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consultancy



# Lowfield Primary School Headship information pack



# A message from the Chair of Governors

Dear candidate,

Thank you for your interest in the post of headteacher at Lowfield Primary School.

Lowfield Primary School is a happy multicultural and caring school. Our children thrive because of the quality of teaching, the care and support of our staff, and the strong partnerships we have built with families and the wider community.

Diversity and inclusion are fundamental to who we are. We celebrate the rich cultures and experiences within our school family, and actively promote an environment where every child feels valued and secure.

Our dedicated and passionate staff create a calm and purposeful learning environment with high expectations. We recognise that our responsibility to our pupils extends far beyond the classroom, and we are committed to developing confident, resilient and happy learners, so when they leave us they are fully prepared for their next stage of learning.

We are seeking a headteacher who can build on these strong foundations through inspiring leadership, clear strategic vision and a genuine commitment to whole school improvement. We are looking for someone with the energy and vision to guide us through an evolving educational landscape while keeping children and families at the centre of all we do.

Lowfield Primary School is a truly special place to work, grow and learn. We strongly invite you to visit the school, meet our fantastic staff and children, and experience the warmth and energy of our school community firsthand.

This is an exciting opportunity for a dynamic school leader who shares our passion and commitment to ensuring all our pupils achieve their full potential.

Brian Wood  
Chair of Governors, Lowfield Primary School



# Headteacher

L18-L24 (£78,702 – £90,255) (starting point dependent on experience)  
Group 3 NOR 408  
To start January 2027

## ***‘Every day counts’***

Lowfield Primary is a diverse, happy and caring school at the heart of a vibrant, supportive community.

Our aim is to ensure that every one of our pupils, irrespective of ability or needs, receives the best possible education. All children deserve the opportunity to reach their full potential – this belief is at the heart of everything we do.

Here at Lowfield, we have high expectations of staff and pupils alike. Though we place great emphasis on good quality teaching, we recognise that our responsibility to our pupils goes beyond teaching and learning. Through a broad and balanced curriculum, delivered in a calm and supportive environment, we provide for the development of the mental, cultural, spiritual and physical welfare of all our children.

This is an incredibly exciting time to join the school as it has been selected by the DfE for a major refurbishment. With works scheduled to commence in June 2027, our next headteacher will have the unique opportunity to help shape the school’s future as we transition into modern, purpose-built facilities designed to inspire both pupils and staff.

We are looking for a friendly, inspirational and outward-facing school leader who:

- has a demonstrable record of delivering whole school improvement in a senior leadership role.
- recognises, celebrates and promotes diversity, and has a clear understanding of what it means to lead a multicultural school.
- has a ‘can-do’ attitude and the strategic vision to guide the school through a complex and dynamic education landscape.
- has an inclusive approach to education and shares our commitment to ensure every child achieves.
- is committed to the wellbeing of the whole school community, making sure Lowfield remains a happy, safe and rewarding place in which to learn, work and play.

In return, we can offer you:

- the opportunity to lead an enthusiastic, passionate and dedicated staff team.
- the support of our families, friends and the wider community.
- the governing body’s commitment to your wellbeing and ongoing professional development.

Visits to Lowfield Primary are warmly encouraged. You can arrange this, or an informal discussion with the current Headteacher, by contacting the school office in 0114 255 2501.

**Closing date for applications: 12 noon Friday 12<sup>th</sup> June 2026**  
**Assessment centre and interviews: Thursday 25<sup>th</sup> and Friday 26<sup>th</sup> June 2026**

A photograph of a classroom scene. A male teacher in a light-colored shirt is standing and interacting with several young children in blue school uniforms. They are gathered around a table covered with books. In the background, a large banner reads 'SWAP SHOP' with a star icon. Other posters on the wall include 'WAR HORSE', 'DONALD DUCK', 'The Tiger Who Came to Tea', 'NATE', and 'DOD'.

# Information for candidates

Please use your personal statement to demonstrate how you meet each element of the person specification. You should provide examples and, wherever possible, quantitative evidence of positive outcomes. Candidates will be shortlisted on their track record as a school leader and how well they demonstrate the attributes set out in the person specification. You will find the person specification at the back of this pack.

The deadline for receipt of applications is 12 noon on Friday 12th June 2026. Completed forms should be submitted directly to [scott@gloverrecruitment.co.uk](mailto:scott@gloverrecruitment.co.uk).

