



FULFEN

Primary School

Leading the way to a brighter future

Headteacher

Application Pack

Rugeley Road
Burntwood
WS7 9BJ

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www.fulfen.staffs.sch.uk

Love of Learning...

- dream big, have a thirst for learning and achieve your ambitions...

Encouraging...

- to be supportive of yourself and others and value everyone's ideas...

Adaptable...

- being versatile, creative and being prepared to take risks...

Determination...

- being resilient when the going gets tough...

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Letter from the Chairs of Governors

on behalf of the Governing Board, staff and children of Fulfen Primary School



FULFEN
Primary School
Governing the way to a brighter future

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Dear Applicant,

Thank you for your interest in the post of Head Teacher at Fulfen Primary School. On behalf of the Governing Body, we are delighted to introduce our school and share our hopes for the future as we seek a new leader to take us into the next exciting chapter of our journey.

Fulfen Primary School is an Outstanding school (see Ofsted report [here](#)). We are proud to be a maintained local authority school and of the dedication of our staff, who provide an enriching and vibrant learning environment for our children. Our values are at the heart of everything we do, shaping a school community where children flourish and staff feel supported and valued.

We foster a professional culture built on collaboration, continuous improvement and creativity. Our staff are committed, our children are enthusiastic and a joy to work with, and our community works together to secure the best possible outcomes for every learner.

The retirement of our Head Teacher at the end of the summer term 2026 offers an exciting opportunity for an inspirational leader to guide our school into its next phase. They will inherit strong foundations, a happy and committed team and a school that is ambitious for its future.

We are seeking a Head Teacher who shares our values and vision - someone who will embrace all that is special about Fulfen while bringing fresh energy, strategic direction and a commitment to building on our strengths. We warmly encourage you to visit us to experience the atmosphere of our school and meet our wonderful children and staff. You will see first-hand what makes our school such a special place.

Yours sincerely,

Jack Boardman
Andy Ritchie
Chairs of the Governing Board



Jack Boardman Andy Ritchie

Job Advert

Headteacher – Fulfen Primary School

Post: **Headteacher**

Responsible to: **School Governing Board**

Salary: **Group 3 school - from L16 from £75,049 per annum**

Contract type: **Full time permanent position**

Location: **Fulfen Primary School, Burntwood, WS7 9BJ**

We are looking for a motivational and confident leader who will help Fulfen Primary School continue to thrive. The successful candidate will embody our core values of a love of learning, encouragement, adaptability and determination, helping to shape the next phase of our school's journey.

As a role model who shares our values, you will work closely with senior and middle leaders to continually improve outcomes taking account of the diversity and experience of the school and its wider community. You will be an exceptional practitioner, placing pupils at the centre of decision making, fostering a collaborative learning culture and supporting the bespoke development of every member of our school.

You will have:

- recent successful leadership experience;
- a proven track record of raising and maintaining standards;
- evidence of translating strategic objectives into action plans;
- the ability to motivate staff, using effective performance management to achieve continuous improvement.

We offer:

- support from a committed and proactive governing board;
- a dedicated and experienced team with high ambitions for children;
- happy pupils who demonstrate excellent standards of behaviour and a positive approach to learning;
- a supportive parental and wider community.
- Fulfen wellbeing support package from Education Support [Education Support, supporting teachers and education staff](#) and SCC Wellbeing services: Well Me.

We are a forward thinking and nurturing school looking to appoint an outstanding professional who can inspire our community and drive our vision forward.

We work with creativity and innovation, using technology to enhance learning and drive exceptional outcomes. Like our learners, you will be reflective and embrace new opportunities, sharing our ambition to develop successful lifelong learners who contribute positively to society.



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About Our School

Our Vision & Values

Fulfen Primary is a forward-thinking, nurturing school where every child is inspired to achieve their personal best. We deliver a creative and challenging curriculum tailored to the needs of all pupils, preparing them for a rapidly changing world. Our children grow to be kind, caring and considerate individuals who take pride in themselves, their school and their



community. In our secure and stimulating environment, pupils develop as independent, reflective learners who embrace new opportunities with confidence. Guided by our values, we support every child to unlock their personal and academic potential as they LEAD their way to their brightest future.

