

Roe Lee Primary School



Headteacher Application Pack

April 2026

**Leadership Pay Spine, Group 3,
Points 18-24, £78,702 - £88,951 per annum**



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Welcome Letter from the Chair of Governors



Roe Lee Park Primary School & Nursery

Free to Flourish

Emerald Avenue, Blackburn, BB1 9RP

Headteacher: Mrs. G Wilton

Telephone: 01254 56297

Email: office@roeleepark.blackburn.sch.uk

Website: www.roelee.com

Dear Applicant,

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

Our school is a welcoming, inclusive, and ambitious learning community at the heart of its locality. We are proud of the strong foundations that have been established under the leadership of our previous Headteacher, who has successfully guided the school through a period of sustained improvement and development, and has now moved on to a new role supporting and improving multiple schools. Their work has left a legacy of high standards, positive relationships, and a clear sense of purpose.

We are seeking an exceptional leader to build on this success and lead the school confidently into its next chapter. This is an exciting opportunity for a motivated and forward-thinking professional to further develop our strengths, while continuing to enhance outcomes for all pupils.

We are looking for a Headteacher who will inspire and empower staff, develop a culture of high expectations, and ensure that every child is supported to thrive both academically and personally. The successful candidate will demonstrate a strong commitment to inclusion, safeguarding, and community engagement, alongside the ability to sustain momentum and drive thoughtful, strategic improvement.

As part of this application pack, you will find detailed information about the school, the role, and the qualities we are seeking. We encourage you to consider how your leadership experience and vision will enable you to build upon our existing successes while shaping the future direction of the school.

We warmly welcome applications from candidates who are passionate about primary education and who are ready to lead with integrity, resilience, and clarity of purpose. Visits to the school are encouraged, as they offer valuable insight into our ethos, achievements, and community spirit.

We look forward to receiving your application and learning more about how you would continue to build on our success.



Yours faithfully,

Ali Mangera
Chair of Governors
Roe Lee Park Primary School





Letter from the School Council



Roe Lee Park Primary School & Nursery

Free to Flourish

Emerald Avenue, Blackburn, BB1 9RP

Telephone: 01254 56297

Email: office@roeleepark.blackburn.sch.uk

Website: www.roelee.com

Dear Our Future Headteacher,

Hello!

We are the Year 5 and Year 6 School Council and we are very excited that you are thinking about applying to be our new Headteacher at Roe Lee Park Primary School.

We wanted to tell you a little bit about our school and what we are hoping for in the person who will lead it. We are a friendly and hardworking group of children and we care a lot about our school and the people in it.

We think a great Headteacher should enjoy being around children and know all their names. We think someone who is happy to walk around school, smile, listen to our ideas and maybe even join in with playground games once in a while would be amazing. We would love a Headteacher who delivers brilliant assemblies, celebrates our achievements and helps us feel proud of ourselves.

Being kind and fair is really important to us. We would like a Headteacher who listens when things go wrong, helps solve problems calmly and fairly and who makes sure everyone feels safe and included. We know rules are important, as are our six School Values, but we also think understanding and humour help too.

Learning matters a lot to us. We are looking for a Headteacher who cares about lessons being fun, challenging and interesting and who encourages teachers to make school a place we are excited to come to every day. We also hope you will care about things beyond lessons, like clubs, trips, sports, music and looking after our wellbeing. We enjoy receiving daily rewards for working hard and love new ideas around this. We hope you will also help look after our chickens! They like to wander around and lay lovely free-range eggs! We also like to attend fairs and activities outside of school time so we look forward to seeing how you would organise this.

It would be great if our new Headteacher believes in us, pushes us to do our best and helps us prepare for the future whatever that may hold.



Thank you for taking the time to read our letter and for thinking about joining our school community. We hope you will join our school family as our new head teacher and help everyone be **Free to Flourish**, learn happily and be the best we can be.

Good luck with your application – we hope to meet you soon!

