



ST PAUL'S  
C OF E PRIMARY SCHOOL  
KINGSTON HILL

**HEAD TEACHER**

MR K G Edmonds BEd (Hons)

**DEPUTY HEAD TEACHER**

MISS N Luker BA (Hons) PGCE

March, 2025

**Dear Applicant,**

Thank you for your interest in our school and for taking the time to explore this exciting opportunity. As Chair of Governors since 2020, I have had the privilege of guiding our school through key milestones, from navigating the pandemic to establishing ourselves as a full-through primary.

Our Headteacher, Mr. Edmonds, will be retiring at the end of the 2024/25 academic year after more than 20 years of dedicated leadership. Under his guidance, our school has grown and evolved—from a junior school, following the request of the local authority, into the thriving two-form entry primary we are today. This transition reinforced our longstanding mission of providing education for life to our whole community, ensuring that every child is supported to reach their full potential in a nurturing and inclusive environment.

We are incredibly proud of our school. Our achievements speak for themselves—an award-winning Reception provision, an 'Excellent' SIAMS inspection (2018), and a 'Good' Ofsted rating (2024). But what truly sets us apart is the heartfelt praise from our pupils, staff and parents, which you'll find throughout this pack.

We are looking for a Headteacher who shares our Christian vision and is committed to serving our wonderfully diverse community. This is an exciting moment in our school's journey, and we are eager to welcome a leader who will inspire our pupils and staff while embracing the next chapter of our school's development.

I warmly encourage you to visit us and experience firsthand the vibrant, supportive, and welcoming environment that makes our school so special. Please do get in touch to arrange a visit—we look forward to meeting you.

**Kind regards,**

Claudia Huwendiek  
Chair of Governors



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Dear Applicant

I'm delighted that you are considering applying for the position of Headteacher of St Paul's Church of England Primary School.

St Paul's school and church have always had a close relationship as we have worked together to honour and bless our community for over 100 years. A relationship that is highly valued by both church and school; we look forward to working with the next Headteacher to build on these links and find new and innovative ways of working together to continue to benefit our community.

In my role as Vicar, I lead Collective Worship weekly on Wednesdays, and we welcome the whole school community (including families) to our building four times a year for services at Harvest, Christmas and Easter as well as for our Leavers service. The school also visits and uses our building throughout the year for various activities ranging from RE lessons to the annual Bounce-a-thon! The church and school share a number of families and volunteers, and we are privileged to appoint the Foundation Governors.

In addition to the involvement of St Paul's Kingston, there are other local churches and church leaders who are involved in the spiritual and pastoral life of the school including leading collective worship. The local Christian charity *Insight* run a weekly Bible club in the school and All Saints' Kingston come into the school to run their *Lifting Young Voices* program.

I enjoy being part of the life of St Paul's Primary School and I am looking forward to meeting our new Headteacher and working together to serve our community through our partnership, building on the school's Christian foundation, mission and values, teaching and wonderful staff and teachers.

As you consider your application, I invite you to visit us at St Paul's Kingston, either at one of our [services on Sunday](#), or when you visit the school.

Grace and peace,

**Rev. Adam Rylett**

Vicar – St Paul's Kingston



# HEADTEACHER APPLICATION PACK



**ST PAUL'S**  
COFE PRIMARY SCHOOL  
KINGSTON HILL

**St Paul's CofE Primary School, Kingston Hill**  
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## Key dates

**27th, 28th and 31st March** School tours  
**28th and 29th April** Interviews

A photograph of three children in a classroom setting. A boy on the left is looking up at a red streamer. A girl in the center is smiling and looking up at a blue streamer. A boy on the right is looking towards the camera. There are other colorful streamers (green, pink) in the background.

***'We are encouraged to try our best, to cherish every moment  
and to enjoy all that seems hard'***

Year 5 pupil

***'St Paul's is a nurturing family. They encourage us to express our  
feelings when we feel down, uncomfortable or unsafe'***

Year 6 pupil

St Paul's Church of England Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We champion diversity and encourage applications from across the community, regardless of gender, race, disability, sexual orientation or age.