EYFS

Fulfen is a two-form entry school with 52 morning and afternoon places in our Pre-School, offering 15 and 30-hour provision. Our EYFS provides a stimulating and supportive environment, both indoors and outdoors, where we aim to give every child the best possible start to their education. We are fortunate to have an on-site woodland area in which weekly Forest School sessions provide real life experiences for all children in Early Years.

“Children in the early years get off to an exceptional start.” Ofsted, 2023



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← About Our School continued →

Our Curriculum

Our bespoke curriculum equips children with deep subject knowledge and a rich vocabulary, fostering a love of lifelong learning that extends beyond the classroom. Our specialist teachers in art and PE, provide high-quality, engaging learning experiences that develop both skills and confidence and our art lessons often bring other subjects to life. High expectations for all ensure every child has the opportunity to reach their full potential.

“Care for pupils is exemplary and staff leave ‘no stone unturned’ to ensure that pupils do well in their learning. They know that happy children are more likely to thrive, and many do.” Ofsted, 2023



Our proactive LEAD ambassadors play a vital role in school life: from supporting subject leads, to running events and leading fundraising projects. Alongside strong links with the local community, these opportunities help children develop responsibility, collaboration, and real-world skills that prepare them to thrive both in school and beyond.



Technology

Technology and creativity sit at the heart of our learning vision. Every child has access to an iPad, enabling them to develop the digital fluency and problem-solving skills needed for a rapidly changing world. Our curriculum integrates technology as a tool to inspire, enhance and transform learning, empowering pupils to create innovative digital outcomes while fostering critical thinking and engagement.

“Pupils’ learning is enhanced by the effective use of technology... staff often stretch pupils’ learning beyond what was previously possible.” Ofsted, 2023



← About Our School continued →

Enrichment

Staff are committed to providing a rich and varied enrichment programme that helps develop confident, creative and well-rounded learners. Beyond the taught curriculum, pupils take part in a wide range of clubs and activities – from choir, sewing, coding and digital music to gardening, art and a wide range of sports – helping them build new skills, broaden their interests and foster a lifelong love of learning.



Our extensive school grounds, including our forest, gardens, allotments, wildlife den and new trim trail, further enhance learning through hands-on, outdoor experiences.

Regular educational visits widen pupils' horizons even further. Whether performing in the community or taking part in one of our many sporting activities, every Fulfen child is encouraged to explore, grow and thrive.



Fulfen Club

Fulfen's Before and After School Club provides high-quality wrap-around care from 7:30am to 6pm supporting families with flexible, convenient and affordable childcare. Our provision is fully child-centred, with a wide range of toys, activities and opportunities that reflect the interests and voices of the children we care for. We promote healthy lifestyles through nutritious food choices and active play, ensuring every child thrives. In addition to our daily sessions, we also run popular holiday clubs – including HAF – with themed weeks and an exciting variety of activities for all ages for 10 weeks per year.



Job Description

Strategic Planning

The Headteacher will work with the Board, school staff and other partners to implement the school's shared vision and strategic plan, inspiring and motivating pupils and the whole school community.

The Headteacher will:

- Demonstrate the vision and values of Fulfen Primary School in everyday work and practice.
- Motivate and work with teaching staff and others to maintain and develop the shared culture and a positive climate.
- Embrace creativity, innovation and the continued use of technology to enhance learning and drive exceptional outcomes.
- Ensure that strategic planning and the school culture and curriculum take account of the diversity, values and experience of the school and its wider community.
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.

Safeguarding and Child Protection

The Headteacher will:

- Be the Deputy Designated Safeguarding Lead for school and have overall responsibility for safeguarding matters.
- Have due regard for safeguarding and promoting the welfare of children and follow the child protection procedures and safeguarding policy adopted by the school.
- Have up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children.
- Display commitment to the protection and safeguarding of children.
- Value and respect the views and needs of children.
- Be willing to work within organisational procedures and processes and to meet required standards.
- Demonstrate a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.



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← Job Description continued →

Managing the Organisation

The Headteacher will provide effective management of the school and continuously seek to improve organisational structures based on self-evaluation.

The Headteacher will:

- Take lead responsibility for safeguarding and promoting the welfare of children by creating an organisational culture which is vigilant to, monitors and prioritises the safeguarding of children above all considerations.
- Act as a point of contact for safeguarding partners.
- Liaise with teaching and other staff both internally and externally on matters of safety and safeguarding including online and digital safety and, when deciding to make a referral by liaising with relevant agencies.
- Create an organisational structure which reflects the school's values and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of Fulfen Primary School and its facilities.
- Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, motivate, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources are monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school.