Yours sincerely,

Mason, Ameerah, Eesa and Halima.

mason Ameerah Eesa Halima





Timetable for the Appointment

Agreed Timetable

Advert Live	Friday 23 April 2026
School Visits	Wednesday 29 April 2026 at 10:45 Thursday 30 April 2026 at 11:00 Wednesday 6 May 2026 at 10:45 and 13:30
Closing Dates for Applications	Sunday 10 May 2026
Shortlisting	Wednesday 13 May 2026
Interviews	Day 1: Wednesday 20 May 2026 Day 2: Thursday 21 May 2026
Start Date	1 September 2026 or 1 January 2027 for existing Headteachers



Headteacher Advertisement

Roe Lee Primary School
Emerald Avenue, Blackburn, BB1 9RP

Job Title: Headteacher

Grade/Salary: Leadership Pay Spine, Group 3, Points 18-24, £78,702 - £88,951 per annum

Contract Terms: Full time, Permanent

Closing Date: Sunday 10 May 2026

Interviews: Wednesday 20 and Thursday 21 May 2026

The school community of Roe Lee Primary School are seeking to appoint an inspirational leader following the promotion of our extremely successful headteacher, at an exciting point in the development of the school. The governors will look to the new headteacher to build on what has made, and continues to make, Roe Lee Primary School successful and distinctive, whilst at the same time developing a robust strategy for the future.

We are looking for a headteacher who will demonstrate personal, visible and accessible leadership and build on strong foundations that will inspire the continued momentum and ambition for the school. The successful candidate will embrace our clear vision and values and bring inspirational drive and ambition for continual improvement that is demonstrated through improved outcomes for our children.

We can offer:

- delightful, well-behaved children who are inspired to learn in exciting and creative ways.
- An enthusiastic and talented staff team who go the extra mile to make Roe Lee Primary School a great place to be, who motivate pupils to promote independence and a love of learning.
- A whole school community committed to our vision, values and mission, with a climate where excellence is the standard.
- A challenging and stimulating place to work.
- A commitment to your professional development.

We would like to appoint someone who:

- Is dedicated to continuing to raise standards in our safe, supportive and inclusive school where high standards and expectations through excellent and inspirational teaching, learning and assessment is provided for every child.
- Will value and develop the strengths and skills of our staff.
- Has professional dedication, commitment and resilience and relishes a challenge.
- Has a clear vision and rationale for behaviour management that is compatible with our extremely effective approach and standards across the school community.
- Adopts our vision, ethos, values and our motto: Free to Flourish

The best way to learn more about us is by coming to see us, our school and our enthusiastic and creative children who would be happy to show you around.

For further details or to arrange a visit contact 01254 56297 or email to office@roelee.blackburn.sch.uk



To apply:

- Please complete the attached form and send with a supporting statement to schoolhr@blackburn.gov.uk

- The supporting statement must be clear, concise, and related to the specific post. It must be no more than 1200 words. If you utilise AI in your application and/or supporting statement, please indicate where.

- Please do not submit a CV.

Shortlisted applicants will be expected to attend on both days and further details will be provided to candidates called to interview.

Successfully shortlisted applicants will be emailed interview details no later than Friday 15 May. If you do not hear from us, then you have not been shortlisted and will not receive feedback on your application.

Roe Lee Primary School is committed to promoting the welfare of children and expects all staff to share this commitment. The successful applicant will need to undertake an enhanced DBS check, will be subject to receipt of suitable references, and qualifications and identity checks.



Headteacher Job Description

This appointment is with the Governing Body of the school.

This job description reflects the **National Standards of Excellence for Headteachers (2020)**. These standards are built upon The Teaching Standards (2011) which apply to all teachers, including headteachers.

The appointment is subject to the current conditions of employment of headteachers contained in the **School Teachers' Pay and Conditions (2020)** document and other current educational and employment legislation, including that of the Department for Education.

In carrying out his/her duties, the headteacher shall consult, where appropriate, with the Local Authority, the Governing Body, the staff of the school, its pupils and the parents of its pupils.

Headteachers are leading professionals and role models for the communities they serve. Their leadership is a significant factor in ensuring high quality teaching and achievement in school and a positive and enriching experience of education for pupil. Together with those responsible for governance and they are custodians of the nation's schools.

Parents and the wider public rightly hold high expectations of headteachers, given their influential position leading the teaching profession and on the young people who are their responsibility. The headteachers' standards set out how headteachers meet these high expectations. The standards are an important benchmark not only for headteachers and those who hold headteachers to account, but also for those who train and develop school leaders.

