# Headteacher Recruitment Information Pack

SCHOOL - FAMILY - COMMUNITY
TOGETHER

Dear Applicant,

Thank you for your interest in the Headteacher position at Park Primary School.

On behalf of the Governing Body, I am delighted that you are considering this opportunity to lead our proud, ambitious, and inclusive school community. Park Primary School is a school with a strong identity, clear values and a deep commitment to ensuring the very best outcomes for every child.

At the heart of our school is our ethos: **School, Family, Community – Together**. This principle shapes everything we do - from the relationships we build to the decisions we make. We are immensely proud of our children, our dedicated staff team and our supportive wider community. Together, we create a school environment that is caring, aspirational and forward-looking.

We are seeking a Headteacher who will build upon the school's many strengths while providing clear strategic leadership for its next stage of development. The Governing Body is committed to working in close partnership with our new Headteacher, offering both support and constructive challenge. We recognise the significance of this role and the profound impact strong leadership has on the life chances of our pupils.

This post represents an exciting opportunity for an inspirational and reflective leader to shape the future direction of the school, nurture our talented staff team and continue to foster a culture of high expectations, inclusion and excellence.

We hope that the information within this pack provides you with a clear understanding of our school, our community, and our aspirations. We very much look forward to receiving your application and learning more about your vision, experience and leadership.

Yours faithfully,

**Mrs A. Houghton**
**Chair of Governors**

Headteacher: Park Primary School

Start date: 1st September 2026
Contract type: Full Time Salary: £78 702 - £90 255 ISR L18-L24 Group 3
Contract term: Permanent

Due to the retirement of our longstanding and respected Headteacher, we are seeking an exceptional Headteacher with the passion, vision and strategic leadership to continue to build on our many strengths and lead the school into its next phase.

Park Primary School is a proud, ambitious, and inclusive community school, recognised for delivering a consistently high standard of education for all pupils. At the heart of our work is a strong community ethos:- **School, Family, Community – Together**; which shapes our relationships, values and daily practice.

We are proud to have developed a highly dedicated team of staff who are committed, hardworking, and deeply invested in the success and wellbeing of our children. The successful candidate will build upon this strong foundation, nurturing a culture that is supportive, inspiring, and focused on securing the very best outcomes for every pupil.

This is an exciting opportunity for an inspirational and reflective leader to drive the next stage of the school's development. If you are a forward-thinking leader with a deep commitment to education and a desire to make a lasting difference, we warmly invite you to apply.

**We offer:**

- A proactive and highly supportive Governing Body, committed to the continued success of the school
- A caring, engaged and aspirational school community
- Enthusiastic, curious children who love to learn
- A dedicated, talented and welcoming staff team
- A superb, well-resourced learning environment
- A strong commitment to professional growth and leadership development

**We are looking for a leader who will:**

- Provide clear strategic direction, shaping the vision, aims and priorities of the school
- Exhibit excellent leadership and management through strong professional relationships
- Be an experienced and highly effective Headteacher or Deputy Headteacher with a proven track record of raising standards and securing whole-school improvement
- Demonstrate successful leadership experience across the phases of primary education
- Show an unwavering commitment to safeguarding and promoting the welfare of children and young people
- Demonstrate a sound understanding of current educational issues and priorities, both locally and nationally
- Effectively lead school operations, including finance, resources, and compliance
- Bring strong knowledge of the EYFS and the National Curriculum
- Demonstrate a secure understanding of outstanding teaching and learning within a diverse and dynamic school community
- Possess a strong understanding of curriculum design, innovation and assessment
- Foster collaboration, empowering staff to work collectively to raise achievement and attainment
- Lead with integrity, modelling professionalism, wellbeing awareness and a commitment to continuous development

Visits to the school are warmly welcomed and strongly encouraged. Opportunities to visit the school:-

- Tuesday 10th March
- Thursday 12th March
- Friday 13th March
- Tuesday 17th March

To arrange a visit, please contact Helen Tickell, Business Manager, on 0151 638 6008 Ext. 4.

Applications should be addressed to Mrs A. Houghton, Chair of Governors, and submitted to recruitment@park.wirral.sch.uk

The closing date for applications is 12 noon on Wednesday 25th March 2026.

Shortlisting will take place on Thursday 26th March 2026. Successful candidates will be invited to interview, which will be held over two days during the week commencing 13th April 2026.

Park Primary is 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 considered on the basis of suitability for the post regardless of sex, race or disability.

Any offer of employment will be subject to receipt of an enhanced disclosure from the Disclosure and Barring Service.