# WELCOME TO ST PAUL'S

Nestled in the heart of Kingston Hill, St Paul's is a thriving, vibrant and inclusive school dedicated to nurturing every child's potential.

## Our Mission

**At St Paul's Church of England Primary School, we are educated for life, with the love of God and Christian Values, at the heart of our school.**

## Our Rationale

*We believe that God has a purpose and a plan for each of our pupils and staff and that learning in community together is part of that plan, both for our present and our future (JEREMIAH 29:11)*

## Our Vision

- All children thrive and achieve.
- All children have the opportunity to access a broad and balanced curriculum.
- Everyone is welcomed and included.
- Everyone can grow in the Fruit of the Spirit.
- Our children, families, staff and governors feel safe and valued.

## Our Values



### FAITH

*We are guided by the Fruit of the Spirit - love, peace, patience, humility, joy, self-control, faithfulness, goodness and kindness. (Galatians 5:23)*

*We actively promote British Values, encouraging mutual respect and embracing different faiths and beliefs. (Jeremiah 29:5-7)*



### HOPE

*We lay the foundations for a lifelong love of learning. We want our children to achieve well and be successful. (Proverbs 18:15)*

*We want our children to develop into caring, confident, responsible and healthy citizens. (John 10:10)*



### LOVE

*We learn to give thanks and to put our Christian values into action by supporting our local and global community. (Luke 10:25-37)*

*We want all children, families, staff and other members of our School Community to feel safe, happy, listened to and supported. (1 John 4:7-12)*







## WHAT MAKES US SPECIAL?

### A Diverse and Inclusive Community

We celebrate the rich tapestry of cultures, beliefs, and backgrounds that make up our school community. Our curriculum is designed to reflect this diversity, with contributions from various cultures to provide a broad and balanced educational experience.

We have termly Cultural Awareness Days, including themes such as Black and British, Amazing Muslims who changed the world, Windrush Day, Refugees and South Asian Heritage. Exploring diversity across race, religion and families is part of our PSHE learning.

[CLICK HERE for the diversity and inclusivity section of our website](#)

*'The school celebrates the diverse community it serves'*

OFSTED

*'My children love attending St Paul's as it celebrates differences and there's a real feeling of no child being left behind and supporting each other through difficulties. The community is very supportive and has allowed them to thrive. The curriculum has allowed them to be curious about other cultures and backgrounds and celebrate other cultures'*

PARENT SURVEY

### High Standards of Teaching & Learning

We want every child to thrive at St Paul's. We have high standards of teaching and learning and our children achieve their very best. Our KS2 SATs results are good, exceeding national averages.

[CLICK HERE for our SATS results](#)

*'Pupils show readiness to learn and participate actively in lessons. And Pupils excel in reading, writing and mathematics. Staff are trained to be expert teachers of reading. Pupils show a genuine love of reading and books. The phonics curriculum is delivered expertly'*

OFSTED



## WHAT MAKES US SPECIAL?

### A Creative & Enriching Curriculum

Beyond core subjects, we provide a rich and varied curriculum, embedding arts, music, drama, sports, languages and outdoor learning into everyday experiences. Our children take part in competitions that are organised by our subject leads - performances in assemblies, church services, music concerts, drama workshops and a Y6 production. We always have lots of creative projects on the go such as gardening club and playground leaders.

*'The curriculum is well thought out, equipping pupils with the necessary knowledge they need to understand new concepts'*

OFSTED

### A Supportive & Collaborative Community

St Paul's is more than just a school - it's a family. We have an experienced Senior Leadership Team, supportive staff, engaged parents and dedicated governors. We benefit from the expertise of Achieving for Children (Kingston and Richmond's Education Authority) as well as having strong links with the SDBE (Southwark Diocese Board of Education).

