

# Headteacher Pack



## Crawford's Church of England Primary School

01449 673253

Green Road, Haughley, Suffolk. IP14 3QZ



## Key Information

- Closing date for applications is 28th April 2025, at 3pm
- Interviews are scheduled for week beginning 5th May
- The Tilian Partnership is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will undergo online checks and be required to undertake an enhanced Disclosure and Barring Service Check

## Details

Starting Salary L8 - L10 (£59167 - £62,202)

To start September 2025

The Governors of Crawford's Church of England Primary School are seeking to appoint an inspirational Headteacher to work in our wonderful school in the beautiful Suffolk countryside.

We are committed to appointing an individual who has:

- Excellent leadership, management, communication, and personal skills.
- A drive and commitment to ensure the school continues to grow in numbers and in excellence
- An outstanding teacher and team leader with a commitment to equality.
- A thorough knowledge of teaching and learning and a good understanding of all aspects of the curriculum.
- Determination to ensure no learner is left behind so all learners reach their potential.
- Total commitment to the safeguarding of all children
- A passion for supporting the Christian ethos and values of our school, within which our children, staff and families flourish'

If you are an experienced teacher and senior leader with the aspiration to lead your own school we would be delighted to hear from you. We are looking for a strategic thinker with the skills, ability, and passion to support young people and colleagues to achieve and flourish. For full details of this position, together with the application process, please visit our website: [www.tilian.org.uk](http://www.tilian.org.uk)

# How to Apply

Candidates are asked to complete an application form which you will find on our website under Join Us, Vacancies.

Please also provide an accompanying letter addressed to Andrew Berry, CEO of the Tilian Partnership (no more than two sides of A4) outlining your suitability for the post. Please note that CVs will not be accepted.

Completed application should be emailed to Louise Bartrum, Trust Secretary at [HR@tilian.org.uk](mailto:HR@tilian.org.uk) by 3pm on the closing date.

Shortlisted candidates will receive an invitation to attend for interview which will outline the expectations and pre-interview detail.

We welcome visits from potential applicants. Should you wish to have a tour of our school, please contact [enquiries@tilian.org.uk](mailto:enquiries@tilian.org.uk) (or phone the school directly). Should you wish to discuss any matters please email [enquiries@tilian.org.uk](mailto:enquiries@tilian.org.uk)

We look forward to receiving your application



Dear Applicant,

It is my privilege to introduce you to our amazing school located in the heart of the growing village of Haughley, near Stowmarket in Suffolk. We are a Church of England School with a strong vision and values. We take pride in fostering a warm, welcoming, supportive, and inclusive environment to ensure every child is cared for.

Our staff are a strong team who work well together to care for and challenge our children, families and each other to be the best that we can be.

Our new Headteacher will be joining us at an exciting time. Our school continues to grow and our children are thriving. We need to continue to focus on the development of learning to ensure all children achieve their best and they feel empowered to make a difference to the world around them.

We are seeking to appoint an inspirational and dynamic leader with vision, passion and drive, who is ambitious for our pupils, our staff and our school community and who can continue to lead us into a future.

We will be pleased to receive applications from candidates who are currently Deputies or Senior Leaders in education.

Please do take a look at our [website](#) to get a flavour of life at Crawford's.

**James Day, Chair of Governors**



**The Crawford COGs are the values that underpin our vision - they are the behaviours and attitudes everyone at Crawford's aspires to:**

**Aspirational**

**Kind Communicator**

**Inquisitive**

**Resilient**

**Courageous**

**Reflective**

## **Our Christian Vision**

### **TOGETHER....**

*Relationship is at the heart of all we do. We are a strong team and we believe it is essential to talk, to listen and to work well together. We have good relationships with our parents and families and the village community - especially with the church.*

### **WE CARE....**

*Happy, confident children who feel seen, heard and loved will thrive. We know and care for every child in the school. A member of staff is always available in the mornings at the gate to talk through any issues for your child. We believe in tackling problems early and when they are small. We are a caring and kind school with excellent behaviour.*

### **INSPIRE...**

*Successes of all shapes and sizes are celebrated at Crawford's. Children are inspired to be the best they can through being courageous and resilient. The adults are the role models for inspirational attitudes and behaviour. Our curriculum gives lots of opportunities to learn about inspirational people.*

### **ACHIEVE ...**

*We have a wide scope for achievement at Crawford's. Children are expected to achieve in the foundational knowledge and skills necessary for them to succeed in secondary school. In addition children are encouraged to recognise their own individual talents and strengths and to aspire to be the best they can. Our mission statement reflects this;*

***Our mission is that EVERY child will learn they are uniquely loved by God and that they CAN make a difference to the world around them.***

## A message from the current Headteacher

As the retiring Headteacher of Crawford's C of E Primary School, a cherished institution nestled in the centre of the village of Haughley, I am honoured to share insights into what makes our school an attractive place to lead and inspire.

