



# St Matthew's C of E Primary School and Nursery

Cottenham Park Road, West Wimbledon, London, SW20 0SX



## HEAD TEACHER RECRUITMENT INFORMATION PACK

Thank you for your interest in the role of Head Teacher.

This pack contains the following:

- Letter from the Co-Chairs of Governors
- Letter from our Vicar
- Information about our school
- Application overview



*Do unto others as you would have them do to you. (Matt. 7.12)*

*Friendship.*

*Discovery.*

*Prayer.*



## Letter from our children

St Matthews C of E  
primary school  
SW20 0SX

Dear future Head Teacher,

St Matthews is a friendly and inclusive school, where everybody is important. We enjoy working hard but we also have fun. Our teachers are very helpful, hardworking and have excellent ideas for making learning exciting.

We are looking for a new headteacher who is:

- Kind
- Respectful
- Optimistic
- Creative
- Supportive
- Friendly
- Follow the fruits of the spirit
- "Do onto others as they would do onto you"
- Dedicated
- Determined
- Well organised
- Tries new things

But most of all likes to have FUN!

If you want to be the headteacher of the best school in the world. 'Come' and see us and we would love to show you around.

Yours sincerely  
The school Council



## Letter from the Co-Chairs of Governors

Dear Applicant,

We are delighted that you are interested in applying for the important role of Head Teacher at our school, a single-form entry school and nursery in West Wimbledon, London, starting from September 2026.



Our current Headteacher is retiring after more than 20 years working in our school. She has led us with wisdom, compassion and humour. For more information on the school, please do also visit our website, <https://www.st-matthews.merton.sch.uk/>

We are extremely proud of our school, where you will find pupils of all faiths and none working and playing together, respecting each other's beliefs and developing their own personal spirituality. Christian values underpin everything we do as a school. Academic attainment is consistently high, with the school regularly outperforming national and local averages. The formal curriculum is supported with a wide range of school visits– day and residential -which enable pupils to move to the next stage of education as confident and responsible young people. The staff are experienced, creative and hard-working and ensure that every pupil feels safe, challenged and proud of their achievements. Pupils are well-mannered, and respect each other and their surroundings. We strongly believe that working together provides the best possible start to our pupils on their education journey: many parents talk of 'the St Matthew's family', and there is strong support for all aspects of school life.

This pack can only give you a brief snapshot of the school, and we warmly invite you to contact us to arrange an informal visit. We were very fortunate to receive a significant premises upgrade during the summer of 2025, so even those who are familiar with the school may wish to visit. These are offered between 15<sup>th</sup> December and 16<sup>th</sup> January. That will enable you to see why we are so proud of the children and the school.

Yours faithfully,

Anne Khan & Nick Woods

Co-Chairs of Governors

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*Discovery.*

*Prayer.*



## Letter from the Vicar

Dear Applicant,

On behalf of the congregation of St Matthew's church, I am delighted that you are considering the position of headteacher at our school.

St Matthew's church and school have enjoyed a close relationship since they were founded over a hundred years ago. The bond between church and school is strengthened by a number of school families choosing to make St Matthew's church their spiritual home. Members of our congregation serve the school as Foundation Governors or by helping the children with their reading. St Matthew's church currently supports the newly-founded school choir and foundation-level music teaching, financially and with shared expertise. I'm delighted to run the weekly school chess club.

Collective Worship in school is led by the Headteacher supported by other staff. I share in this, leading worship for the whole school several times each half term. We enjoy inviting the school to services in church for the beginning and end of the school year, for Harvest Festival, Christmas and Easter, as well as leading special services in school for Remembrance and other festivals. Classes visit St Matthew's Church to support their RE learning, and I am privileged to support the RE curriculum in cooperation with the staff team. We recently ran classes in school to prepare (13) interested children to receive their First Communion.