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← Job Description continued →

Leading Learning and Teaching

The Headteacher has a central responsibility for the quality of teaching and learning. This involves high expectations, maintaining and evaluating outcomes and establishing a successful learning culture, all of which impact on all pupils' achievement.

The Headteacher will:

- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to evaluate, inform and improve progress for every learner.
- Ensure that teaching and learning reflect our school values, placing pupil growth at the centre of strategic planning and resource management.
- Champion creative, responsive and effective teaching that meets the needs of every learner.
- Ensure a culture and ethos of challenge and support where all pupils can achieve, take ownership of their learning and develop confidence, resilience and independence.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Embed and sustain effective strategies that ensure high standards of behaviour and attendance across the school.
- Ensure a diverse, flexible curriculum is effectively delivered, with assessment for learning used to inform teaching and secure strong progress.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Take a strategic role in the development of emerging technologies to enhance and extend the learning experience of pupils.
- Challenge under-performance at all levels and ensure action is taken to secure improvement.



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← Job Description continued →

Developing Self and Working with Others

Effective communication and relationships are key to effective headship. The Headteacher needs to build a professional learning community which enables others to achieve.

The Headteacher will:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Further develop our collaborative learning culture and bespoke development of individuals working in all aspects of the school.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance management.
- Ensure planning, delegation and appropriate support for teams and individuals are clear and effective, with well-evaluated responsibilities and outcomes.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action where performance is unsatisfactory.
- Regularly review own practice and achievements, set personal targets and take responsibility for own personal development. Take account of feedback from others.
- Manage your own workload and that of others in ways that promote a healthy work-life balance and support the wellbeing of all staff.
- Implement successful performance management systems with all staff which results in professional and personal development contributing to the success of the school.
- Embrace the open and supportive two-way communication with the board of governors.



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Job Description continued

Securing Accountability

With values at the heart of leadership, the Headteacher has a responsibility to the whole school community and is accountable to a range of groups particularly pupils, parents, carers, Governors, and the Local Authority.

The Headteacher will:

- Carry out the duties set out in the [School Teachers' Pay and Conditions Document](#).
- Take responsibility for establishing and monitoring the systems and culture of the school to promote and safeguard the welfare of children.
- Ensure relevant staff participate in multi-agency processes when safeguarding concerns are raised.
- Liaise with the DSL to maintain a log to demonstrate staff are up to date with safeguarding and child welfare training.
- Fulfil commitments arising from contractual accountability to the Governing Board.
- Maintain a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual teaching staff and other's accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the Governing Board (providing information, objective advice and support) to enable it to meet its responsibilities for:
 - securing effective teaching and learning
 - improved standards of attainment
 - achieving efficiency and value for money.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.



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Job Description continued

Strengthening a Community

The Headteacher should engage with the internal and external school community to secure equity and entitlement and collaborate strategically with a wide range of partners to bring positive benefits.

The Headteacher will:

- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities.
- Ensure learning experiences for pupils are linked into and integrated with the wider community.
- Collaborate with other agencies in providing for the academic, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operate and work with relevant agencies to safeguard children.
- Create and promote positive strategies for challenging prejudice and harassment.

The content of this job description may be amended at any time following discussions between the Governing Board and the Headteacher, and will be reviewed on an annual basis as part of the Headteacher's performance management.



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Person Specification

Qualifications

Qualified Teacher Status/Qualified Teacher Learning & Skills.	E	A
Appropriate leadership and management training or accreditation e.g. NPQH.	E	A
Evidence of further study, action research, leading significant curriculum development or leading school improvement.	E	A
Safeguarding training at appropriate level for senior leadership.	D	A/I

