

Headteacher Recruitment Pack



Mayflower Primary School

Headteacher required for September 2026

Group 3, Inner London, L16 - L22

Full-time/Permanent



Mayflower Primary School

Mayflower is a popular and successful school with an excellent reputation. Situated in the heart of Poplar, Tower Hamlets.

Following over 18 years of successful leadership, our current Headteacher is retiring at the end of the school year. This is an exciting opportunity to build on the excellent foundations in place and to continue to develop the school.

We are looking for an exceptional, committed Headteacher with a proven record in educational leadership to share our ambition and strategic vision. Your energy and enthusiasm will inspire, challenge and empower all members of the school in achieving our vision.

Our future Headteacher will have excellent leadership skills to manage the demands of an inner-city primary school. The school has exceptional staff teams, committed to ensuring all pupils receive an excellent education.

The position is suitable for an experienced Deputy Headteacher capable of meeting the challenges of the post or an experienced Headteacher looking for a second headship. Governors have high expectations and are positive and supportive. The new Headteacher will benefit from:

- ✓ Well established committed staff teams, with strong leaders
- ✓ Enthusiastic learners and supportive parents
- ✓ An experienced governing board who champion the school
- ✓ Access to support networks such as, Action learning, Poplar Partnership and (THEP) Tower Hamlets Partnership <https://thep.uk>

There will be an opportunity to visit the school and meet the current Headteacher between 23rd February to 6th March.

Prospective candidates are asked to complete the application form. The supporting statement section of the form should show how you meet the requirements listed in the person specification. Please limit your written supporting statement to no more than 3 sides of A4, font size 11.

- Closing date: Monday 16th March at 10:00 AM
- Shortlisting on Wednesday 18th March
- Successful candidates will be informed Thursday 19th March
- We will interview successful candidates on Wednesday 25th and Thursday 26th March
- It is essential that shortlisted candidates inform their referees of these dates.

We are striving to build an inclusive workplace and culture where all employees feel valued. Our mission is to welcome everyone and to create inclusive teams.

Mayflower Primary school is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. Appointments to this post will be subject to confirmation of qualifications, experience checks and satisfactory references and an Enhanced Disclosure (via the Disclosure and Barring Scheme).

Please visit the website for an application pack and further information:

www.mayflower.towerhamlets.sch.uk

Completed applications should be returned to admin@mayflower.towerhamlets.sch.uk

Visits to Mayflower Primary School are encouraged and strongly recommended. Please contact our admin team to arrange this, by email admin@mayflower.towerhamlets.sch.uk or phone: 020 7987 2782

About our School

Mayflower Primary School opened on this site in 1928, formerly called Upper North Street School, it was renamed in the 1950's. We have 416 places, with 407 children currently on roll. We have a Nursery and have 2 classes per year group from Reception – Year 6.

Our school is named after The Mayflower Ship, famous for taking early pioneers to America. That pioneering spirit is an inspiration for us at Mayflower School as we strive for excellence in learning. We want all our pupils to be successful, and we are constantly searching for new and innovative ways to make learning even more exciting, so that everyone at Mayflower can enjoy the sense of adventure learning brings and discovers how learning changes lives.

Mayflower Primary School is a thriving, friendly and inclusive community school. We are proud of our pupils who behave well, work hard and take pride in their learning. Our pupils achieve well through the teaching and learning of our ambitious and aspirational curriculum, which is adapted to reflect our diverse school community.

Some current data:

Number of children on roll: 407 (including nursery)

Children with SEND: 16%

Attendance: 94.5%

Number eligible for Pupil Premium: 37%

Children with EAL: 98%



Mayflower Primary School

Job description: Headteacher



Job details

Salary: £84,838 - £96,591, L16 - L22

Contract type: Full-time/permanent

Reporting to: Board of Governors & Local Authority

Main purpose

The headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively

Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Duties and responsibilities

School culture and behaviour

The headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs (SEN) and disabilities

The headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school runs effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Managing the school

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk

Professional development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Make sure professional development opportunities draw on experts both within, and beyond the school
- Seek training and continuing professional development to meet the needs of all staff members

Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

Headteacher



CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ▪ Qualified teacher status ▪ Degree ▪ Headship National Professional Qualification (desirable) ▪ Senior Leadership National Professional Qualification (desirable)
Experience	<ul style="list-style-type: none"> ▪ Successful and sustained leadership and management experience in a school ▪ Teaching experience ▪ Involvement in school self-evaluation and development planning ▪ Demonstrable experience of successful line management and staff development
Skills and knowledge	<ul style="list-style-type: none"> ▪ Data analysis skills, and the ability to use data to set targets and identify weaknesses ▪ Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve ▪ Understanding of school finances and financial management ▪ Effective communication and interpersonal skills ▪ Ability to communicate a vision and inspire others ▪ Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none"> ▪ Commitment to uphold the 7 principles of public life (the Nolan principles) at all times ▪ A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school ▪ Ability to work under pressure and prioritise effectively ▪ Commitment to maintaining confidentiality at all times ▪ Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position