



Challenge, Enjoy, Respect, Succeed

Candidate brief
Head Teacher





Vision, Mission, Values, Rights

Our **vision** is for Russell Lower School to always be the first-choice school for parents and children in the local area.

Our **mission** is to nurture confident, happy, successful and respectful children who feel valued and know they belong. We strive to create a fun, rich, inspiring school experience, that leaves every child with lasting, treasured memories; warm friendships; a love of learning, and the values, skills, knowledge and independence to enjoy successful and fulfilling lives.

Our **Core Values**: At Russell, we educate the whole child; the **values** embedded within the Russell Way are:

- To challenge and inspire children to become intellectually curious and ‘believe that they can’
 - To ensure children are happy, safe, included and enjoying their education
 - To be proud, confident, resilient, kind and respectful; celebrating everyone’s achievements and compassionately supporting each other
- To work together to ensure every child can succeed, achieve, thrive and fulfil their potential

We believe that everyone in our community has:

- The right to be safe
- The right to learn
- The right to be happy
- The right to be included

These **rights** underpin our positive and effective behaviour policy at Russell: our children are proud to uphold these and know them by heart.



Our school

Russell Lower School is a vibrant and thriving three-form entry lower school, nestled in the heart of the bustling market town of Ampthill, Bedfordshire. As the local school of choice, we are proud to be consistently oversubscribed—a testament to our strong reputation and commitment to excellence.

We are passionate about the education and well-being of every child, fostering a nurturing and inclusive environment where pupils can flourish. Our school is deeply rooted in the community and we work closely with families and local partners to ensure the best outcomes for all.

This is a fantastic opportunity to lead a school that holds high standards, has amazing pupils, prioritises both pupil and staff well-being and is ready to embark on its next exciting phase of development.

We are seeking a headteacher who is:

- Outstanding, inspirational, and approachable
- A confident communicator and strategic thinker
- Committed to upholding the school's strong values and ethos
- Forward-thinking and passionate about continuous improvement
- Dedicated to inclusion and ensuring every child thrives
- Kind, compassionate and emotionally intelligent
- A champion of staff and pupil well-being and resilience

What We Can Offer:

- An experienced, dedicated and supportive team of colleagues who want the best for every child; including a structured SLT, as well as Phase Leaders
- Truly special pupils who are kind, engaged and eager to learn
- A school where children succeed and achieve positive outcomes
- A strong reputation in the local community
- A school culture that values collaboration, innovation and care
- The opportunity to make a lasting impact and shape the future of our school

If you are a passionate, inspirational and dynamic leader looking for the next challenge, we would warmly welcome you to apply.





Role Description

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 and efficiently
- Through appropriate and effective evaluation processes identify problems and barriers which limit effectiveness, identify priority areas for improvement and develop evidence-informed strategies for school improvement that 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
- Monitor progress towards achieving the school's aims and objectives
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds

Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Serve in the best interests of the school's pupils, staff and community
- Be compassionate, supportive, proactive, knowledgeable, make use of research-based strategies and have a community focus





Role Description

Duties and responsibilities

School culture and behaviour

The headteacher will:

- Create and sustain a culture where pupils experience a positive and enriching school life
- Promote positive and respectful relationships across the school community to create a safe, orderly and inclusive environment
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of high staff professionalism
- Establish and sustain high expectations for all pupils built upon relationships, rules and routines which are understood by pupils and all staff who model and teach the behaviour of a good citizen
- Use consistent, fair and respectful approaches to managing behaviour, in line with the school's behaviour policy





Role Description

Teaching, curriculum and assessment

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence-informed understanding of effective teaching and how pupils learn
- Ensure teaching is underpinned by reference to current evidence-based research
- Ensure effective use is made of formative and summative assessments to inform strategy and decisions
- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- Establish effective curriculum leadership, developing subject and phase leaders with relevant expertise and access to professional networks and communities
- Ensure valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure all pupils are taught to read through the use of evidence-informed approaches to reading, making use of systematic synthetic phonics

Additional and special educational needs (SEN) and disabilities

The headteacher will:

- Promote a culture and practices that enable all pupils to access the curriculum and learn effectively
- Ensure the school holds ambitious expectations for all pupils with SEN and disabilities
- Ensure the school works effectively in partnership with parents, carers and professionals to identify additional needs (could also have special educational needs and disabilities) and provide support and adaptation where appropriate
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice



Role Description

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
- Ensure staff are deployed and managed 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 high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- Keep up to date with developments in education
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Ensure that professional development opportunities draw on experts both within, and beyond the school, including recognised career and professional programmes to build capacity and support succession planning





Role Description

Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Establish and sustain a professional working relationship with those responsible for governance and facilitate effective governance by sharing information openly and with transparency
- Ensure that staff understand their professional responsibilities
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations to provide 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
- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.

Other areas of responsibility

- 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

Element	Criteria	Essential	Desirable
Qualifications and training	Qualified Teacher Status	✓	
	Degree	✓	
	NPQH/NPQSL/ NPQSENCO or evidence of further study		✓
	Up to date safeguarding training and knowledge of safeguarding legislation	✓	
	Evidence of Continuing Professional Development relating to school leadership and curriculum development	✓	

Element	Criteria	Essential	Desirable
Experience	Evidence of successful senior leadership and management in a lower/primary school setting	✓	
	Proven track record of raising standards and improving pupil outcomes	✓	
	Involvement in school self-evaluation and development planning	✓	
	Experience of improving teaching and learning	✓	
	Experience of leading curriculum development	✓	
	Experience of budget and resource management underpinned by best value principles	✓	



Person Specification

Element	Criteria	Essential	Desirable
Experience	Experience of appointing and inducting staff and leading and motivating teams		✓
	Experience of Therapeutic Thinking approach to behaviour management		✓
	Leadership and management experience in more than one school		✓
	Experience of teaching and learning across more than one key stage		✓
	Leading safeguarding		✓

Element	Criteria	Essential	Desirable
Skills and Knowledge	Good data analysis skills and the ability to use data to set targets and identify areas for development	✓	
	Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve	✓	
	Ability to manage a budget, monitor and review available resources, ensuring value for money	✓	
	Strong written and verbal communication skills and excellent interpersonal skills	✓	
	Ability to plan, prioritise and organise self and others	✓	
	Evidence of managing whole-school change projects		✓



Person Specification

Element	Criteria	Essential	Desirable
Personal qualities	A caring and considerate attitude towards children, which values each child's potential and recognises each child as an individual	✓	
	Ability to inspire, challenge, motivate and empower teams and individuals to achieve the best possible outcomes	✓	
	High expectations of self and others and commitment to uphold the 7 principles of public life	✓	
	Commitment to safeguarding and promoting the welfare of children and the wellbeing and professional development of all staff	✓	
	Ability to establish and maintain positive working relationships with staff, pupils, parents, governors, other professionals and the wider community through interpersonal skills and effective communication	✓	
	Strong commitment to raising standards for all pupils	✓	
	Ability to think analytically and creatively and demonstrate initiative in solving problems	✓	
	High level of personal organisation and time management	✓	





How to apply

Role: Headteacher

Salary Scale: Leadership Scale 17-23

Start Date: January 2026 (flexible start date for right candidate)

Apply via mynewterm.com

CVs will not be accepted for this application

Closing date: 9am on Monday 15th September 2025

Interview dates: Thursday 25th and Friday 26th September 2025

Candidates are encouraged to visit the school for a tour prior to application.

Visits can be arranged via the school office at the following times:

Thursday 4th September at 4pm, Tuesday 9th September at 9.30am and 4pm.

Please contact Sarah Bremner, Office Manager, on 01525 755664 or via email: office@russell-lower.co.uk to arrange a visit at one of these times or to discuss any alternatives that might be available.



Safeguarding

Commitment to safeguarding

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff, volunteers and trustees to share this commitment.

Our recruitment process follows the keeping children safe in education guidance. Offers of employment may be subject to the following checks (where relevant):

- Childcare disqualification
- Disclosure and Barring Service (DBS)
- Medical
- Online and social media
- Prohibition from teaching
- Right to work
- Satisfactory references
- Suitability to work with children

You must tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.