It is impossible to give a full impression of a school like St Matthew's through words and pictures alone, so I very much hope you will be able to visit the school before considering applying. Parents, staff, governors, pupils and visitors all comment on the special feel and atmosphere at the school. It is a warm, friendly, nurturing environment - for adults and children alike - shaped by its inclusive, liberal Christian ethos. All are encouraged to grow in friendship, discovery and prayer. The school's values, the fruit of the spirit from Galatians, are lived out day-to-day in both the school and community. St Matthew's works to foster these values in everyone, whether Christian, members of other faiths, or of no faith. This is palpable in the school, and I'm often struck as I walk around the parish by just how friendly and polite pupils are outside of school as well.

We will be praying for you as you consider applying to be our next Headteacher, and as you prepare to take on this important role.

Yours faithfully,

Revd Alastair Newman

Team Vicar, St Matthew's Church

Vice-Chair of Governors

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## About our school

**Type:** Voluntary Aided Church of England Primary School and Nursery

**Location:** Cottenham Park Road, West Wimbledon, London, SW20 0SX (close to Wimbledon Common and with excellent transport links to central London)

**Pupils on Roll:** 202 (plus 20 in Nursery)

**Ofsted (2023):** Good

**SIAMS(2023):** Good

St Matthew's is a one-form entry Church of England primary school and nursery where children thrive academically, socially and spiritually, achieving excellence within a caring Christian community. Everything we do is inspired by the school motto: Friendship. Discovery. Prayer.

The school welcomes children from all faiths and none, and different cultures and backgrounds. There is a real sense of 'St Matthew's Family' and staff and parents work closely together to ensure that pupils leave the school as happy, confident, healthy and responsible young people with a highly developed sense of social responsibility.



Situated in a quiet, leafy part of SW London, our setting with its direct access to a large playing field, supports high academic achievement both in and beyond the classroom.

The school has an enthusiastic staff who bring expertise and commitment, which is reflected in our broad and balanced curriculum offer, the excellent statutory data and previous inspection reports. The governing body is active and present in school and committed to the ongoing success of the school. There is an enthusiastic PTA who raise funds for much-needed curriculum enrichment, but who also arrange



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social events which help cement the community.

The school has recently undergone some much-needed renovation of the entrance area and refurbishment of the Key stage 1 classrooms, to provide a bright and spacious learning environment.



The school has close links with St Matthew's Church in Durham Road, with some school services held there and regular visits to it and from parish clergy. School holds a termly Eucharist which is both inclusive and relevant. Staff tell us that they value the rituals of following the church calendar.

School visits play an important part in the curriculum, with a large number of day trips and an annual residential visit from Year 3 upwards.

The school is well-represented in local sporting competitions, with a trophy cabinet as testament to our success, significantly exceeding expectations for a small school. Pupils utilise the excellent outdoor space, for example by participating in a 'daily mile', and enjoy many sporting activities during the lunch break. There is a breakfast club and an after school club and a wide and varied extracurricular clubs offering.



The school was graded 'Good' by both Ofsted and SIAMS in our 2023 inspections.

## Vision and Values

Our school motto, initiated and devised by the pupils, is **Friendship, Discovery, Prayer**. This, together with the biblical grounding of **Do unto others as you would have them do to you (Matt. 7.12)**, forms the bedrock of the vision and was recognised in our recent SIAMS report as "ensuring that both adults and pupils are flourishing in all areas of school life".

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**Prayer.**



The school values are based on the fruit of the spirit (Gal. 5.22-23): love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness, and self-control. These Christian values are the foundation of collective worship.



## Aims

At St Matthew's we aim to ensure that every child reaches their full potential and:

- ❖ Develops a lifelong love of learning; reads and writes fluently and with enjoyment and has a good understanding of mathematical principles.
- ❖ Has an excellent academic grounding, so that they are well-prepared for secondary education.
- ❖ Is curious about the world which is fostered by the wider curriculum, extra-curricular activities, and programmes such as "Global Neighbours"
- ❖ Develops resilience, both personally and academically
- ❖ Treats everyone with courtesy and respect
- ❖ Develops their own personality
- ❖ Knows how to learn and how they learn best
- ❖ Develops a sense of responsibility and respect for others and the environment.