*'Thank you for every single teacher and staff, their care and actions speak louder than words'*

PARENT SURVEY

*'It's doing a great job, starting with teachers who love and care for every child regardless of background. That spirit and culture is evident from all members of staff! Thank you'*

PARENT SURVEY

*'Leaders are open and approachable. Staff feel valued and respected'*

OFSTED





## Mental Wellbeing at Our Heart

The well-being of our children, families and staff is paramount. We have termly 'Wellbeing Days', as well as regular lessons and assemblies dedicated to Mental Wellbeing ensuring that children develop resilience, self-confidence, and strong emotional intelligence. We are a Trauma Informed School and are committed to widening our TI Practice in the local community.

*'Pupils thrive and feel safe. Leaders and staff know pupils and families really well'*  
OFSTED

## Community Engagement

At St Paul's, we believe in 'educating for life,' equipping our children with the skills, values, and ambition to succeed. We engage with the local community, faith groups and arts organisations to enrich learning and strengthen relationships.

*'Pupils behave well. They are courteous, confident and articulate'*  
OFSTED







## KEY DATA

### TYPE OF SCHOOL

Church of England Primary School.

### NUMBER OF PUPILS ON ROLL

370. We are a two form entry school, with one form in Reception.

### DIVERSITY

We have children, families, staff and Governors from diverse heritage, religious backgrounds and family make-up. 40% of our children are from a Christian background. 20% of our children are from Muslim, Hindu, Sikh and Jewish backgrounds. 20% of our children are from non-faith backgrounds. Our families come from a large number of different countries and cultures.

### EAL DIVERSITY

31% of our children have English as an additional language and 35 different first languages are spoken in our families' homes.

### ATTENDANCE

95%. We benefit from a strong relationship and the expertise of the Education Welfare Service.

### PPG

10% of our children are entitled to Pupil Premium Grant.

### SEN

15% of our children have Special Educational Needs, including 7 pupils supported by EHCPs.

### SATS RESULTS

Last year, 78% of our Year 6 pupils who were eligible for Key Stage 2 SATs were at least Expected Standard in all three areas - Reading, Writing and Mathematics.

For more information:

[CLICK HERE for our SATS results](#)



## OUR KEY PRIORITIES 2023-2027

### KEY PRIORITY ONE

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To develop our school's Christian Vision and Values, in teaching and learning, worship and community action.

### KEY PRIORITY TWO

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To thoroughly embed really good practice and expertise across all foundation subjects.

### KEY PRIORITY THREE

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To ensure that all of our High Needs children have good outcomes, representation and opportunities and make good progress at our school.

### KEY PRIORITY FOUR

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To plan for the future use of a large space onsite.

### KEY PRIORITY FIVE

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To continue our Trauma Informed School journey and share this with the wider community.

**If you would like to see our current School Development Plan, please ask us to send you a copy.**





## WHY CHOOSE ST PAUL'S?

**Why not come and see for yourself –  
we would love you to come and visit us!**

We are holding tours on the following dates:

**Thursday 27th and Friday 28th March at 2pm  
and Monday 31st March at 9.30am**

To find out more about St Paul's:

[CLICK HERE for our website](#)

***'St Paul's gives me so much –  
it has taught me how to be myself  
and how to be different and it has  
allowed me to try new things  
and go outside my boundaries'***

Year 6 pupil

***'You are welcomed wherever  
you are from'***

Year 4 pupil







## OUR LOCAL AREA

### **St Paul's is located in Kingston upon Thames, a vibrant and culturally diverse town.**

Kingston has good transport links and local amenities, including a large shopping centre, plenty of restaurants and cafés, a cinema complex and lots to see and do on the local stretch of the River Thames.

We are a five minute walk from Richmond Park and a ten minute walk from Kingston Town Centre. In nearby Richmond, there is a theatre, plenty of swimming pools and an underground link to Central London. Across the bridge, you'll find Bushy Park, Hampton Court Palace and Twickenham, home of rugby. Wimbledon, the home of tennis, is 16 minutes away by train.