These standards replace the national standards of excellence for headteachers 2015. They are non-statutory and intended as guidance to be interpreted in the context of each individual headteacher and school. They are designed to be relevant to all headteachers.

The standards can be used to:

- shape headteachers' own practice and professional development, within and beyond the school
- support the recruitment and appointment of headteachers, including the development of job descriptions and person specifications
- underpin frameworks for the training of school leaders, including current and aspiring headteachers
- inform the performance management of headteachers

Relationship to the Teachers' Standards

The [teachers' standards](#) (2011, as amended), including the personal and professional code of conduct which applies to teachers, provide a foundation upon which the standards for headteachers are built.

Headteachers, like other teachers, are expected to meet the teachers' standards. The headteachers' standards articulate how headteachers can meet both the additional responsibilities of headship and the requirements of the teachers' standards.



The first section of the headteachers' standards outlines the ethics and professional conduct expected of headteachers. This is developed from part 2 of the teachers' standards. As such, they consist of statements that define the behaviour and attitudes which should be expected of headteachers.

The second section sets out 10 headteachers' standards. The first 6 standards build on the teachers' standards, whereas the other 4 standards focus on leadership responsibilities specific to headteachers. There is no hierarchy to the standards; the numbering below is only to aid identification.

1. School culture (builds on teachers' standard 1)
2. Teaching (builds on teachers' standards 2 and 4)
3. Curriculum and assessment (builds on teachers' standards 3 and 6)
4. Behaviour (builds on teachers' standard 7)
5. Additional and special educational needs (builds on teachers' standard 5)
6. Professional development (some match to teachers' standard 4)
7. Organisational management
8. School improvement
9. Working in partnership
10. Governance and accountability

Domains

The ethics and professional conduct section is at the core of the standards. This outlines the ethics and professional conduct expected of headteachers. It consists of statements that define the behaviour and attitudes which should be expected of headteachers.

The standards in section 2 cover interlinked domains of the headteacher's role all underpinned by the governance and accountability domain.

Culture and Ethos

- School culture
- Behaviour
- Professional development

Curriculum and Teaching

- Teaching
- Curriculum and assessment
- Additional and special educational needs

Organisational Effectiveness

- Organisational management
- School improvement
- Working in partnership

Section 1: Ethics and Professional Conduct

Headteachers are expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.



Headteachers uphold and demonstrate the [Seven Principles of Public Life](#) at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

Headteachers uphold public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, headteachers:

- Build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position
- Show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law

As leaders of their school community and profession, headteachers:

- Serve in the best interests of the school's pupils
- Conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen
- Uphold their obligation to give account and accept responsibility
- Know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- Take responsibility for their own continued professional development, engaging critically with educational research
- Make a positive contribution to the wider education system

Section 2: Headteachers' Standards

1. School Culture

Headteachers:

- Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life



- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- Ensure a culture of high staff professionalism

2. Teaching

Headteachers:

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- Ensure effective use is made of formative assessment

3. Curriculum and Assessment

Headteachers:

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

4. Behaviour

Headteachers:

- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- Implement consistent, fair and respectful approaches to managing behaviour
- Ensure that adults within the school model and teach the behaviour of a good citizen

5. Additional and Special Educational Needs and Disabilities

Headteachers:

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- Ensure the school fulfils its statutory duties with regard to the SEND Code of Practice



6. Professional Development

Headteachers:

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

7. Organisational Management

Headteachers:

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- Ensure staff are deployed and managed well with due attention paid to workload
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- Ensure rigorous approaches to identifying, managing and mitigating risk

8. Continuous School Improvement

Headteachers:

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

9. Working in Partnership

Headteachers:

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- Commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

10. Governance and Accountability

Headteachers:

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility



- Establish and sustain professional working relationship with those responsible for governance
- Ensure that staff know and 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

How the Standards Apply to Different Leadership Roles

The headteacher's standards cover the full breadth of leadership responsibilities within a single school. For most headteachers in maintained schools or academies in single academy trusts this means that all of the standards should be relevant to them, though it is anticipated that they will meet some standards through the successful leadership and management of teams and individuals within their schools.