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## School Data

Voluntary Aided Nursery and Primary Number on roll (Census, October 2025)	202 pupils
Nursery (from January 2026)	25 pupils
Nursery afternoon provision	16 pupils
Age range	Nursery for 3 to 4 year olds. School for 4 to 11 year olds
SEN register	24 pupils (12%) pupils
EHCP	2 pupils
Pupil Premium	21 pupils (10.4%)
EAL (with 14 languages other than English)	63 pupils (31%)
Attendance (current year Average, November 2025)	96.2%

## Staff Data

Current Senior Leadership Team	3: Headteacher Assistant Head (SENCO) Assistant Head (Curriculum)
Key Stage Leaders	2 (EYFSCo/KS1, KS2)
Teachers (excluding Assistant Heads)	8
TAs/NN/lunchtime supervisors	11
Other Support staff	Business manager, 1.5 Admin Officers, Caretaker (part time)

## Curriculum

Subject leaders ensure that the curriculum is engaging, relevant, progressive, compliant and inclusive. They receive regular INSET training and deliver effective training to staff. The curriculum is supported by a wide range of school visits and supplemented by talks from outside speakers.

Early reading is a key priority, and school uses Read, Write, Inc to deliver effective phonics, together with exposure to high quality literature to provide a language-rich environment. Reading for pleasure is encouraged through class readers, book club and holiday challenges. Writing is a key focus and we harness the children's enthusiasm to write through whole school 'Big writes' and the writers cup. We believe that all children can achieve excellence in mathematics, and every child is challenged and encouraged to excel through a 'mastery' curriculum. We value the positive use of technology and believe every child can be digitally literate. Pupils are taught to be digitally responsible and digitally resilient. Foundation subjects are taught through a topic-based approach, both in and out of the classroom. Music

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is supported through the Merton Music Foundation, which also provides pupils with the opportunity for instrumental lessons in school. Foundation-level singing and musicianship is offered in partnership with Colourstrings Music School, who also run the school choir. RE lies at the heart of the curriculum and has an important role in reflecting the distinctive Christian character of the school.

Full details of the St Matthew's curriculum provision can be found on the website.



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## Academic Achievements 2024/2025

2024-2025 Key Stage Two pupil outcomes 2024-2025			
	St Matthews	Merton	National
<b>Reading, writing, maths combined</b>	63% EXS+ 16% GDS	68% EXS+ 10% GDS	62% EXS+ 8% GDS
<b>Reading</b>	100% EXS+ 47% GDS	82% EXS+ 43% GDS	75% EXS+ 33% GDS
<b>Writing</b>	79% EXS+ 21% GDS	73% EXS+ 13% GDS	72% EXS+ 12% GDS
<b>Maths</b>	79% EXS+ 37% GDS	81% EXS+ 37% GDS	74% EXS+ 26% GDS
<b>Spelling, punctuation and grammar</b>	100% EXS+ 42% GDS		
Key: EXS+ = Expected Standard and better GDS = Greater depth			

2023 - 2024 Key Stage Two pupil outcomes 2023-2024			
	St Matthews	Merton	National
<b>Reading, writing, maths combined</b>	66% EXS+ 3.7% GDS	64% EXS+ 10 % GDS	60% EXS+ 7% GDS
<b>Reading</b>	81% EXS+ 52% GDS	80% EXS+ 35% GDS	74% EXS+ 28% GDS
<b>Writing</b>	74% EXS+ 4% GDS	71% EXS+ 14% GDS	72% EXS+ 13% GDS
<b>Maths</b>	85% EXS+ 56% GDS	81% EXS+ 34% GDS	73% EXS+ 24% GDS
<b>Spelling, punctuation and grammar</b>	89% EXS+ 56% GDS		
Key: EXS+ = Expected Standard and better GDS = Greater depth			

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## What others say

### Ofsted

From our 2023 inspection. Please see the full report on our website: <https://www.st-matthews.merton.sch.uk/OurSchool/Ofsted/>

This is a small school where leaders have established a strong sense of community. Pupils are safe and well cared for by staff. Staff take every chance to get pupils out exploring the wider world. Leaders have designed a broad and ambitious curriculum. Pupils spoke with enthusiasm about the different experiences on offer. Leaders identify accurately pupils with SEN and/or disabilities.

