

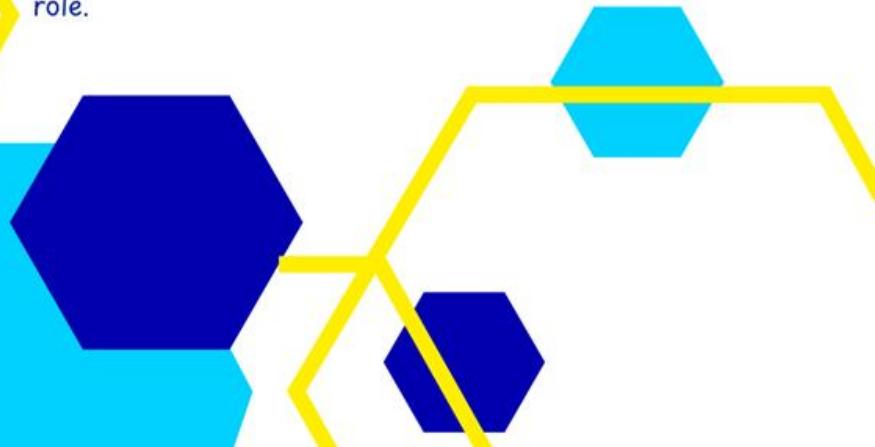
Meadow Green Primary School

HEADTEACHER APPLICANT PACK



Safeguarding Statement

The Governing Body of Meadow Green Primary School are committed to safeguarding and promoting the welfare of children and young people. Headteachers must ensure that the highest priority is given to following the updated guidance and regulations to safeguard children and young people (KCSIE) 2025. The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS). As part of the recruitment process, the candidates will agree to a social media screening check. This is to ascertain whether each candidate's online presence ensures their suitability for the role.



At the heart of everything we do at Meadow Green are the children we teach. Our aim is to provide a happy, secure environment in which children will thrive and develop intellectually, emotionally, socially and physically.



Welcome to Our School



Founded in 1965 to serve the community of Wythall, Meadow Green is truly at the heart of our community. We are a one form entry (with some one-and-a-half form years), non-denominational school catering for children between the ages of 3-11. Our small size means we are a close-knit school with care and connection between phases and year groups. We are proud that Ofsted rate us as a Good school (February 2024), but are not wholly content with that and strive to become even better!

Letter from the Chair of Governors



Dear Applicant,

Thank you for considering applying for the role of headteacher at Meadow Green Primary School. I hope you find this pack informative, and I look forward to receiving your application in due course.

We are seeking to appoint a candidate to take over from our current headteacher, who is stepping down at the end of the academic year after eighteen years of dedicated service. The team you will be leading is already highly motivated and committed to improving standards and outcomes for our children. The children themselves are encouraged to be independent, mature and kind towards everyone they encounter at school, and we would expect our new headteacher to continue to engender this spirit of learning and personal development when they join our team.

We are extremely proud of our school and would love you to visit so that you can experience the friendly, family atmosphere and see how committed we all are, staff, governors and children alike, to making our school the best place it can be. The children are our priority, and we need a headteacher who is passionate about the learning and well-being of each individual child; someone who can motivate and inspire staff and pupils; someone with an inclusive attitude, who will embrace our community ethos.

The Governing Body work closely with school leaders and staff in supporting its strategic planning and direction. They strive to ensure that the school leaders feel supported whilst maintaining the purpose and requirements of school Governance. Encouraged by previous successful Ofsted inspections, we continue with a desire to improve and look forward to seeing how the newly appointed headteacher will implement new ideas and practices that positively impact the school community. Leading an already successful school which, being small, has its own challenges, we welcome innovative thinkers who can lead the school forwards as we aim to be the best school we can be.

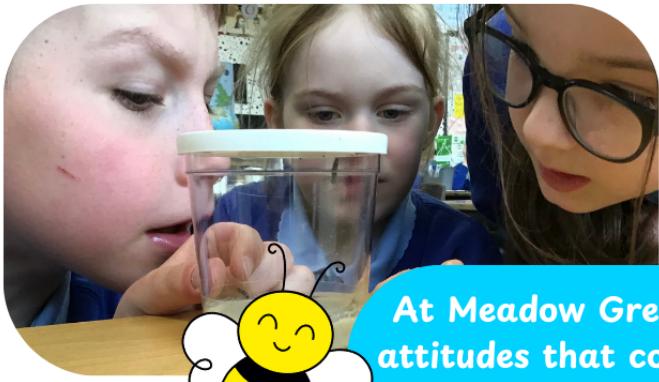
Please email your completed application form to Mrs Bal Bassi, School Administrator, email enquiries@meadowgreen.worcs.sch.uk.

