



Headteacher Application Pack

Ellingham Primary
& Nursery School

STRONG ROOTS FOR FLOURISHING FUTURES

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WELCOME TO ELLINGHAM PRIMARY & NURSERY SCHOOL

Thank you for your interest in the role of Headteacher at Ellingham Primary & Nursery School.

Ellingham is a warm and friendly one/two form entry school in the heart of the Chessington community.

The school has grown from strength to strength and is proud of its success. Ellingham children are valued and celebrated for who they are, love their time at Ellingham, experience success and leave primary school confident and ready to embrace all of life's amazing experiences and opportunities.

The ambition of all of our teaching staff is to help children feel safe and welcome, to make learning engaging and exciting so that they achieve their potential and experience success in their time at our school.

We are committed to helping our children flourish in their time in our school so that they can move through their stages of education ready to make their next steps in the future.



OUR VISION & VALUES

We want Ellingham children to:

feel valued and celebrated



experience success



build confidence and independence



LETTER FROM OUR CHAIR OF GOVERNORS

Hello,

It is a privilege to be the Chair of Governors at Ellingham Primary School and I am delighted that you are interested in applying for the role of Headteacher at our school.

Ellingham is a warm, friendly and successful school with wonderful pupils and a talented staff team. Pupils are eager to learn and colleagues are rightly proud of the relationships that they develop with children and their families.

The Governing Body is seeking someone with senior leadership experience to lead the school in the next phase of its exciting journey. The school has a strong foundation for an incoming Headteacher with respects to educational outcomes, behaviour and attitudes, inclusion and financial outlook.

The best way to find out more is to come and pay us a visit, the children would be delighted to show you around. Please contact the School Business Manager, Helen Sheffield on hsheffield@elfp.rbksch.org to arrange.

In the meantime, thank you for your interest in our school and I look forward to meeting you soon.

Kirsty Ruthven



Chair of Governors



HEADTEACHER ADVERTISEMENT

Salary: L14-L20 (Outer London) £72,530 - £83,425

Job Type: Permanent, Full Time

Start Date: 1st September 2025

Closing Date: 8am, Monday 3rd March

Interview Date: Tuesday 11th March 2025

Start Date: September 2025

Following the retirement of our current Headteacher at the end of the summer term 2025, we are seeking an exceptional leader to guide our school into its next phase of success. This is an exciting opportunity to build on our strong foundations and continue driving excellence at Ellingham Primary and Nursery School. We are a welcoming and inclusive school with high aspirations for our children.

About the Role:

- Lead and inspire a dedicated team to ensure the highest standards of teaching and learning.
- Ambitious for strong outcomes for all children.
- Develop and build upon our strong foundations, vision, and values.
- Place children at the heart of every decision, ensuring a nurturing and supportive environment.
- Drive school improvement through strategic planning, rigorous self-evaluation, and a clear vision for future growth.
- Work collaboratively with parents, staff, governors, and the local community.
- Be an advocate for inclusion, embracing SEND provision and ensuring all children reach their full potential.
- Promote and market the school to attract children from the local community.

About You:

- Experienced Headteacher or ambitious Deputy/Assistant Headteacher with a proven track record of school leadership.
- A dedicated and resilient leader.
- Passionate about high-quality education and committed to achieving the best outcomes for every child.
- A reflective, strategic thinker who can motivate and challenge staff to reach high standards.
- Strong interpersonal and communication skills to foster positive relationships with stakeholders.
- Committed to continuous professional development and innovation in education.

What We Offer:

- Enthusiastic and engaged children eager to learn.
- Dedicated and supportive staff team.
- A strong ethos that underpins a rigorous curriculum
- An inclusive school community
- A strong and experienced governing body.
- A well-managed budget.
- On-going support for Headteachers, including induction from AfC (Achieving for Children) and collaboration with a network of local schools.
- A school rated 'Good' by Ofsted (2021) with a vision for continued improvement.

We warmly welcome potential applicants to visit, meet our staff and pupils, and gain insight into our school.

To arrange a visit or request further information, please contact Lizette Worrall Office Manager lworra2@elp.rbksch.org or telephone 0208 397 3864.