### SIAMS

From our 2023 inspection. Please see the full report on our website: <https://www.st-matthews.merton.sch.uk/SIAMS>

“A clear and inspiring vision, encapsulated in the motto ‘Friendship, Discovery, Prayer’ drives everything that happens in this school. This ensures that both adults and pupils are flourishing. There are many opportunities for everyone to develop spiritually. Great care is taken to ensure each pupil is treated as a unique individual. Collective worship is highly valued by both adults and pupils. RE is well-led. Termly pupil-progress meetings have a strong focus on the emotional as well as the academic needs of each pupil.”

### Parents

There is strong support from the parent body at the school from engagement in school meetings, volunteering for school trips and commitment to fundraising.

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*“As a parent of 2 children, one of whom has gone on to excel in secondary school, I have always been struck by the strong sense of community. It is what sets St Matthews’s apart from other schools and makes my children feel accepted and part of a community”*

*“St Matthew’s is a wonderful school. The focus is on the children’s emotional, educational and spiritual wellbeing, meaning every child gets the best start to their school journey. The size of the school means the children are able to interact with all years so they all know each other, giving them a real safety net to grow and develop in all ways. My children both have a self confidence that constantly surprises me, and this is due to the way St Matthew’s nurtures their individuality and encourages them to be themselves. The school, the families and the church all make a warm, supportive community which we are lucky to be part of.”*

*“The school is collaborative and has an encouraging community. The teachers are committed and really care. Even the office staff know every child by name. Its nurturing and warm, it is a community in every sense of the word.”*

## Pupils

There is a strong pupil voice in the school, and all pupils have the opportunity to improve the school. Pupils throughout the year groups can stand for positions of School Council, Faith Champions and Eco warriors. They work together with a staff member on specific projects and presentations. In year six, there are two School Captains who represent the school in a range of ways including on Merton’s newly formed Children’s Parliament. They kindly provided you with a letter outlining the qualities they would like to see in a new head-teacher which is included at the start of this pack.



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## Staff

Staff in the school are engaged and motivated. They appreciate the community spirit and wellbeing support.

*"I have worked at St Matthews for 19 years and can't imagine working anywhere else. Although St Matthews is a very small school, it has a huge heart. We are a tight knit community where the staff know all the children and their families, the well-being of the children and staff is a priority, all are made to feel welcome and cared for and everyone is supported in all that they do."*

*"I have worked at St Matthews for a number of years. My first day here was so warm and welcoming and continues to be like this. It is a whole community. Through highs and lows I have had wonderful support which to me is the key for staff and wellbeing."*

*"Having spent many years at St. Matthew's, the school has truly become a second family to me. The staff support one another through every high and low, and that sense of community is what makes this place so special. I love seeing the children grow in confidence and curiosity, and it's a privilege to share such a special bond with them. Working closely with our families and being part of their children's journeys is something I treasure deeply, and is one of the reasons I feel so proud to be part of this community."*

*"Anyone who has the opportunity to work within the St Matthew's community is greeted with a friendly team of staff, supportive and engaged families, and more than anything wonderful children who are eager to learn. The school prides itself on caring for the whole child, and introducing the children to a range of activities to extend their understanding of the world around them in engaging ways that go beyond the curriculum. Our trips, residential, live assemblies and mix-up days bring our community together in so many ways, that no two days are the same."*

*"Very much value the autonomy and trust that the job will be done."*

*"Value the support from the church and the rituals of following the church calendar."*