Yours sincerely,

S Crosthwaite

Chair of Governors





Values & Attitudes



At Meadow Green we promote a set of positive values and attitudes that contribute to a shared ethos towards life and learning. We believe that children will become effective, life-long learners if they possess the skills that will help them have a growth mindset and an ability to keep going even if/when they find things difficult.

Known as the 6Rs, they encompass:

Relationships

e.g. collaborative learning; effective communication, ability to understand and follow class and school rules; building positive relationships with staff and peers

Reflectiveness

e.g. ability to apply knowledge and skills in new situations; willingness to learn from mistakes and take risks; ability to revise planning and review own learning

Resilience

e.g. effort, perseverance; ability to complete tasks; working with energy and enthusiasm, even when the learning is challenging; focus and concentration

Resourcefulness

e.g. independent learning; problem solving; creative thinking; sense of enquiry

Respect

e.g. taking care in presentation of learning; politeness and good manners; respecting the views of other people, cultures and beliefs

Responsibility

e.g. working on personal targets; learning at home; striving to be their best!

As a school, we believe that developing these 6R skills improves pupil outcomes both with academic attainment and social/emotional wellbeing. We encourage a love of learning with our pupils that we hope they keep and develop throughout their lives!



Our School

Our facilities and accommodation have grown over time; comprising of the original classrooms and school hall which have been all renovated in recent years, supplemented by additional classrooms built in 2000 and 2011 as our school expanded. In recent years the school has transitioned back to a one form entry school, with our continued aim to be at the centre of our community in Wythall, where we strongly believe in working together with parents and local residents. Our wonderful school grounds are a real feature of our site with mature oak trees, play equipment and extensive fields.

We encourage as many extra-curricular activities as possible, including performances, clubs, visitors, trips and student roles.



We hope you will enjoy the many opportunities to be involved in school life, and we look forward to welcoming you to Meadow Green!



Thank you for your interest in joining Meadow Green Primary School! We are looking for a talented school leader, who shares our vision and values, to lead our team. Our staff are our most important resource and you will be central to encouraging and enabling our values and aims for our pupils.



Our Offer

Our Staff Community

We have a broad mixture of long standing and recent teaching and support staff who work collectively within phase groups and across the school to support our pupils and each other. The Senior Leadership Team is well established and supportive, recognising the importance of staff wellbeing in terms of workload and work life balance.

Career Development

As headteacher you will have access to support from the governing body and local authority. We aim to provide all staff with access to a wide range of professional development opportunities to further develop their practice. The school has close links to a number of local first schools, whose headteachers work collaboratively to support one another. We utilise a range of online and face-to-face training from our own staff and in partnership with external providers. As a GLOWHUB Maths Mastery School, our Assistant Head delivers CPD on the latest approaches to teaching Mathematics across Worcestershire providing direct access to support.

As an early adopter of the Schools Direct Programme, Meadow Green has close professional development links with the Universities of Birmingham and Worcester, as well as the Woodrush Teaching Schools Alliance. This has enabled us to access accredited and bespoke training programmes including the NPQML and NPQLTD.

All staff have access to the National College online CPD portal, which enables school leaders and staff to personalise their professional development, accessing learning and resources more flexibly. We recognise that your time as a headteacher is valuable, and we believe that this breadth of CPD opportunity will support you with managing your workload and work-life balance.

Could you lead our team?

We hope that you find everything you need in this brochure, and warmly welcome you to get in touch with the school with any questions you may have.

To arrange a visit to our school please contact the school office on 01564 823495 or alternatively email enquiries@meadowgreen.worcs.sch.uk.

We look forward to welcoming you to Meadow Green!

The Recruitment Process & Key Dates.
Thank you for requesting an application pack for the position of Headteacher at Meadow Green Primary School.