Kingston has something for everyone!





# Job Description

*Job Title:* Headteacher

*Responsible to:* The Governing Body

*Responsible for:* All teaching and support staff

*Pay Scale:* L18-24

## Job Purpose

To provide dynamic and strategic leadership that ensures high standards of education, personal development, and well-being for all, reflecting the Christian ethos and values of the school. The Headteacher will work in partnership with governors, staff, parents and the wider community to build on the school's strengths and drive continuous improvement.

The Headteacher must be committed to embedding the school's Christian vision in all aspects of school life, including curriculum, worship and pastoral care.

## Key Responsibilities

### Leadership and Strategic Direction

- Develop and articulate a clear vision for the school in line with its Christian foundation, ensuring it remains a nurturing, inclusive and high-achieving environment.
- Provide strong, strategic leadership to drive school improvement, maintaining and enhancing the school's 'Good' Ofsted rating and preparing for future inspections.
- Ensure that Christian values are at the heart of decision-making and school culture, fostering a strong sense of faith, hope and love within the community.
- Work closely with the Governing Body, Diocese and Local Authority to align school development with strategic priorities.

### Teaching, Learning, and Curriculum

- Uphold high expectations for teaching, learning and assessment, ensuring all pupils achieve their full potential.
- Lead the continued development of a broad, balanced and ambitious curriculum, ensuring that clear progression and subject endpoints are well understood by staff.
- Champion early reading and literacy, building on the school's strengths in phonics and reading for pleasure.
- Promote innovative and evidence-based teaching strategies that cater to the diverse needs of pupils, including those with SEND, EAL and disadvantaged backgrounds.
- Ensure effective use of assessment to monitor pupil progress and inform teaching.

### Christian Distinctiveness and School Ethos

- Lead the school's Christian vision, ensuring it is central to decision-making, curriculum development and daily practice.
- Develop and maintain strong links with the local parish church and Diocese, fostering opportunities for worship, service and faith exploration.
- Ensure high-quality Religious Education (RE) and lead collective worship in line with SIAMS expectations.
- Encourage pupils and staff to live out their faith through courageous advocacy, service and engagement with the wider community.

#### Safeguarding and Inclusion

- Supporting the Designated Safeguarding Lead (DSL) and safeguarding team in continuing to create a strong culture of safeguarding across the school.
- Ensure all policies and procedures comply with statutory safeguarding requirements and best practices.
- Champion equality, diversity and inclusion, ensuring all members of the school community feel safe, valued, and respected.
- Oversee behaviour and attendance, ensuring high expectations and effective interventions for pupils at risk of persistent absence.

#### Staff Development and Well-being

- Foster a collaborative, positive, and professional working culture where staff feel valued and supported.
- Implement high-quality professional development opportunities, enabling staff to grow as practitioners and future leaders.
- Lead by example in promoting well-being for staff and pupils, ensuring workload is managed effectively.
- Oversee recruitment, performance management, and succession planning to maintain a high-calibre team.

#### Community Engagement and Partnerships

- Build and maintain strong relationships with parents, ensuring effective communication and engagement.
- Strengthen partnerships with the local church, Diocese and wider community to enrich school life.
- Promote the school's reputation within the wider educational landscape, sharing best practices and contributing to collaborative learning networks.

