



Joining
Lea and Garsdon
CE Primary School

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Welcome to Lea and Garsdon CE Primary School.

Our school is a community school situated within the beautiful village setting of Lea, bordering the Cotswolds and near the historic market town of Malmesbury, Wiltshire.

The school serves children from 4 – 11 years. We are an inclusive school at the heart of our village community. The school has very good facilities including a recent building extension for KS1, enabling an increase in numbers from 120 to 175 with the possibility of further growth towards 210 pupils over the next few years.

We are a caring school that provides support and challenge for all our pupils. Our aim is to provide them with a high quality of teaching and learning and to develop them holistically as actively contributing individuals within our society. This is the focus of all our energies. As a school, we also do whatever we can to support each member of staff to achieve excellence.

Our staff are passionate about encouraging children to be enthusiastic learners. We want to give all pupils the skills and confidence to face the future with optimism and excitement knowing that, with hard work and determination, they can succeed.

The pupils' families support the school and its values, on which we build our relationships and daily engagement with each other. Staff have an open and transparent relationship with parents. To meet the breadth of needs we have an Educational Learning Support Adviser, whom children are able to access as needed throughout their time at the school.

We are seeking to appoint a visionary, inspirational and forward-thinking leader who will be able to:

- lead further school development while maintaining our village school ethos of 'Learn, Enjoy, Achieve';
- further develop extra-curricular activities that both entertain the children and broaden their capabilities, including activities outside normal school hours;
- lead and develop a team of talented and hardworking staff and volunteers who enjoy working together to achieve the best possible outcomes for our children;
- work collaboratively alongside other schools to drive continuous improvement.

As the Head Teacher at Lea and Garsdon School, we can offer you:

- the opportunity to lead the school through an exciting phase of growth and further development;
- a vibrant village school that serves a growing catchment area;
- a supportive and knowledgeable Governing Body who are keen to see the school build on its strong ethos and foundations.

You will be rewarded with pupils who will benefit from your strong and effective educational leadership, dedicated staff and governors and supportive parents and volunteers who share the same goal about helping everyone to reach their potential.

Welcome from the Chair of Governors

Thank you for your interest in the appointment of Head Teacher of Lea and Garsdon CE Primary School. I hope that the information in this pack gives you a feel for the role; as well as for our beautiful edge of village environment. Should you also wish to visit in advance of the application and interview process then of course you will be very welcome.

Since the opening of our wonderful building extension three years ago, the number of pupils has increased from 120 to roughly 175. Further growth is likely towards capacity: a full one form entry of 210 in total. As our Head Teacher you will be required to manage this growth successfully, at the same time as consolidating and developing a sharp focus on excellent teaching; appraising staff and budgetary implications; together with improving learning outcomes and preserving the village ethos and feel within the school.

The school expansion can be seen in a video on our website home page and this video also demonstrates our lovely rural setting yet only some 2-3 miles from the historic town of Malmesbury.

Lea and Garsdon CE Primary School is a very friendly and welcoming school with a dedicated, strong staff and an active and supportive governing body and PTFA. Our Outdoor Play and Learning (OPAL) scheme gained a Platinum award, and was assessed within the top 3% nationally. We continue to add new facilities such as a sensory room to help children develop. We feature highly in a successful sports programme, in 2024-25 alone entering inter-school competitions in cross-country, swimming, gymnastics, football, netball, tennis, cricket and athletics! We also enable our children to experience 'Forest School' and a range of musical and performance activities. We are currently

working to augment our before and after school provision and we work closely with a pre-school nursery within our grounds. The school's hard work and application was rewarded in its Ofsted inspection of June 2024 which assessed us as 'Good' with 2 elements of 'Outstanding' ('Behaviour and Attitudes'; and 'Personal Development').

The school is highly regarded and popular. Our future is a very positive one and we seek a practical, caring and positive leader to drive further development and achievement and optimise learning outcomes for all our children. Thank you again for your interest in the role and I look forward to welcoming you to the school to see the opportunity available.



Dr Phil Yates

Chair of Governors

Contract Details

Job Title: Head Teacher

Contract Term: Permanent

Salary Scale: Scale L12 – L18 (depending on experience) equating currently to £67,898 - £78,702.

Line Manager: Chair of Governors

Start Date: 1st September 2026.

Safeguarding: We are committed to safeguarding, including on-line safety and promoting the welfare of children and expect all staff and volunteers to share this commitment. If successful in your application for this position, you will be expected to apply for a current Disclosure and Barring Service confirmation before your appointment is confirmed. References will be sought on shortlisted candidates before interviews take place.

Job Purpose:

The core purpose of the Head Teacher is to provide professional leadership and management for the school that reflects its vision of 'Learn, Enjoy, Achieve'. This will promote a secure foundation from which to achieve high standards in all areas of the school's work and to deliver on its Christian ethos and values.