Recruitment Process & Key Dates



In this pack, you will find information on how to apply and a job description, along with essential and desirable qualities for the position. Please ensure that your application form and covering letter endeavour to evidence all the aspects of the Headteacher's role as outlined in the person specification. If you require any further information, please contact us via email at enquiries@meadowgreen.worcs.sch.uk or telephone the school office on 01564 823495. A table of the key dates is shown below.

Visits to the School

School visits are strongly encouraged. Please call 01564 823495 to book a slot on the dates below:

- Tuesday 24th February 2026
- Monday 2nd March 2026
- Friday 6th March 2026
- Wednesday 11th March 2026

To confirm an appointment or if you are unable to attend any of these dates contact the office.

Applications

All applications must be made on the Worcestershire County Council application form. CVs will not be accepted. Applications should be emailed to:

enquiries@meadowgreen.worcs.sch.uk by noon on Friday 13th March.

Please note that ALL applications will be acknowledged.
If you do not receive acknowledgement within two working days, please contact the school office.

Shortlisted candidates will be informed by Friday 20th March 2026.



Recruitment Process & Key Dates

Timescales

The successful candidate would be expected to take up the post in September 2026.

Pay Scale

This appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions as they relate to headteachers. The pay scale for this post will be **L13-19** dependent on experience and qualifications.

Item	Date	Notes
Closing date for applications	Friday 13th March 12:00pm	Applications received after this date and time will not be accepted.
Shortlisting for interview	Wednesday 18th March	We will notify successful candidates chosen for interview. Unsuccessful candidates will also be notified following the appointment of the successful candidate.
Interview & Assessment Days	Wednesday 25 th & Thursday 26th March 2026	As part of the interview you will be required to undertake: a) A series of short tasks including engaging in pupil voice and meeting staff b) Deliver a presentation on a current educational topic - to be confirmed Governors may shortlist further before inviting successful candidates to interview on the second day
Panel decision	Thursday 26th March 2026	Subject to references and ratification by the Local Authority Board



Headteacher Job Description



Job Description: Headteacher

Reporting to: The Governing Body

Main Purpose: To drive the strategic leadership of the school, focusing on providing an outstanding education for all of our pupils.

KEY TASKS & RESPONSIBILITIES

A. Strategic Direction and Development of the School

- Lead by example and provide inspiration and motivation to the school community.
- Generate vision, ethos and policies for the school which promote high levels of achievement.
- Create and implement a strategic school development plan, underpinned by sound financial planning, within the national and local context, which identifies priorities and targets for ensuring that pupils achieve high standards and that teaching is highly effective.
- Communicate the school's vision effectively and drive its strategic leadership whilst empowering all children and staff to fulfil their potential.
- Ensure that the management, finances, organisation and administration of the school support its vision and aims.
- Monitor and evaluate all aspects of progress, attainment, targets and policy in accordance with national and local priorities and take any necessary action.

B. Teaching and Learning

- Create an environment which secures effective learning for all pupils and promotes the highest standards of achievement and behaviour.
- Determine, organise, implement and monitor the curriculum and its assessment, ensuring that statutory requirements are met.
- Monitor the quality of teaching and pupils' achievement including the analysis of performance data.
- Develop and nurture strong relationships with all children, staff, parents, governors and the wider community.
- Create an outward facing school which fosters collaboration with other schools to champion best practice and secure achievement for every child.

C. Leading and Managing Staff

- Develop positive working relationships with and between all staff and governors.
- Implement and sustain effective strategies for the management of all staff.
- Plan, evaluate and support the work of groups of staff, delegate appropriately and clearly and assess outcomes.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge as well as supporting each other.

D. Effective Deployment of Staff and Resources

- Work with Governors and colleagues to recruit high quality staff.
- Welcome strong governance and actively support the Governing Body to fulfil its role and deliver its functions effectively.
- Deploy and develop senior staff to ensure the most effective management of the school.
- Manage and organise the efficient and effective use of school accommodation.
- Establish expenditure priorities and monitor the effectiveness of resource use.

