly. The rules work alongside our LEARN Charter.

Conifers Primary school was opened in 2004 as a community school for children from 4 to 11 years of age. This followed the amalgamation of Westhaven Infant and Junior schools. It has a particularly impressive design allowing it to be both spacious and practical, set in its own extensive grounds with trim

trails, purpose-built playgrounds, a wildlife area, outdoor teaching and forest school areas. We have recently upgraded our fully equipped ICT suite along with the infrastructure to support this and the ICT equipment used in every classroom.

There are currently 323 children on roll with purpose-built classrooms for up to 60 children in each year group. However, from September 2025, due to the reducing birthrate, and like many other local schools, we have reduced our intake to one form entry.

The school admits from many different pre-school settings though primarily from Little Firs, an independent nursery which is co-located in a separate building within the school grounds. Our pupils come from varied backgrounds with some from outside our catchment area. The proportion of children with Special educational Needs and

Disabilities is above average and we have excellent provision in place to help these children reach their full potential through ELSA TAs, one to one and small group support, lunchtime clubs and our Thrive base along with support from our Family Liaison Lead and Parent Champion.

We offer a wide range of extra-curricular clubs, some of which change termly and are run by staff, outside coaches and teachers. There is an active Friends group who run Summer and Christmas Fairs and other hugely successful fundraising events.

# 3. From our Governors

## Dear Potential Candidate

Thank you for expressing interest in the position of Headteacher of Conifers Primary School, Weymouth. Conifers Primary is a 'Good' school (Ofsted 2022) that provides a caring and safe environment, where children are given the opportunity to achieve their full potential. Children are happy, polite, confident and keen to learn. We see our children as individuals and encourage them to take part in decision making through the school council.

Safeguarding and health and safety are at the forefront of every activity and the school liaises closely with all local authority agencies to ensure the safety of all our pupils.

The children, staff, parents/carers and governing body are seeking to appoint a Headteacher who will work with them by embracing and contributing to our vision for the school and continue to work within our strategic objectives.

We are a maintained school, working closely with other local schools in the Chesil Collaboration and this is a position that the governors, staff and our wider community strive to maintain.

The qualities we require are detailed below, but essentially the new Headteacher will need drive, enthusiasm and excellent leadership skills.

They will need to have a strong commitment to staff development in order that each

member of staff can reach their potential and are enabled to enhance their skills to promote excellence in teaching. It is essential that the new Headteacher is conversant with current teaching and learning philosophy and will be committed to the development of the whole child.

At present we have 8 members on our Governing Board (including the Staff Governor and the Headteacher) who meet monthly. We do not have committees and this ensures we are all involved with every aspect of our governing responsibilities. The current chair has been in place for 8 years. We carry out an annual skills audit which shows that we have a good balance of expertise and ensures training is



### 3. From our Governors (cont.)

undertaken where needed. We have a broad range of knowledge and skills ranging from safeguarding, management, HR, financial management and education. Governors are appointed to roles on the basis of their experience and this directly impacts on holding the Headteacher and Senior Leadership team to account. We have Link Governors for safeguarding, attendance, finance, SEND, Pupil Premium, EYFS/KS1, English, Maths, Science, Sustainability and THRIVE who are in contact with the relevant staff members on a regular basis. We undertake learning walks regularly and report back to the FGB (Full Governing Body). Other staff members report monthly with regard to safeguarding,

attendance, SEND, the wider curriculum and health and safety. The clerk to the Governing Body has a wealth of experience, undertakes regular training and is also a clerk for 2 other schools.

We have high expectations. We are supportive but effectively challenge the school to continue to raise standards of teaching and achievement. We are influential in shaping the strategic direction of the school and work closely with the SLT to improve outcomes for all pupils. We fulfil our statutory duties at all levels, rigorously holding senior leaders accountable for all aspects of the school's performance.

If you are interested in joining our team, please submit an online application via our Eploy process

through the Dorset Council website, within jobs and careers [www.dorsetcouncil.gov.uk/jobs-and-careers/jobs-and-careers](http://www.dorsetcouncil.gov.uk/jobs-and-careers/jobs-and-careers)

**The closing date for all applications is midnight 22nd February 2026.**

We would welcome and encourage all applicants to visit our school for a tour led by the chair of governors prior to applying for the post preferably on **Friday 16th January 9–12, Monday 19th January 1–3 or Thursday 22nd January 9–12**.

Please contact the school administrator on **01305 771289** or email the school office [office@conifers.dorset.sch.uk](mailto:office@conifers.dorset.sch.uk) to make arrangements.

Yours faithfully Dorothy, Dan, Angela, Steve, Lizzie and Rebekah.



## 4. Our School

# Why the children and families like Conifers!

# Why the staff like working at Conifers!

supportive

# 5. Our Expectations

## We are looking for someone who:

- has significant experience in all aspects of Safeguarding and is committed to it.
- is dedicated to the THRIVE philosophy.
- can demonstrate whole school impact and strategic leadership.
- ensures the teaching of a broad, structured and coherent curriculum.
- is experienced in sustaining high quality teaching across the curriculum.
- works closely with other members of the Chesil Collaboration.
- understands and welcomes the role of Effective Governance.
- has experience of collating, analysing and actioning assessment data.
- has experience of collating and analysing attendance data and taking appropriate action.
- prioritises the emotional wellbeing and support levels for our children and sees beyond the behaviour to the child inside.
- understands and supports children from challenging backgrounds.
- recognises good work and acknowledges it.
- constantly encourages and thanks everyone for a job well done.
- stands by their principles but listens to others.
- has a 'presence' around the school and fully engages with children, parents and carers.
- is approachable for staff, children and parents/carers.
- has a positive outlook and is calm under pressure.
- is an effective communicator with all stakeholders.
- is empathetic, full of passion and energy and is a good role model.
- has experience of EYFS, KS1 and KS2.
- is inspirational, fair and highly motivated.
- is professional, trustworthy and supportive at all times.
- has experience of dealing with a diverse catchment area.
- has good behaviour management.