I have been a member of staff here for 5 years, firstly as a class teacher and more recently as the head. I have had the privilege of working with a close-knit team of educators, supportive families, and, most importantly, the wonderful children. Our school is more than just an educational institution; it is one of the cornerstones of the village community, where every child's growth is nurtured with care and commitment.

The school enjoys a good reputation in the community and as a consequence we have a rising role, and indeed are over-subscribed for the September 2025 intake. Visitors frequently comment on what a happy school it is!

The children are lively and well behaved. As a small school, we know every child as an individual and have close and friendly relationships with parents. We pride ourselves on recognizing and cultivating the unique potential of each child, ensuring they receive personalised attention and support.

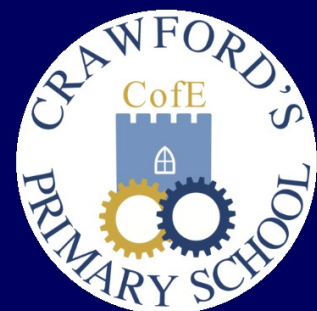
In the classroom, over the past two years, we have been building a solid foundation for children's learning in the core national curriculum subjects, concentrating on developing excellent teaching practice in all lessons. This work needs to be continued.

The school is part of the Tilian Partnership whose visions and values are based around autonomy, integrity and partnership. I have received excellent advice from the Trust in my time as a headteacher and have always felt supported and valued by them.

Please do visit the school to learn more about us,

Yours truly

Joanna Ling



## Learning Outside the Curriculum

At Crawford's CE Primary School we aim to have regular outdoor learning for all our pupils.

In Class 1 - early years - the children go out once a week for a Forest School session with our Outdoor Learning lead Miss Grist.

Classes 2, 3 and 4 go on a nature walk once every half term during which they wander and wonder about the natural world around our school.

On our recent walk we learnt some more about the life cycle of plants, wondered over a beautifully sparkly beetle and mourned over the body of a dead mouse!

We ask that all children have a pair of wellies and a waterproof coat in school at all times.



# Job Description

## Job Purpose

- ◆ To provide vision and inspiration for the school
- ◆ To provide leadership, organisation and management of the school
- ◆ To work with the governing body and staff to develop and implement the school's strategic plan
- ◆ To work with the governing body to manage the school within the available resources
- ◆ To ensure continual improvement and high quality, creative and fulfilling education across all age groups and abilities in order to maximise educational, social and emotional development for all
- ◆ To develop standards of teaching, learning and achievement both in accordance with statutory requirements and in keeping with the special ethos of this school
- ◆ To work collaboratively with MAT heads and to encourage collaboration at all levels within the Trust

## Ethos

- ◆ Undertake overall responsibility as the designated senior member of staff 'in charge'
- ◆ Actively participate in formulating the aims, objectives of the school and take a leading role in developing and implementing the policies through which they are to be achieved
- ◆ Lead and manage teaching and support staff and resources;
- ◆ Carry out the professional duties of a teacher as required
- ◆ Take responsibility for promoting and safeguarding the welfare of children and young people within the school

## Leadership, management and accountability

- ◆ To lead and manage teaching and support staff
- ◆ To monitor and review the work and organisation of the school to ensure effective implementation of policy and practice
- ◆ To enable all children to maximise achievement and minimise all forms of educational disadvantage
- ◆ To manage and monitor finance and resources effectively and efficiently in line with the strategic direction of the school
- ◆ To promote the development of teamwork, professional development and collective responsibility within the staff
- ◆ To liaise as necessary and appropriate with other recognised organisations or agencies in order to meet the needs of the school or those of any child, employee, parent/carer.
- ◆ To work collaboratively and strategically with the heads of the other schools within the co-operative trust to facilitate
  - ◆ collaborative working for teaching staff at all levels
  - ◆ appropriate and effective sharing of resources
  - ◆ future strategic development