Applications must be completed using the attached Sheffield City Council application form. In line with Safer Recruitment guidance, CVs will not be accepted, nor will applications submitted on other formats.

School visits are warmly encouraged and should be arranged by contacting the school office directly on 0114 255 2501.

All candidates will be informed of the shortlisting outcome by 1.00pm on Thursday 18th June.

Shortlisted candidates will be asked to attend the school on Thursday 25th June for in-school activities. An assessment centre and interviews will take place on Friday 26th June.

The assessment centre will consist of a series of job-related exercises designed to give candidates the opportunity to demonstrate the key competencies required for headship. Shortlisted candidates will be fully briefed at the beginning of the process.

Any queries about salary or the recruitment process should be addressed to Scott Glover at [scott@gloverrecruitment.co.uk](mailto:scott@gloverrecruitment.co.uk), or by calling 07766 773682.

***100% of our parents and carers said the school makes sure their children are well-behaved.***



***100% of our parents and carers said their children felt safe at Lowfield.***



Lowfield Primary School is committed to safeguarding and promoting the welfare and safety of children and expect all our staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. All shortlisted candidates will be asked to disclose any cautions or convictions prior to interview. The amendments to the ROA Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected' and are therefore not subject to disclosure to employers. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Please also note that an online search will also be conducted for all shortlisted candidates prior to interview.

The successful candidate will be required to complete an enhanced Disclosure and Barring Service check and a Children's Barred List check. Please note that it is a criminal offence to apply for this post if you have been placed on the Children's Barred List. Candidates are asked to read the school's [safeguarding policy](#).

***100% of our parents and carers said Lowfield gives their children the support they need to succeed at school.***



## Headteacher job description

### Role of the Headteacher:

Headteachers occupy an influential position in society and shape the teaching profession. They are lead professionals and significant role models within the communities they serve. The values and ambitions of headteachers determine the achievements of schools. They are accountable for the education of current and future generations of children. Their leadership has a decisive impact on the quality of teaching and pupils' achievements in the nation's classrooms. Headteachers lead by example the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff. They secure a climate for the exemplary behaviour of pupils. They set standards and expectations for high academic standards within and beyond their own schools, recognising differences and respecting cultural diversity within contemporary Britain. Headteachers, together with those responsible for governance, are guardians of the nation's schools.

### Responsible to:

The Governing Body and the Executive Director, Children Young People & Families, Sheffield City Council

### Responsible for:

The teaching and support staff of the school and its children and young people.

### The Headteacher will be expected to:

- Fulfil all the requirements and duties set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.
- Meet the standards set out in the guidance document National Standards of Excellence for Headteachers.
- Achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.
- Understand fully the current legal requirements, national and local policies and guidance on safeguarding and the promotion of the wellbeing of children and young people and ensure that all requirements are met.

# Job Description

Detailed below are the 24 characteristics expected of an excellent school leader, divided into the four 'Excellence As Standard' domains. The Governing Body has identified these as the specific characteristics that are vital for the post to ensure the school is led effectively.

This job description will be subject to annual review as part of the performance management cycle.

<b>Domain One</b> <b>Qualities &amp; Knowledge</b>	<b>Domain Two</b> <b>Pupils &amp; Staff</b>	<b>Domain Three</b> <b>Systems &amp; Processes</b>	<b>Domain Four</b> <b>The Self-Improving School System</b>
<p><i>Headteachers:</i></p> <p>1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.</p>	<p><i>Headteachers:</i></p> <p>1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.</p>	<p><i>Headteachers:</i></p> <p>1. 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.</p>	<p><i>Headteachers:</i></p> <p>1. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.</p>
<p>2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.</p>	<p>2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.</p>	<p>2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.</p>	<p>2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.</p>
<p>3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.</p>	<p>3. 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.</p>	<p>3. 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.</p>	<p>3. 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.</p>
<p>4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.</p>	<p>4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.</p>	<p>4. 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 pupil, staff and financial performance.</p>	<p>4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.</p>

## Job Description continued

<p>5. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.</p>	<p>5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.</p>	<p>5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.</p>	<p>5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.</p>
<p>6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.</p>	<p>6. Hold all staff to account for their professional conduct and practice.</p>	<p>6. 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.</p>	<p>6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.</p>

This job description may be amended at any time after discussion with the Governing Body.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment procedures.