In line with Keeping Children Safe in Education, as part of our pre-employment due diligence, we will undertake general online searches for all shortlisted candidates. This may include social media websites and video platforms. Online searches will only examine data that is publicly available. Any areas of concern will be discussed during the interview process.

# Job Description

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| **Job Title:** | Headteacher |
| **Leadership Scale:** | Group 3: L18 to L24 |
| **Reporting to:** | Governing Body and Local Authority |
| **Responsible for:** | Overall performance, leadership and organisation of the school |

## Purpose of the Role

The Headteacher will provide professional, strategic and operational leadership for Park Primary School. Working in partnership with the Governing Body and Local Authority to secure high-quality education for all pupils; sustain a positive, inclusive and safe culture; and drive continuous school improvement in line with the Headteachers' Standards (2020).

The postholder will build on the strong foundations already in place and lead the school confidently into its next phase of development.

## Leadership, Ethos and Vision

- Develop, communicate and sustain a clear vision, ethos and strategic direction for the school;
- Promote a culture in which individuals feel valued, included and motivated to achieve high standards;
- Uphold public trust in school leadership and maintain high standards in ethics, behaviour and professional conduct;
- Work collaboratively, building positive and respectful relationships with governors, staff, parents, carers and pupils to shape and deliver the school's priorities;
- Demonstrate resilience, adaptability and confidence when leading change;
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care.

## Teaching, Learning and Curriculum

- Secure and sustain high-quality teaching and learning across the school;
- Lead the design, implementation and review of a broad, balanced and inclusive curriculum that meets statutory requirements;
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities;
- Keep up to date with developments in education;
- Monitor the quality of teaching and pupils' achievements including the effective use of assessment, benchmarking and pupil performance data to raise standards;
- Promote a culture and practices that enable all pupils to access the curriculum;
- Have ambitious expectations for all pupils, including those with SEND;
- Develop links with parents and carers, other schools, educational establishments, the local authority and the wider community, in order to enhance teaching and learning and pupils' personal development.

## Pupils

- Uphold ambitious educational standards in order to prepare all pupils for their next phase of education;
- Ensure equality of opportunity for all pupils through inclusive policies, procedures and practices.
- Promote high standards of behaviour, attendance and personal development;
- Ensure pupil progress is monitored effectively and that timely interventions are in place;
- Maintain and continually strengthen a safe, harmonious and stimulating learning environment.

| Staff Leadership and Development |
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| ● Develop positive professional relationships with and between all staff and Governors;<br>● Recruit, retain and develop high-quality teaching and support staff;<br>● Plan, evaluate and support the work of groups of staff, delegate appropriately and clearly and evaluate outcomes;<br>● Lead and manage performance appraisal in line with statutory requirements;<br>● Ensure high-quality professional development is effectively planned, delivered and evaluated and aligned to school priorities;<br>● Promote staff wellbeing, workload balance and a positive professional culture. |
| **Governance, Accountability and Partnerships** |
| ● Work in close partnership with the Governing Body, providing accurate information and advice to enable professional challenge;<br>● Support the Governing Body so that it can meet its statutory responsibilities and ensure proper accountability throughout the school;<br>● Create an ethos in which all staff recognise their accountability;<br>● Build effective partnerships with parents, carers, the Local Authority, other schools and external agencies;<br>● Ensure that the school complies with all statutory requirements relating to the provision of education and other relevant legislation e.g. The Children Act, Health and Safety, Safeguarding Children, Disability and Equality. |
| **Finance, Resources and Health & Safety** |
| ● Ensure that the financial accounts of the school are maintained according to LA financial regulations and that the Governing Body is effectively informed to enable it to be appropriately accountable;<br>● Be accountable for the effective management of delegated budgets and resources;<br>● Ensure value for money and compliance with financial and procurement regulations;<br>● Maintain high standards of health, safety and care of the school environment;<br>● Ensure systems are in place to identify, manage and mitigate risk. |
| **Safeguarding and Safer Recruitment** |
| ● Take overall responsibility for safeguarding and child protection within the school;<br>● Ensure safeguarding policies and procedures are implemented consistently and effectively;<br>● Ensure all staff understand their safeguarding responsibilities and receive appropriate training. |

*The duties outlined in this Job Description are subject to the current conditions of employment contained in the latest School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Headteacher Status, other current educational legislation and the school's articles of government.*

*This job description may be amended at any time following discussion between the Governors and the Headteacher.*