## Teaching and Learning

- ◆ Exemplify a consistently high standard of teaching and promote high expectations for all members of the school community. Lead by example to promote the active involvement of pupils and staff in their own learning.
- ◆ Develop and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils;
- ◆ Implement agreed strategies for teaching and learning, ensuring that staff colleagues are fully informed, trained and supported
- ◆ Lead the processes involved in monitoring,
- ◆ evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality;
- ◆ Monitor learning in all curriculum areas and ensuring that recording of impact is consistently high across the school;
- ◆ Encourage the development of confident, independent and active learners across the school
- ◆ Monitor standards of teaching in the classroom and to appraise the quality of teaching throughout the school
- ◆ Ensure that all children receive a good quality education tailored to their individual needs and abilities
- ◆ Ensure that all aspects of school performance including pupil assessment are tracked, monitored and evaluated in a robust and rigorous manner and that this information is used to improve outcomes
- ◆ Work with staff and parents/carers to ensure that children have access to extracurricular opportunities and other educational and social experiences



## Communication and Partnership

- ◆ Create and maintain an effective partnership with parents/carers to support and improve children's achievement and personal development
- ◆ Ensure that the school engages and communicates with the parents/carers in order to provide them with necessary information and to encourage their involvement in the life of the school
- ◆ Encourage and support the school's engagement with the wider community in order to promote a positive image of the school and to identify potential opportunities
- ◆ Organise and lead regular calendared staff meetings

## Site & Premises management

- ◆ Oversee Caretaking, Cleaning and Catering services on the school site;
- ◆ Liaise with contractors regarding working arrangements / access to the school site for maintenance, repairs and other scheduled project work.
- ◆ Oversee site security arrangements and take action as necessary to ensure the safety and wellbeing of pupils, staff and visitors to the site.;
- ◆ Undertake the role of site Fire Officer



### Safeguarding, equal opportunities and diversity

- ◆ Be responsible for promoting and safeguarding the welfare of the children through ensuring that the school's safeguarding policy and procedures are adhered to
- ◆ Act as Designated Safeguarding Lead
- ◆ Maintain an environment in which equal opportunities for all and the value of diversity are understood, visible and part of the everyday life of the school
- ◆ Encourage personal and social responsibility
- ◆ Identify and monitor the progress of vulnerable individuals or groups and to implement such interventions as may be effective to support them including the use of Pupil Premium and SEND funding
- ◆ Promoting and safeguarding the welfare of all children in the school, or with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies.
- ◆ The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS)

### General

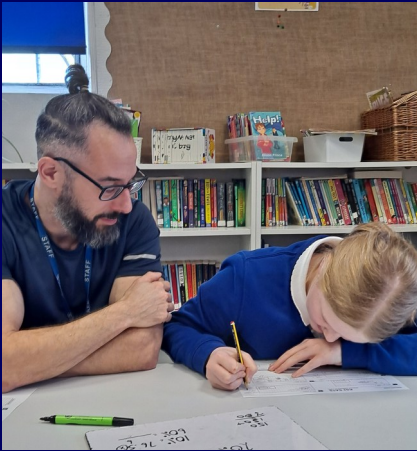
- ◆ Participate in training and other learning activities and performance development as required.
- ◆ Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with parents / staff colleagues and all visitors to the school.
- ◆ Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the school's business at all times.
- ◆ Act as an ambassador for the school within the local community and beyond, ensuring that the ethos of the school is promoted and supported at all times.
- ◆ Undertake any other reasonable tasks and responsibilities as requested by the Principal and Governors which fall within the scope of the post.
- ◆ It is the responsibility of all staff to be proactive in communication: communicating issues to their line manager; ensuring that staff e-mails are checked regularly and ensuring calendars are checked regularly for up-dates.