## Person Specification

Qualifications and Training	
Qualified Teacher Status	Essential
Degree level education or higher	Essential
NPQH/HPQSL	Desirable
Current Level 3 safeguarding and safer recruitment training	Desirable



## Faith

Committed Christian	Essential
Passionate about applying Christian faith to the mission and ethos of the school and able to celebrate, lead and develop that ethos	Essential
Keen to work closely with St Paul's Kingston, Southwark Diocesan Board of Education and other local churches and Christian organisations	Essential
Able to lead inspiring and relevant collective worship, while being sensitive to those of other faiths and no faith and respect for the views of all.	Essential

## Experience and Skills

At least three years' leadership as Head Teacher, Deputy Head or equivalent that has inspired, motivated others and raised standards	Essential
Clear educational vision and ability to apply it to school improvement across the ability and age range, then inspire and empower others to carry the vision forward	Essential
Successful strategic working and cooperation with senior colleagues, teaching and support staff, governors, parents, local authority and the wider community that effected positive change within the school	Essential
Excellent knowledge and undertaking of the EYFS and primary curriculum and assessment	Essential
Innovative and creative strategic thinking, planning, and self-evaluation, especially for disadvantaged, SEND, EAL and more able children	Essential
The ability to analyse data and use it to set targets and identify area for development	Essential

### Experience and Skills (cont.)

Effective communication skills (oral and written) and interpersonal skills	Essential
Good understanding of IT and its value in promoting effective teaching, learning and management	Essential
Experience of working as Designated Safeguarding Lead (DSL) or Deputy DSL	Desirable
Experience of leading a school through successful inspection processes for Ofsted/SIAMS	Desirable
Experience of effective work with/supporting ECTs	Desirable
Experience of promoting a school in the local community to attract new pupils onto the school roll	Desirable

### Professional Knowledge and Understanding

An in-depth knowledge of how children learn and an understanding of best practice in teaching, learning and assessment, as well as current issues and debates in education policy and statutory requirements that relate to the management of schools	Essential
Knowledge of Ofsted and SIAMS framework and the ability to develop creatively the standards of an outstanding school, seeking excellence and academic rigour throughout the school rooted in the school's Christian mission, vision and values	Essential
Understanding of finance and resource management, including setting and monitoring budgets, staff deployment, premises, health and safety	Desirable



## Personal Qualities

A pastoral heart for the whole school community and their well-being, coupled with a concern for families and their needs	Essential
Commitment to creating a trusting, supportive and collaborative working environment, including the ability to delegate appropriately and develop distributed leadership through effective teams	Essential
Commitment to promoting safeguarding and equality, and valuing diversity, championing them with staff, pupils and parents	Essential
Empathetic and approachable attitude, coupled with a willingness to challenge inappropriate or unacceptable behaviour or attitudes in others	Essential
Ability to maintain a healthy work/life balance and a desire to support and encourage others to do so	Essential
Emotional resilience and self-control even under pressure	Essential
Commitment to uphold the seven principles of public life (Nolan principles) at all times	Essential

# Our Partnerships

## Southwark Diocesan Board of Education



SOUTHWARK DIOCESAN BOARD OF EDUCATION  
Developing Church of England Education

St Paul's is part of the Diocesan family of schools in the Southwark Diocese Board of Education. The SDBE is proud to support 101 schools and academies, colleges and universities across our diverse and vibrant Diocese. Our vision for education in our schools reflects the wider Anglican concern for the well-being of everyone entrusted to our care. The outworking of our Christian faith, identity and ethos is to serve the needs of young people and their families in the community as a whole. This has been the commitment of our Church Schools since their foundation. The SDBE provides excellent training, professional advice, resources, guidance and pastoral support. This includes a leadership induction programme and mentoring for headteachers new to leading a Church of England school.

## Achieving For Children (AfC)



St Paul's work closely with Achieving for Children (Achieving For Children is a not for profit organisation that is focused on supporting young people to live safe, happy, healthy and successful lives. AfC provides children's services for Kingston, Richmond and Windsor and Maidenhead).

Achieving For Children provides support for school improvement, professional development for staff and governor support.

## Key Dates

**27th, 28th and 31st March - School visits**

**22nd April - Deadline for applications**

**24th April - Shortlisting**

**28th and 29th April - Interview days**

If you would like to come for a visit, or if you have any questions, please contact the school office at [admin@stpaulskh.kingston.sch.uk](mailto:admin@stpaulskh.kingston.sch.uk) or 020 8549 4555