Experience & Knowledge

Recent and successful experience (at least 3 years) as a senior leader in a primary school or academy.	E	A
Knowledge and understanding of primary education including current national policy framework and initiatives.	E	A/I
Successful experience of leading whole school improvement and raising achievement over time.	E	A/I
Experience of leading or coordinating significant areas of the curriculum with demonstrable impact.	E	A/I
Experience of working with external agencies and partners to support pupils and families and contribute to the wider profile of the school.	E	A/I
Evidence of successfully leading and managing change in pursuit of strategic objectives which are translated into action plans.	E	A/I
Experience of using assessment data to track and analyse student progress and setting targets for improvement.	E	A/I
Successful experience of coaching and mentoring colleagues to support professional growth and school improvement.	E	A/I
In-depth knowledge and understanding of safeguarding legislation and statutory guidance.	E	A/I
Knowledge and experience of preparing and participating in school inspections.	E	A/I
Record of working collaboratively with governing bodies/boards including producing and presenting information to support them in their governance role.	E	A/I
Experience of organisational and financial management including budget responsibilities.	D	A/I
Experience of using digital technologies to enhance teaching, learning or school management.	D	A/I

← Person Specification continued →

Practical Skills

Exemplary primary teaching practitioner with ability to raise and maintain high standards.	E	A/I
Ability to think strategically and articulate a clear vision for the future of the school which is implemented through managed and monitored action plans.	E	A/I
Ability to build and support a high performing team, holding staff to account for their performance.	E	A/I
Excellent interpersonal skills with a variety of audiences.	E	I
Be an inspiring and motivating role model for staff, children and the wider community.	E	I
Ability to enhance parent/carer engagement to support children's learning.	E	A/I
Ability to maintain a positive approach under pressure, meeting deadlines and being able to reprioritise when required.	E	I
Ability to recognise current strengths and generate new ideas to further develop and improve the school.	E	I
Ability to work on own initiative and with a team, responding flexibly to emerging needs.	E	A/I

Personal Skills

Ability to form and maintain appropriate relationships and personal boundaries with children and being committed to the welfare and safeguarding of children.	E	A/I
Resilient and reliable leader with strong motivation and drive who is committed to the development of children and staff.	E	A/I
Be approachable and have personal presence with the ability to gain confidence of colleagues and school community and engage in school activities.	E	I
Able to gain credibility and respect of colleagues quickly to establish productive working relationships.	E	I
Handles sensitive issues constructively to avoid or resolve conflict quickly and professionally, ensuring inclusion, addressing diversity and access.	E	A/I
Demonstrates integrity, professional courtesy, and role models high standards of behaviour.	E	I
Commitment to own personal and professional development and that of staff.	E	A
Commitment to open, collaborative style of management, welcoming discussion and encouraging engagement.	E	A/I
Able to work effectively with the physical and financial resources available.	E	I
Commitment to supporting staff and pupil wellbeing and sustaining a healthy work-life balance across the school community.	E	A/I

Key Dates & Information

Visits: Visits to our school are strongly encouraged. To arrange an informal visit to look around our school, please complete this [form](#).

Dates for visits:

Thursday 8th January 2026, 2pm

Thursday 8th January 2026, 4pm

Tuesday 13th January 2026, 9:30am

Application Closing Date:

Friday 16th January, 4pm

Shortlisted candidates will be notified by email on or before:

Wednesday 21st January

Selection Activities and Interviews:

Wednesday 28th January & Thursday 29th January

Selected candidates will be asked to undertake a range of activities and we will ensure that you have plenty of opportunities to ask any questions you may have.

Candidates invited to interview must be available to attend on both dates shown above. If you are not required to attend the second day, you will be advised on the evening of Wednesday 28th January.

Further details of the interview process and arrangements will be provided to those shortlisted.

Start Date:

Tuesday 1st September 2026



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Application Process

Please complete the Staffordshire County Council Application form. Submit this with your letter of application and the Recruitment Monitoring Form and email it to recruitment@fulfen.staffs.sch.uk by 4pm on Friday 16th January.

Please ensure your covering letter is no longer than 2 sides of A4 paper (no smaller than font size 11). Your covering letter should focus on your skills and attributes with reference to the job and person specifications. Please note that CVs are not accepted.

For shortlisted candidates, references will be sought ahead of the interview process. Please provide details of two people who can provide you with a professional reference, including one from your current employer. Email addresses must be professional emails and not personal emails. Please also advise them that you have given their name and that they may be approached to provide a timely reference.

Fulfen is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The school follows safer recruitment practices, and the successful applicants will be subject to all necessary pre-employment checks including enhanced Disclosure and Barring Service check.

Thank you for your interest in this vacancy and we look forward to receiving your application.



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