	Essential	Desirable
<b>Training and Qualifications</b>	<ul style="list-style-type: none"> <li>◆ Degree or equivalent with Qualified Teaching Status</li> </ul>	<ul style="list-style-type: none"> <li>◆ Relevant further professional qualifications and training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>◆ Proven track record of effective leadership</li> <li>◆ Proven track record of good teaching at primary age which has led to high standards of pupils' learning</li> <li>◆ Successful experience of working with parents/carers</li> <li>◆ Commitment to safeguarding issues and understanding of promoting the welfare of children</li> <li>◆ Experience of leading a team and effective delegation</li> </ul>	<ul style="list-style-type: none"> <li>◆ Experience of working across primary Key Stages</li> <li>◆ Experience of reporting to governors</li> <li>◆ Experience of leadership at school level</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>◆ Good knowledge and understanding of expectations for age range across the school</li> <li>◆ Understanding of the opportunities and challenges for staff when using published schemes</li> <li>◆ Understand how to implement inclusive practices which demonstrate you can cater for all educational needs</li> <li>◆ Good understanding of effective assessment procedures, recording and reporting</li> <li>◆ Knowledge of statutory policies and procedures including safeguarding and child protection</li> <li>◆ Knowledge and experience of IT for teaching and management purposes</li> <li>◆ Good understanding on the way in which children develop and learn</li> <li>◆ Knowledge and understanding of how to promote wellbeing of staff</li> <li>◆ Knowledge and understanding of the wider curriculum including framework for independence</li> <li>◆ Knowledge of how data and target setting can raise standards</li> </ul>	<ul style="list-style-type: none"> <li>◆ Up to date knowledge of current issues relating to education</li> <li>◆ Designated Safeguarding Lead training</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>◆ Ability to skilfully and effectively deploy staff for the benefit of the school and for their professional development</li> <li>◆ Ability to evaluate the effectiveness of teaching and learning</li> <li>◆ Good behaviour management strategies</li> <li>◆ Good interpersonal and organisational skills</li> <li>◆ Creative and imaginative thinking in order to identify opportunities and anticipate problems</li> <li>◆ Good communication to a range of audiences</li> <li>◆ Excellent time management, with the ability to meet deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Proven skills in effective school leadership e.g. leading a school through a good Ofsted</li> </ul>

	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none"> <li>◆ Personal and professional commitment to the ethos and aims of the school</li> <li>◆ Support and promote the vision of the school as a Church of England primary school</li> <li>◆ Positivity and resilience</li> <li>◆ Commitment to raising achievement, attainment and aspirations</li> <li>◆ Determination to ensure the success of all</li> <li>◆ Able to use initiative and solve problems</li> <li>◆ Able to reflect on own practice and identify areas of development</li> <li>◆ Calmness under pressure</li> <li>◆ Flexibility, energy and enthusiasm</li> </ul>	<ul style="list-style-type: none"> <li>◆ Highly effective communication skills with staff, parents and pupils including evidence of dealing with “difficult conversations” effectively</li> </ul>





## Statement on Child Protection and Safeguarding

The Tilian Partnership is committed to safeguarding and promoting the welfare of our pupils. We expect all staff and volunteers to share this commitment. In our schools we create a culture of safeguarding which is the responsibility of all staff.

When applying for a post at one of our schools you will be subject to a safer recruitment process as follows:

- 1.If you are shortlisted, you will be required to complete a self-disclosure, which you will need to bring with you to the interview (in an envelope marked confidential).
- 2.During the interview process, the interview panel will explore your skills, experience and attitudes and the questions asked will include questions about safeguarding of children
- 3.If you accept a post at one of our schools you will be required to complete an enhanced DBS.

[enquiries@tilian.org.uk](mailto:enquiries@tilian.org.uk)

### Message from our Chief Executive

The Tilian Partnership is a high performing primary MAT based in Suffolk. We are centred around the three key themes of Autonomy, Integrity and Partnership.

Because of this, our schools remain in control of their curriculum, finances and other major decisions when taken for the best interests of their pupils. We involve our Heads in MAT decisions so we provide the services that schools truly need. We believe that all schools are entitled to high quality School Improvement. We therefore have a dedicated team to support school improvement and utilise expertise from our schools and external practitioners to help Heads develop their schools.

We understand that Headteachers are vital to the success of a school and we also know the pressures on them. We have therefore prioritised Headteacher well-being through support services such as confidential, half-termly, coaching sessions with an independent and trained coach as well as the creation of a new role focused on ongoing support for heads (once again completely confidential). We are also fully supportive during inspections, before, during and after to give heads and staff additional support, guidance and back-up.

**Andrew Berry, CEO of the Tilian Partnership**