*"The staff taking time to have an 'author visit lunch' together or the end of term soup and secret santa etc"*

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## Key Partnerships

### St Matthew's Church

The school enjoys a close and happy relationship with the church. St Matthew's is one of four churches which form the Parish of Wimbledon. The Team Vicar of St Matthew's, Father Alastair Newman, is Vice-Chair of governors and a parent of a child at the school. He is a regular visitor to the school, leading collective worship several times each half term and running a lunch time chess club. The church runs occasional "Messy Church" groups in the school hall on Sunday afternoons. Pupils enjoy visits to the church, and school services are held there at harvest, Christmas, Easter and the end of the school year. The church are generously supporting the new school choir and foundation-level music teaching.

### Southwark Diocesan Board of Education (SDBE)

St Matthew's is a voluntary aided school within the Diocese of Southwark. SDBE staff are extremely experienced and offer a comprehensive package of support and training to staff and governors. They also advise and participate in leadership appointments. Governors recently completed the Bishop's Certificate in Governance, as well as regularly accessing other relevant training courses. Newly appointed heads enjoy a comprehensive programme of support and training and have immediate access to a range of advisors. Year 6 pupils attend the Southwark Cathedral Leavers' Service, and in July 2023 were one of the schools performing during the service there.

### West Wimbledon School Grouping

St Matthew's school is one of 8 schools that make up the London Borough of Merton 'West Wimbledon' cluster. The head teachers of these school meet at least twice a term and are welcoming supportive group who are always happy to provide advice, guidance or just an all-important 'listening ear'.

The schools also work together and share INSET days, joint subject leader work and moderation sessions.

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## London Borough of Merton School Improvement Services

St Matthew's is also fortunate to buy into the London Borough of Merton School Improvement Services. The school has an appointed MEP ( Merton Education Partner) who works closely with the Head teacher to support the development of Teaching and Learning, Curriculum and SEND . The school improvement team also provide high quality CDP which is valued by all staff.

## What we offer you

We offer you

- A Salary in the range L12-L18
- A supportive and engaged governing body committed to your success
- Comprehensive support from the Southwark Diocesan Board of Education, including their new heads' induction programme
- Access to the West Wimbledon Schools' Cluster for peer support and shared professional development
- A motivated, experienced staff team who are committed to the school's Christian vision
- Strong partnerships with St Matthew's Church and our active parent community
- Recently refurbished facilities
- Excellent transport links and proximity to Wimbledon Common
- Competitive London-based salary and benefits package
- Ongoing professional development opportunities

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## How to Apply

If you are interested in applying, we would love to hear from you.

You are very welcome to visit us and have a look round. To make an appointment please contact the school business manager, Mrs. Ciara Lancaster [clancaster@st-matthews.merton.sch.uk](mailto:clancaster@st-matthews.merton.sch.uk) or call 0208 947 7227.

Anne Khan or Nick Woods, Co-Chairs of Governors, are available for an informal discussion about St. Matthew's and the post of Headteacher – either can be contacted via Mrs. Lancaster on the details above.

An application form is available from our web-site vacancies page <https://www.st-matthews.merton.sch.uk/OurSchool/Vacancies/>.

Completed application forms should be returned to Mrs. Lancaster by Wednesday 21st January 2026.

Shortlisting will take place on Monday 26<sup>th</sup> January 2026. Candidates will be shortlisted according to the extent to which they can demonstrate they meet the criteria in the Person Specification (provided as a separate document). References will be sought for shortlisted candidates before interview.

Interviews will take place between 3<sup>rd</sup> and 4<sup>th</sup> February 2026.

The successful candidate will take up the post from September 2026.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, and external agencies to share this commitment. The school and the Southwark Diocesan Board of Education are committed to positively tackling discrimination in all its forms and working to ensure that all sections of the community have fair and equal access to and experience within employment. We welcome applicants from all backgrounds and communities.



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