To gain this success the Head Teacher will:

- Provide vision, leadership and direction for the school;
- Secure excellent outcomes for pupils;
- Develop outstanding teaching and learning, fully recognising diversity;
- Promote excellence, equality and high expectations for all pupils and staff;
- Create a culture of self-improvement across the school;
- Promote the social, moral and cultural development of all pupils;
- Evaluate and be accountable for school performance, pupil outcomes, staff development and identifying priorities for continuous improvement;
- Ensure that day-to-day management, organisation and administration is carried out effectively;
- Maintain a safe and productive learning environment which is engaging, fulfilling, ambitious and challenging for all pupils and staff;
- Work effectively with the Parents, Governors, Local Authority, other local schools and the wider community to secure their commitment and a network of developmentally productive relationships for the school.

Main Tasks, Duties and Responsibilities

Teaching and Learning

Continue to raise the quality of teaching and learning for pupils, securing excellent outcomes for pupils, within a successful learning culture:

- Ensure the school provides a learning environment that promotes and secures excellent teaching, effective learning, high standards of achievement and good behaviour;
- Accountable for the development, implementation and review of a curriculum, compliant with statutory requirements, that delivers breadth, balance and relevance to all pupils whatever their abilities, aptitudes and educational need within the financial constraints of the school budget;
- Ensure that effective plans are in place for key stage transition and internal / external moderation in order to avoid self-referencing and regulation without due regard to national norms;
- Maintain honest and rigorous assessments of teaching quality and pupil achievement;
- Ensure that parents/carers and pupils are continually well informed about the curriculum, progress, attainment and the contribution parents/carers may make to the pupils' learning and achievement of the school's targets for improvement;
- Proactively encourage a culture of promoting competition both within and without the school
- Celebrate the achievements of pupils and employees throughout the academic year;

- Monitor and evaluate the quality of teaching and learning and standards of achievement for all pupils compared to national and regional data, tackling underperformance promptly and effectively;
- Empower all leaders at the school to enable them to support their departments with lesson preparation, delivery and pupil assessment;
- Maintain good pupil behaviour and discipline through the development and implementation of effective behaviour management strategies and policies, including pupil reward and exclusions;
- Promote and develop extracurricular activities which support the educational aims of the school;
- Cultivate effective communications with all employees and parents and carers within the school;
- Encourage the sharing of best practice and collaborative working across the school's networks and further afield;
- Ensure innovative information technology techniques in the classroom are considered and implemented where appropriate to enhance pupil outcomes;
- Undertake an appropriate programme of teaching in accordance with the duties of a Head Teacher and, when teaching, to lead by example, acting as a role model of teaching excellence;
- Keep abreast of the demands of Ofsted and SIAMs schedules to ensure a proactive stance is taken in meeting the requirements of these inspections.
- Keep abreast of DfE Cyber Security standards and ensure their implementation and ongoing monitoring.

Managing the School

Provide effective management of the school and identify ways of improving organisational structures and functions including through the use of information technology:

- Ensure that standard operating procedures, processes and the policies of the school are securely embedded and habitual in the practice of the school;
- Show an openness to both contribute and accept support;
- Produce and implement clear evidence-based continuous improvement plans for the school;
- Ensure that the management systems, structures and processes work in line with legal requirements;
- Produce a balanced budget for the school for each financial year and ensure that all expenditure is within the agreed budget;
- Recruit highly skilled employees for both teaching and support posts ensuring that all interview and selection processes are compliant with employment legislation and safer recruitment advice;
- Ensure that every employee is properly appraised, with discussions around strengths and weaknesses, followed by clear target setting linked to a personalised development plan for the coming year;
- Encourage all employees to embrace continual professional development and to provide suitable high-quality training for all employees on the 5 annual training days and beyond;
- Ensure staff have clear responsibilities defined, with appropriate targets set and the authority to carry out the duties agreed;

- Provide training and support for senior leadership to empower them to manage their functions in an effective and efficient manner, from the development of staff through to tackling underperformance;
- Ensure all relevant policies and procedures required for the effective running of the school are communicated to employees and parents and are kept current;
- Maintain positive working relationships with the Employees, Governors, Parents/ Carers, the Local Authority, local schools and the wider community;
- Ensure the vision for the school is clearly understood, promoted and shared by all.

Safeguarding and Safer Recruitment

- Ensure that the safeguarding and on-line safety arrangements within the school are visibly compliant with national guidelines and the school's policies and procedures;
- Ensure all recruitment is in accordance with the safer recruitment guidance and conducted by suitably qualified personnel;
- Nurture a supportive working environment where employees and pupils feel able to report behaviour / incidents of concern in complete confidence;
- Ensure all employees and volunteers receive safeguarding and cyber security training regularly in accordance with accepted best practice;
- Monitor the school's single central record and DBS clearance processes to ensure compliance.