# 6. Job description

**Salary: L11 - L17 | Contract Type: Full-time, Permanent**  
**Reporting to: Board of Governors**  
**Responsible for: the organisation, management and control of the school.**

## Main purpose

*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

- Promote the safety and wellbeing of pupils and staff
- Ensure good order and discipline amongst pupils and staff

## 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 community
- Serve in the best interests of the school's pupils
- A strong communicator who will consult with the Governing Board, staff, pupils, parents and carers.

## Duties and responsibilities School culture and behaviour

*The headteacher will:*

- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious 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 clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Be an ambassador for, embrace and promote the school's THRIVE ethos

# 6. Job description (cont.)

## Teaching, curriculum and assessment

### *The headteacher will:*

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent 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
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

## 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
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

## Managing the school

### *The headteacher will:*

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Promote harmonious working relationships within the school.
- Maintain relationships with organisations representing teachers and other members of staff
- Lead and manage the staff with a proper regard for their

wellbeing and legitimate expectations, including the expectation of a healthy balance between work and other commitments

- 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
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Make sure professional development opportunities draw on experts both within, and beyond the school
- Seek training and continuing professional development to meet the needs of all staff members

## Governance, accountability and working in partnership

### *The headteacher will:*

# 6. Job description (cont.)

- Understand and welcome the role of effective governance, including accepting responsibility
- 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
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

## Safeguarding

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services
- Operating clear whistleblowing procedures
- Sharing information, with other professionals
- Take responsibility as the designated professional lead for Safeguarding

- Operating safer recruitment practices
- Ensuring appropriate supervision and support for staff, including undertaking induction, safeguarding training and reviews of practice
- Establish, operate and monitor clear policies for dealing with allegations against people who work with children.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

# 6. Person Specification

Requirement	Essential	Desirable
Qualification	<ul style="list-style-type: none"><li>• If NPQH is not held alternative suitable academic and professional qualifications</li><li>• Evidence of continuing professional development</li></ul>	NPQH
Experience	<ul style="list-style-type: none"><li>• Experience across the primary age range</li><li>• Proven record of successful classroom teaching</li><li>• Proven record of sustained successful senior leadership</li></ul>	<ul style="list-style-type: none"><li>• Experience in foundation stage</li><li>• Experience of maintaining strong working partnership links with local schools</li><li>• Liaison with external agencies</li><li>• Experience of working in a school with high mobility.</li></ul>
Leadership and Management	<ul style="list-style-type: none"><li>• Proven leadership and management skills</li><li>• A clear vision of excellence in education</li><li>• A proven ability to raise educational standards and a commitment to high standards of achievement</li><li>• Ensure accurate school self-evaluation to inform school improvement planning and subsequent budget planning</li><li>• Understanding of the strategic role of the Governing Body and ability to work effectively with Governors</li><li>• Ability to delegate, monitor and evaluate information</li><li>• Evidence of good working relationships with parents and the wider school community</li><li>• A commitment to and willingness to actively</li></ul>	<ul style="list-style-type: none"><li>• Experience of project management and dealing with finance and premises issues</li><li>• Ability to ensure the governors continue to develop and remain abreast of current educational matters</li></ul>

## 6. Person Specification (cont.)

Requirement	Essential	Desirable
	<p>collaborate with local schools</p> <ul style="list-style-type: none"><li>• Experience of Performance Management of both teaching and support staff to provide outcomes for pupils.</li><li>• Commitment to the continuing professional development of all staff</li><li>• Ability to lead by example and inspire others to achieve positive results</li><li>• Ability to initiate and manage change sensitively and effectively in pursuit of strategic objectives</li><li>• A commitment to the protection and safeguarding of young people and an up-to-date knowledge of Child Protection procedures, including Online Safety, Filtering and Monitoring.</li><li>• An effective understanding of all aspects of compliance and relevant legislation including GDPR &amp; Health and Safety.</li></ul>	
Knowledge and Skills/Teaching and Learning	<ul style="list-style-type: none"><li>• Ability to demonstrate knowledge of current curricular and educational issues/relevant legislation</li><li>• Clear knowledge and understanding of assessment and monitoring procedures and ability to implement these</li><li>• Commitment to inclusion and equality of access to educational provision for all children</li><li>• An understanding of consistent whole school</li></ul>	<ul style="list-style-type: none"><li>• Innovative and creative approach to teaching and learning</li><li>• Understanding of research based educational development to support teaching and learning</li></ul>

# 6. Person Specification (cont.)

Requirement	Essential	Desirable
	<p>approaches to behaviour management</p> <ul style="list-style-type: none"><li>• Clear understanding of what is effective teaching and learning</li><li>• A high regard for the personal achievement of each child</li></ul>	
Personal Qualities	<ul style="list-style-type: none"><li>• Strong interpersonal and communication skills</li><li>• Adaptable and flexible approach</li><li>• Actively promote respect between children, staff, parents and governors</li><li>• Well organised with the ability to manage time effectively, delegate, prioritise and meet deadlines</li><li>• Ability to recognise and utilise staff strengths</li><li>• Ability to build, support, motivate and work as part of a high performing team</li><li>• Ability to inspire children</li><li>• Commitment to uphold the 7 principles of public life (the Nolan principles) at all times</li></ul>	<ul style="list-style-type: none"><li>• Understanding the impact and effect of mobility on pupils including those in-service families</li></ul>

**Thank you for considering the role of Headteacher at our school and we look forward to hearing from you soon.**