JOB DESCRIPTION

Core purpose of the post

- Take the lead role on working with the Board of Governors to develop and promote the collaborative school vision, which embraces excellence, high standards and inclusion.
- Translate the vision into a development plan and implement it successfully.
- The Headteacher must establish a culture that promotes excellence, equality and high expectations for all pupils.
- To inspire, challenge, motivate and empower all members of the school community to contribute and carry the vision forward.
- To manage the school's resources effectively and creatively, cultivating a safe environment that secures and promotes the highest achievement of children and staff.

Duties & Responsibilities

Qualities and knowledge:

- Hold and articulate clear values and moral purpose, focusing on providing high-quality education for all children.
- Demonstrate exemplary personal behaviour to build positive relationships and attitudes towards children and staff, and towards parents, governors and members of the local community.
- Lead by example – with integrity, creativity, resilience, and clarity – drawing on your own professional expertise and skills, and that of those around you.
- Sustain CPD and wide, current knowledge and understanding of education and school systems locally, nationally and globally.
- Work with political and financial astuteness, within a clear set of principles centred on the school vision, ably translating local and national policy into the school context.
- Communicate the school vision in a compelling way and drive the strategic leadership, empowering all children and staff to excel.

Pupils and staff:

- Demand ambitious standards for all children, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on children's outcomes.
- Secure excellent teaching through an analytical understanding of how children learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and children's well-being.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice.

Safeguarding - Designated Safeguarding Lead (DSL)

- Take lead responsibility for safeguarding and child protection, including on-line safety and understanding the filtering and monitoring systems in place.
- Ensure training is up to date

JOB DESCRIPTION CONT.

- Provide advice and support to other staff and the deputy DSL team on child welfare, safeguarding and child protection
- Take part and/or support staff to attend strategy discussions and inter-agency meetings contributing to the assessment of children

Systems and processes

- Ensure that the school's systems, organisation, and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding children and developing their exemplary behaviour in school and in the wider society.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for children, staff and financial performance.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of children's achievements and the school's sustainability.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

Self-improvement

- Create an outward-facing school which works with other schools and organisations to champion best practice and secure excellent achievements for all children.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all children.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well-evidenced research to frame self-regulating and self improving schools.
- Shape the current and future quality of the teaching profession through high quality training and sustained personal development of staff.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

In addition, the post holder should carry out any other duties as required which are commensurate with this role.

Any changes to the [national standards for Headteachers](#) and the most recent School Teachers Pay and Conditions documents will also form part of the job description.

PERSON SPECIFICATION

The criteria set out below will be assessed using the application form, at interview and from references. Your application should demonstrate how you meet all of the essential criteria below. E-Essential D-Desirable

Qualifications and Training	Graduate with Qualified Teacher Status	E
	National Professional Qualification for Headteachers (NPQH) or other significant leadership qualification	D
Experience	Current Headteacher or ambitious Deputy/Assistant Headteacher within primary education	E
	Experience across the full primary range from EYFS to KS2	D
	Experience in EYFS, KS1 or KS2	E
	Planning and leading whole school improvement initiatives	E
	Raising standards in teaching and learning to improve outcomes	E
	Experience of effective financial and resource management, including human resources and IT development	E
	Successful line management and staff development	E
Skills and Knowledge	Ability to establish and sustain the school's ethos and strategic direction and to uphold ambitious educational standards that prepare pupils from all backgrounds for their next phase of education and life	E
	Ability to demonstrate a secure understanding of the relationship between self-evaluation, performance management, continuing professional development and sustained school improvement	E
	Ability to motivate and inspire others and build an ethos of strong team working that leads to continuous school improvement	E
	Knowledge of expert teaching pedagogy and how it impacts on pupils' learning	E
	An understanding of the statutory obligations of the primary school curriculum	E
	Promotion of high expectations and outcomes for pupils including those with SEND and disabilities and understand the school's statutory duties of the SEND code of practice	E
	Committed to continuous professional development and innovation in education	E
	Ability to manage and acknowledge effective performance of staff and to take action where there is underperformance	E
	Evidence of strong and effective relationships with governors	E

PERSON SPECIFICATION CONT.