E. Accountability

- Provide information and advice to the Governing Body so that it can meet its responsibilities and ensure proper accountability throughout the school.
- Ensure that the financial accounts of the school are maintained according to financial regulations and that the Governing Body is sufficiently informed to enable it to be appropriately accountable.
- Hold all staff to account for their professional conduct and practice.
- Account for the school's performance to internal and external agencies through the analysis of performance data and appropriate reporting: the use of such analysis to inform planning at all levels.
- Provide relevant information about all aspects of the school to parents, the community and other interested parties.
- Ensure that the school meets all legal requirements in relation to equality and diversity legislation.
- Ensure that the school complies with all statutory requirements relating to the provision of education and other relevant legislation.

Please note that this job description may be amended at any time following discussion between the Governing Body and the Headteacher and will be reviewed annually.





Headteacher Person Spec

Person Specification

Please see below the qualities we are looking for in our new headteacher. Evidence for these will be gathered from the application (A), during the interview (I) and from tasks undertaken on the day of interview (T). Each is categorised as essential (E) or desirable (D).

Qualifications			
	(E)	(D)	Evidenced
QTS with degree level education or equivalent	●		A
Commitment to own continuing professional development in school leadership and management	●		A
National Professional Qualification for headteachers		●	A
Skills and Experience			
Having been a successful Senior Leader in an education setting	●		A I
Have high organisational skills appropriate to both the daily running and strategic development of the school	●		A I T
Experience of leading development, encouraging innovation and supporting others to this end	●		A I
Demonstrable ability to analyse pupil attainment and progression data, and to use this to improve standards of learning and teaching	●		A I T



Headteacher Person Spec

Strategic Direction and Development			
	(E)	(D)	Evidenced
Ability to develop, communicate and implement a coherent and robust vision for the school in consultation with stakeholders	●		A I
Ability to guide, motivate, inspire and challenge others to achieve agreed aims	●		A I
Experience of school self-evaluation, improvement, monitoring and planning	●		A I T
Governance, Accountability and Compliance			
Ability to work with the Governing Body and an understanding of its statutory duties	●		I
Commitment to being transparent and accountable to parents, governors, external bodies & the local community	●		I
Experience of financial planning and budget management		●	A I
Leadership & Management			
Ability to lead, inspire and develop the talents and abilities of staff	●		A I
Effective communication skills for a range of audiences	●		A I T
Evidence of making a key contribution to school improvement	●		A I
Ability to demonstrate innovative approaches to school improvement, leadership and governance		●	A I



Headteacher Person Spec

Quality of Education			
	(E)	(D)	Evidenced
A highly effective teacher with proven strong teaching in the primary classroom	●		A I
Experience of setting and achieving challenging goals for children of all abilities	●		A I
Experience of analysing pupil performance data to improve learning and teaching outcomes	●		A I T
Experience of delivering the 2014 National Curriculum and related assessment materials		●	A I
Ability to challenge underperformance in teaching outcomes and support improvements	●		I
Commitment to a curriculum that is balanced, creative which motivates the interests of all pupils	●		A I
Safety and wellbeing of pupils			
Experience of and total commitment to safeguarding and protecting the welfare of pupils	●		A I
Ability to support an environment which encompasses all aspects of safety and well-being	●		A I
Working with the Wider Community			
Commitment and ability to work in partnerships with parents and the wider community	●		A I



Headteacher Person Spec

Personal Qualities			
	(E)	(D)	Evidenced
A clear enthusiasm for and love of learning	●		A I
Passionate about ensuring each and every child flourishes	●		A I
Excellent communication and interpersonal skills working with a range of audiences	●		A I
Highly organised with the ability to plan, prioritise, and coordinate complex workloads in a dynamic school environment	●		A I
A positive, proactive mindset with the ability to deal with challenging circumstances and issues	●		A I T
To have high expectations of all children irrespective of starting points	●		A T
Values, Ethos and Commitment			
A commitment to the highest educational and personal achievement for every child	●		A I
An understanding of the headteacher's position as role model for both staff and pupils	●		A I
Commitment to inclusion and equal opportunities for all staff and pupils.	●		A I



Headteacher Application Pack

Safeguarding

"Meadow Green Primary School is an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed."



Contact Details

Mrs Bal Bassi

Meadow Green Primary School
Meadow Road
Wythall B47 6EQ.
Tel: 01564 823495

To request an application form, please contact:

enquiries@meadowgreen.worcs.sch.uk