# Person Specification

| Qualifications | | Essential or desirable | Stage identified |
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| 1 | A degree or equivalent qualification | E | App. |
| 2 | Recognised teaching qualification | E | App. |
| 3 | NPQ or similar leadership qualification | D | App. |
| 4 | Designated Safeguarding Lead Training | D | App. |
| 5 | Safer recruitment training | D | App. |
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| **Experience** | | **Essential or desirable** | **Stage identified** |
| 1 | Proven experience of successful strategic leadership as a headteacher or Deputy Headteacher | E | App./Int. |
| 2 | Substantial and successful experience in a senior leadership role, including school self evaluation, curriculum development, effective monitoring and assessment | E | App./Int. |
| 3 | Proven experience of reviewing, evaluating and improving teaching and learning to raise standards which have positively impacted on outcomes for all pupils | E | App./Int. |
| 4 | Experience of providing professional challenge and support to others through appraisal | E | App./Int. |
| 5 | Effective use of data analysis/evaluation, target setting and pupil tracking to improve pupil learning and to raise standards and close gaps | E | App./Int. |
| 6 | Demonstrate a clear understanding and rationale for behaviour management and a proven track record of the effective implementation of a range of behavioural management strategies | E | App./Int. |
| 7 | Experience of contributing to the development and implementation of statutory policies and procedures | E | App./Int. |
| 8 | Experience of working with, and engaging positively with, parents/carers to promote the caring family/community culture and ethos of the school | E | App./Int. |
| 9 | Experience of financial management of a school and an understanding of the need for financial accountability | E | App./Int. |
| 10 | Experience of working effectively, and in partnership with, Governors, families and the wider community | E | App./Int. |
| 11 | Experience of working with external agencies in the protection and safeguarding of children | E | App./Int. |
| 12 | Experience of leading effective staff development across primary and EYFS | D | App./Int. |
| 13 | Responsibility for policy development and implementation | D | App./Int. |
| **Knowledge and Skills** | | **Essential or desirable** | **Stage identified** |
| 1 | Have a current knowledge and understanding of all stages represented in the school | E | App./Int. |
| 2 | The ability to develop and communicate a clear vision for the future development of the school in consultation with all key stakeholders | E | App./Int. |
| 3 | Ability to relate positively to all stakeholders and inspire high quality teaching & learning | E | App./Int. |

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| 4 | Aptitude to think strategically and plan for, and manage, educational improvement | E | App./Int. |
| 5 | To have an up to date understanding of national policy, curriculum developments and statutory and legal frameworks within which schools operate | E | App./Int. |
| 6 | Ability to drive excellent pastoral care, behaviour and good attendance for the whole school community | E | App./Int. |
| 7 | The ability to plan, prioritise and delegate responsibilities according to both the long term and day to day needs of the school | E | App./Int. |
| 8 | A working knowledge of a variety of digital platforms and systems for both management and communication | E | App./Int. |
| 9 | Strong understanding of safeguarding, SEND, equality legislation and inclusive practice | E | App./Int. |
| 10 | Have an up to date knowledge and understanding of key legislation, particularly in relation to working with, and the protection of children | E | App./Int. |
| 11 | Ensuring all members of the community share the commitment to safeguarding children | E | App./Int. |
| 12 | Up to date knowledge of current research and development in education, including evidence of a commitment to recent CPD | E | App./Int. |
| 13 | The ability to lead, motivate and inspire others; providing professional leadership and managing people to work as individuals and as part of a team | E | App./Int. |
| 14 | Knowledge and understanding of strategic financial planning and budgetary management, particularly in relation to their contribution to school improvement and pupil achievement | D | App./Int. |
| 15 | Demonstrate a good awareness of current national and local educational policy and strategy including attendance | D | App./Int. |
| 16 | An understanding of health and safety requirements | D | App./Int. |
| 17 | Possess a strong understanding of trauma informed approaches and inclusive practices | D | App./Int. |
| **Professional and Personal Attributes** | | **Essential or desirable** | **Stage identified** |
| 1 | Commitment to safeguarding and promoting the welfare of children with the ability to maintain and develop a culture of vigilance with regard to safeguarding and child protection | E | App./Int. |
| 2 | Commitment to the mental health and wellbeing of staff, pupils and their families<br>Be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice | E | App./Int. |
| 3 | A highly visible presence and a good role model who inspires confidence and trust, empowering and motivating all stakeholders | E | App./Int. |
| 4 | An excellent communicator; diplomatic, confident and able to deal sensitively with people, demonstrating an ability to avert and resolve conflict | E | App./Int. |
| 5 | Self motivating with an ability to prioritise and manage time appropriately, being able to work under pressure and in changing circumstances and achieves challenging professional goals | E | App./Int. |
| 6 | An ability to nurture an environment that celebrates success and promotes good behaviour and positive relationships | E | App./Int. |

* Stage identified : App. = Application / Int. = Interview

# Park Primary School


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