- Monitor and act upon any warnings from staff or the IT protection systems to enhance safeguarding.

Duties specific to the Head Teacher

- Be an inspiring leader, hungry to achieve and succeed, who will instil drive and motivation within the organisation, not content to accept mediocrity but encouraging the whole system to continually raise standards;
- Personally live by and exemplify the Nolan Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership);
- Reflect on personal contribution to the school's achievements and challenges taking account of feedback from the School Improvement Advisor, Governors and other appropriate persons;
- Treat everyone fairly, equitably and with dignity and respect to create and maintain a positive culture across the school;
- Regularly review own practice, set personal targets and take responsibility for own personal development;
- Ensure everyone is clear on their responsibilities and have the authority and support to execute them successfully;
- Maintain an appropriate work-life balance for self and colleagues;
- Recognise and fulfil contractual obligations;
- Lead by example.

Additional Duties & Responsibilities

- Ensure the village ethos of the school is maintained, while developing the school and endeavouring to support growth in pupil numbers to make a full single form entry financially viable;
- Support and develop the wider offer to the community in terms of; before and after school clubs and potential use of facilities by the wider community and support for the independent pre-school provision;
- Continue to support and enhance OPAL development;
- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post;
- In fulfilling the requirements set out in this job description, the post holder will exhibit a commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs;
- In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role.

Head Teacher Person Specification

Method of Assessment <i>This table indicates the requirements of the role to evaluate the competencies in each area</i>	Essential or Desirable
Qualifications, Education and Training	
Qualified Teacher Status	E
Registered as a practicing teacher in England	E
National Professional Qualification for Headship	D
Ofsted and SIAMs training / experience	D
Experience and Knowledge	
Successful senior leadership experience, with a proven track record of delivering school improvement	E
Managing and improving the curriculum offer resulting in demonstrable impact	E
Substantial primary teaching experience	E
Successful headship experience	D
Experience of leading a primary school	D
Leadership experience in an 'outstanding' school	D
Experience of working successfully with the local community	E
Knowledge of current child protection guidance and a commitment to safeguarding and promoting the welfare of children	E
In depth knowledge of the national curriculum and its delivery, monitoring and assessment at EYFS, KS1 and KS2	E
Excellent understanding of the current school inspection frameworks and how to prepare employees and pupils to achieve the best inspection outcomes	E
Up to date knowledge of the government initiatives and curriculum developments and their relative importance in the primary school setting	E
Good understanding of the current recruitment challenges in the education sector and recruitment and retention best practice	D
Awareness of health and safety in an educational context	E
Understanding of financial procedures and budgeting relevant to the education sector	D
Skills and Abilities	
Able to communicate effectively with pupils, parents, staff, governors and the wider community	E
Proven track record of problem solving and conflict resolution	E
A team player able to empower and influence	E
Clear decision-making skills, able to take the lead when difficult decisions are required	E

Clear evidence of effective performance management of both underperforming and highly effective teachers and leaders	E
Engaging public speaker with ability to communicate both positive and challenging messages effectively to a wide audience	D
Motivational leader with a vision which embraces excellence. High academic standards and inclusion	E
Experience of promoting a school, and building sustainable and positive relationships with the local community	D
Able to demonstrate effective change management skills	E
Good ICT skills and able to use IT effectively in the classroom and as a management tool for data analysis, presentations, marketing, etc.	D
Understanding of Cyber threats and opportunities in a school environment	D
Values and Behaviours	
Presence, passion, energy and impact	E
Personal demonstration of living by the seven Nolan principles of public life	E
Committed to continuous school improvement	E
Committed to continuous professional development of self and all the school's employees	E
Committed to the well-being of both pupils and staff	E
Ability to manage own work-life balance and that of others on the senior team	D

How to Apply

We warmly welcome visits to Lea and Garsdon School from prospective candidates. If you wish to arrange a visit, please contact the School Administrator using the following details:

Tel: 01666 823 534

Email: admin@leagarsdon.wilts.sch.uk

If you have any questions about the application process please contact the Clerk to the Governors, Holly Speed:

Email: Holly.Speed@leagarsdon.wilts.sch.uk

We will be pleased to receive your electronic application addressed through the Wiltshire Council recruitment career website link - <https://teaching-vacancies.service.gov.uk/jobs/headteacher-lea-and-garsdon-church-of-england-primary-school-malmesbury-wiltshire>

Closing date: 25th January 2026

Shortlisted candidates will be notified: By 29th January 2026

Interviews and assessments will be conducted: 9th – 10th February 2026

We intend to inform the successful candidate as soon as possible after this date and plan to have completed contract paperwork at latest by 20th February 2026.

Thank you in advance for your interest in this position.