There can be a range of job roles and titles for those leading individual schools, particularly where a school is working within a group, such as in a multi-academy trust. Job roles and titles are various, including Head of School, and Associate Head, as are the governance arrangements to which headteachers are accountable. In some settings headteachers are responsible for leading more than one school. There are also instances of shared headship through co-headship or job-shares. Employers, in such instances, will therefore want to decide which standards are applicable to roles in these contexts.

The applicant will be required to safeguard and promote the welfare of children and young people. The headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to headteachers.



Person Specification for Headteacher

Person Specification/Selection Criteria for Headteacher at Roe Lee Primary School

The applicant will be required to safeguard and promote the welfare of children and young people.

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

[A] Qualification requirements	
	Essential/Desirable
Qualified teacher status	E
Degree	E
[B] Professional Development	
	Essential/Desirable
Evidence of recent and appropriate professional development for the role of Headteacher	E
Up to date safeguarding training and knowledge of legislation for the protection of young people	E
[C] School leadership and management knowledge and experience	
	Essential/Desirable
Successful leadership as a Deputy Headteacher or Headteacher	E
Evidence of successfully leading school improvement	E
Experience of curriculum leadership and raising standards	E
Experience of working constructively with parents	E
Experience of monitoring staff performance	E
A clear understanding of effective budget management and financial analysis	E
The ability to work effectively with the Governing Body to enable it to meet its responsibilities	E
To have experience of guiding, coaching, mentoring or training individuals to improve their practice	E
Maintains good awareness of current and evolving national education policy and strategy	E
Experience of building and developing a strong and effective leadership team	D
Balancing the faith needs of the community in a community school	D



[D] Experience and knowledge of teaching	
	Essential/Desirable
Successful teaching of pupils in the Primary phase	E
Can effectively analyse school data and identify appropriate actions which then form part of the school improvement plan	E
Commitment to ensuring inclusion and addressing diversity positively	E
A sound understanding of how children learn, how teachers can best teach and how to raise achievement for all pupils	E
A commitment to providing a rich and broad curriculum which enables children to be the best version of themselves that they can be	E
Knowledge and understanding of effectively meeting the needs of pupils with SEND	E
To have a current knowledge and understanding of all 3 Key Stages in the primary phase	E
To have a current knowledge and understanding of early years education for 2 to 5 year olds.	E
[E] Professional Attributes	
	Essential/Desirable
Strong behaviour management skills	E
An ability to communicate effectively, both orally and in writing, with a range of audiences	E
To be a leader of learning; demonstrating, promoting and encouraging excellent classroom practice	E
A commitment to professional development for all staff, and self	E
A desire to engage and work collaboratively with parents and carers	E
The ability to plan and prioritise and organise self and others	E
The ability to work collaboratively with partner schools	E
[F] Personal Qualities	
	Essential/Desirable
A passion for achieving the very best outcomes for all children	E
A clear vision for a progressive and forward-thinking school through enthusiastic and inspirational leadership	E
Flexibility, initiative, and drive to maintain a positive attitude in the face of a challenging and demanding job	E
An ability to establish and model effective working relationships with a wide and diverse range of people including pupils, parents, governors, colleagues, other professionals, and the wider community	E
Be aware of their own strengths and areas for development act constructively upon feedback from others	E
Balancing needs of the community from a faith aspect in a school	D
[G] Safeguarding	
	Essential/Desirable



Displays commitment to the protection and safeguarding of children and young people including through working and cooperating with relevant agencies to protect young people	E
[H] Professional Skills	
Each candidate will be expected to demonstrate knowledge and understanding of the National Standards of Excellence for Headteachers 2020 which also forms the basis of the Job Description. Candidates will be expected to show evidence of having applied this knowledge and understanding in their current setting as well as an awareness of how this will be applied in School.	E
[I] Confidential References and Reports	
Positive recommendation from all referees, including current employer.	E
[J] Application Form and Supporting Statement	
The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. No more than 1,200 words. Please do not submit a CV.	
If you have utilised AI in your supporting statement, please indicate where.	



Attendance Policy Statement

Roe Lee Primary School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the school's leadership team monitors levels of sickness absence in school regularly and takes action in accordance with the guidelines adopted by the school to deal with unacceptable levels and frequency of sickness absence.

Good attendance enhances the service delivered by the school, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.