Skills and Knowledge	Commitment to developing staff, distributing leadership at all levels and holding each other to account	E
	Excellent communication (oral and written) and interpersonal skills across a range of audiences and individuals with the ability to negotiate and consult effectively	E
	Ability to analyse data critical to the evaluation of the school's performance and to take appropriate action based on the findings	E
	Ability to plan, prioritise and delegate responsibilities according to the day to day and longer term needs of the school	E
	Knowledge and understanding of and ability to respond to current educational policies and practices including statutory requirements and the legal framework in which schools operate	E
	Understand the importance of working in the local and wider community to promote the school and attract potential new families to join the school	E
	The ability to deal sensitively with all stakeholders in a wide range of situations and resolve conflicts with empathy	E
Safeguarding, Equality and Inclusion	Evidence of commitment to promoting the welfare and safeguarding of children and ensuring all staff share this commitment	E
	Understanding and knowledge of the role of safeguarding	E
	Demonstrate knowledge and understanding of equality issues and legislation	E
	Ability to implement strategies to celebrate diversity and to ensure inclusion, access and equality of opportunity so that all pupils achieve their full potential	E
Personal Attributes	Ambitious with high expectations for staff and children	E
	Excellent written and oral communication skills	E
	Demonstrate good judgement and emotional intelligence	E
	A commitment to making a positive contribution within the local community	E
	A dedicated and resilient leader able to respond creatively and positively to challenges as they arise	E

APPLICATION PROCESS

Visits to the school:

We warmly invite potential applicants to visit, meet our staff and children, and gain insight into our school. To arrange an informal visit or request further information, please contact Lizette Worrall, Office Manager, lworra2@elp.rbksch.org or telephone 0208 397 3864.

Chair of Governors:

The Chair of Governors Kirsty Ruthven would welcome the opportunity to introduce herself to any potential candidates who are considering the post. If you would like to speak to her before you submit your application form, please contact Lizette Worrall - details above - who will arrange this.

Application form: Please complete the application form and submit it via eteach.

Closing time and date for applications: 8am, Monday 3rd March 2025

Shortlisting: Monday 3rd March 2025

References: Please note that two references will be taken before interview. Please ensure that one of your references is from the Director of Children's Services or equivalent in a Academy Trust.

Interview date: Tuesday 11th March 2025

School Website: www.ellingham.school

SCHOOL INFORMATION

Ellingham Primary School is a one / two form entry community school, serving the local community in Chessington. We currently have 283 children on roll plus a morning only Nursery including a 2- year-old provision.

The school is a modern building with bright and spacious classrooms. Inclusion is important to us and we have a sensory room and nurture room to support this. There are also breakout spaces for group work and interventions. We have a dedicated outdoor area for our Reception children and a separate outdoor space for our Nursery.

We currently have the following staff:

Headteacher
Deputy Headteacher
School Business Manager

17 Teachers including PPA cover, interventions, music and French teachers.

SENCo & Wellbeing Lead
Parent & Pupil Support Worker
ELSA Teaching Assistant

14 Teaching Assistants
3 Lunchtime Supervisors
4 Wraparound staff for Breakfast & Afterschool Club
3 Office staff including the Attendance Officer

Sports coaches from an external company.

As a Local Authority maintained school, we are supported by Achieving for Children who provide an extensive range of services including school improvement and curriculum support, special educational needs and disabilities (SEND) support, governor support, educational psychology, online safeguarding advice and school workforce development. www.achievingforchildren.org.uk