# Person Specification

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification.

## Qualifications and experience

### Candidates should have and be able to evidence:

1	Qualified Teacher Status (QTS)
2	Experience across the appropriate age range(s)
3	Evidence of recent senior leadership experience
4	A proven track record of leading whole school improvement successfully
5	Evidence of recent, appropriate leadership development (e.g. NPQH*)

Personal qualities		Domain
<b>Candidates should:</b>		
1	Demonstrate a passion for teaching and learning	2:2
2	Communicate effectively both orally and in writing to a range of audiences	1:1
3	Develop positive relationships with pupils, staff, parents, governors and members of the local community	1:2
4	Adapt to changing circumstances and be receptive to new ideas	
5	Demonstrate excellent interpersonal skills	
6	Be decisive, consistent and focused on solutions	
7	Demonstrate the capacity to be reflective, flexible and adaptable	
8	Have a positive, enthusiastic outlook, embracing risk, innovation and creativity	4:5
9	Show resilience, perseverance and optimism in the face of difficulties and challenges	1:3
10	Lead by example with integrity and clarity	1:3
11	Listen carefully, learn from others and seek advice and support when necessary	1:3
12	Demonstrate a commitment to the continuing professional development of self and others within the school	4:4

Skills		Domain
<b>Candidates should be able to:</b>		
1	Formulate a vision and strategy for the school and secure commitment to it from others	1:6
2	Analyse and interpret data accurately to inform school improvement and to monitor pupil progress	2:3
3	Plan strategically and set challenging targets for improvement	2:1
4	Managing change successfully	
5	Assess, monitor and evaluate the quality of teaching and learning, providing next steps for improvement	2:2
6	Work effectively with parents and the community	1:2

*Person specification continues on next page*

7	Work effectively with the governing body, enabling governors to fulfil their roles and meet their responsibilities	3:4
8	Work in collaboration with other schools, fellow professionals and external organisations to improve outcomes for all children	4:1
9	Drive improvement and challenge underperformance	3:3
10	Have excellent organisational skills, prioritising and managing time well under pressure, to meet deadlines	
12	Distribute leadership, enabling staff and teams to take on responsibility and hold each other to account for their decision making	3:6
13	Manage resources efficiently	3:5
14	Engage leaders at all levels in systematic and rigorous self-evaluation	3:1

<b>Professional knowledge and understanding</b>		<b>Domain</b>
<b>Candidates should:</b>		
1	Be committed to securing equality of opportunity throughout the school	2:1
2	Have an understanding of national policy, curriculum developments and the statutory and legal framework within which a school operates, including the new Ofsted Inspection Framework	1:4
3	Have knowledge of what constitutes good and outstanding teaching and a secure understanding of how pupils learn and the impact of a highly creative curriculum	2:2
4	Have knowledge of effective assessment for learning practices and an understanding of the impact of excellent questioning and immediate verbal feedback on the progress of learners	2:2
5	Have knowledge of the management of children's behaviour and attitudes to learning and the ability to put this into practice	3:2
6	Have knowledge of effective strategies to include and meet the needs of all children, including the most able and those who are disadvantaged	2:1
7	Have experience of multiagency working to support vulnerable children and families	4:2
8	Have an understanding of effective financial management	3:5
9	Have experience of school self-evaluation and performance management processes and their impact on raising standards	3:3
10	Have experience of using local and national research to support school improvement	2:3

<b>Safeguarding</b>		<b>Domain</b>
<b>Candidates should have:</b>		
1	Knowledge of national and local safeguarding guidance	3:2
2	Experience of safeguarding and promoting the welfare of children and young people	3:2
3	A commitment to co-operate and work with relevant agencies to protect children and young people	3:2
4	Knowledge of best practice and procedures for safeguarding children and young people	3:2

\*It is no longer mandatory for all first-time headteachers to have been awarded the National Professional Qualification for Headship (NPQH) *before* being appointed to the post. However, NPQH is a credible threshold qualification, which signals readiness for headship.

# **glover recruitment consultancy**

Queries about the application and recruitment process  
should be addressed to [scott@gloverrecruitment.co.uk](mailto:scott@gloverrecruitment.co.uk) or by  
phoning 07766773682.