SCHOOL PROFILE

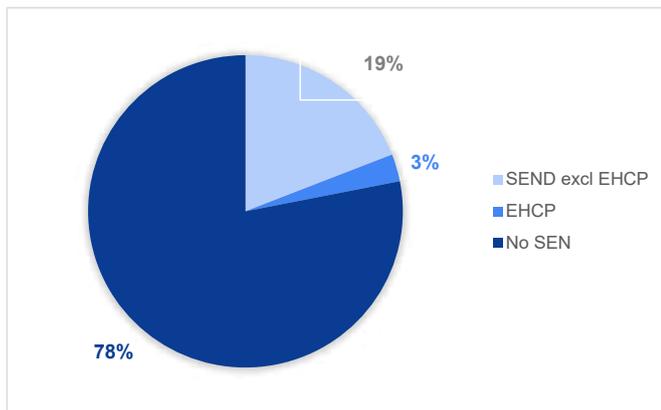
Pupils on roll and summary of groups

Number of children on roll: 283

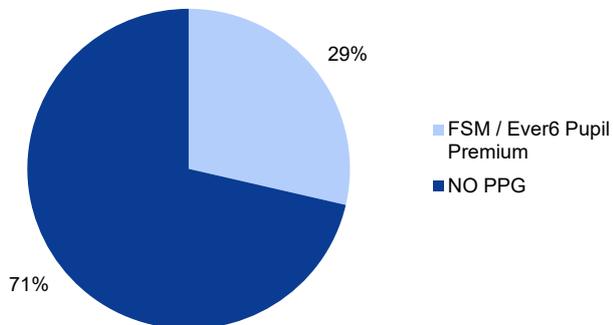
Age range: 2 to 11

Girls 51% Boys 49%

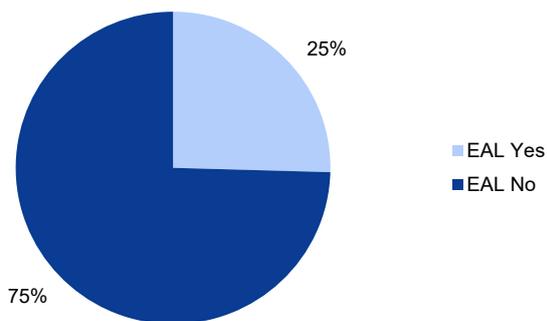
Children receiving support for SEND



Children receiving Pupil Premium Grant



Children with English as an Additional language



INCLUSION & WELLBEING

Inclusion and Wellbeing at Ellingham Primary School

At Ellingham Primary School, inclusion and wellbeing are at the heart of everything we do. We firmly believe that all children, regardless of their needs, should have access to a supportive and nurturing educational environment where they can thrive.

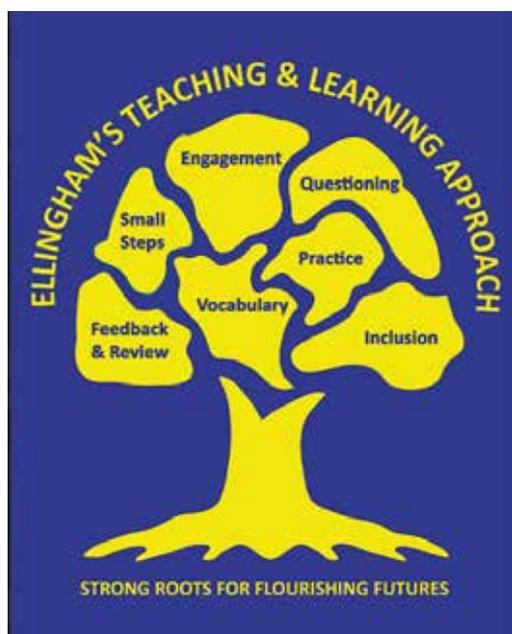
Our Commitment to Inclusion and Wellbeing:

- **Inclusive Education:** We provide support tailored to individual needs, ensuring all children can access learning and thrive.
- **Wellbeing Support:** Through initiatives like ELSA, Pupil Wellbeing Ambassadors, and the Talk-Talk system, we promote emotional resilience and positive mental health.
- **Trauma-Informed Practice:** As an Attachment Aware Silver school aiming for Gold, we use the Zones of Regulation and expert guidance to support children's emotional development.
- **Collaboration with Families and Professionals:** Strong partnerships help us provide support for every child.
- **A Healthy School with Strong Sport & Enrichment Opportunities:** Our excellent sports provision, led by dedicated coaches, enables broad participation in inter- and intra-school competitions and festivals, promoting teamwork, resilience, and a love for physical activity. We promote healthy lifestyles.

By embedding inclusion and wellbeing into school life, we create a safe, supportive, and empowering environment where all children can succeed and have the tools and support they need to flourish both academically and personally.



TEACHING & LEARNING



Striving for Excellence

At Ellingham, we are incredibly proud of our rich, well-structured curriculum. Over the years, we have worked tirelessly to develop a strong curriculum intent, ensure effective implementation, and continuously review the impact of our carefully sequenced learning journey.

Our ethos, 'Strong Roots for Flourishing Futures,' is at the heart of everything we do. We are committed to fostering an inclusive, no-excuses culture where every child is supported to achieve and make good progress, regardless of the challenges they may face. By nurturing resilience, ambition, and a love of learning, we empower our children to thrive both academically and personally.

High Expectations & Rigorous Assessment: Leaders and teachers are expected to have high expectations for all pupils. Our approach to assessment ensures that teachers identify gaps in understanding and plan sequentially to set clear targets for every child. Regular assessment support, alongside a planned assessment schedule, strengthens pupil progress, particularly in core subjects.

High Quality Teaching & Learning: Our Teaching and Learning Approach was co-created with staff to establish clear expectations and consistency across all lessons, especially the core curriculum. We share best practice through gallery lessons, peer support, and a research-led CPD schedule aligned with our school priorities. Regular pupil-voice allows us to ensure children's views of learning are considered in all curriculum areas.

Balanced & Enriching Learning Experience: While we drive progress in core curriculum areas, we take pride in celebrating every child's individual strengths. Our engaging curriculum includes experience days, trips, and creative activities, making learning exciting and meaningful.

Clear Progression Across All Subjects: We have carefully designed the progression of knowledge and skills across the curriculum, ensuring that pupils build on prior learning and develop a deep understanding of each subject.

Our results continue to improve year on year, reflecting the impact of our ambitious and well-structured curriculum for all pupils. If you are a visionary leader with the passion and expertise to build on our success, we would love to hear from you.

WHAT OUR PUPILS AND FAMILIES SAY

Our children say:

AP – Year 6 School Ambassador

Discovering I had dyslexia was challenging but, with help from amazing teachers, I learned strategies to succeed. Ellingham has shaped me into a confident, caring, and imaginative person, ready to achieve my goals in secondary school. It has truly been the perfect school for me.

OJ – Year 6 House Captain

Ellingham is a welcoming community where everyone is respected. As House Captain for Ruby, I set a good example and help younger students. We all support each other, and our teachers listen to us. At Ellingham, we are kind, respectful, and safe—working together as one team!

ML Year 2

The teachers are great, the kids are kind, that's how we make the school shine



MB – Wellbeing Ambassador

At Ellingham, we make sure everyone feels safe and heard. School isn't always easy, but knowing people care makes a big difference—and here, all staff do!

As a Wellbeing Ambassador, I help lead weekly assemblies on the Zones of Regulation and run a lunchtime wellbeing club for quiet time, mindful activities, and games. We're also lucky to have a SNUG (Support, Nurture, Understanding, and Guidance) room and a pupil Wellbeing team.

I love my friends, teachers, and everything about Ellingham.

Our parents say:

We absolutely love Ellingham and as our daughter's gone through the school, she's loved every teacher, she's loved every experience and she goes in so desperate to learn. The school has definitely encouraged and nurtured that. Ellingham has just been fantastic."



HOW TO FIND US

Ellingham Primary School
Ellingham Road
Chessington
Surrey
KT9 2JA

Main entrance : Harrow Close
0208 397 3864
office@elp.rbksch.org



Ellingham Primary School is off the A243 Leatherhead Road.

Chessington South train station is nearby and we are in easy reach of bus routes 71, 465, 467 and K4.

Disabled parking is available in the visitors' car park outside the school gates at the Harrow Close entrance.

Visiting our school?

RBK have implemented a School Streets scheme. This means you cannot drive into Harrow Close to the school from 8:15 a.m. to 9:15 a.m. and 2:30 p.m. to 3:30p.m OR Ellingham Road from the junction of Bolton Road. If you do so, you will receive a penalty notice (fine) from The Royal Borough of Kingston upon Thames .