

Head Teacher
Recruitment
March 2026



Headteacher Post – Manor CE Primary School

Dear Prospective Applicant,

On behalf of the Governors at the Manor School, I'd like to thank you for your interest in the post of Headteacher. I hope that you'll find this pack informative and we would like to extend an invitation for you to visit before you apply. If you have any questions, please do not hesitate to contact me via the school.

The Manor is a one form entry school located in Coalpit Heath in South Gloucestershire. We have supported children to learn and grow in the heart of the community on our current site for over 40 years, but there has been a Manor School in Coalpit Heath since 1868. Our grounds include a forest school, play area and space for outdoor activities on the large school field.

We have a very active link with St Saviour's, our local church. The church enriches the school lives of our children, as we regularly attend services, festivals and have church-led assemblies. Within the school, Rev David Jones is also a Foundation Governor on our Governing Board, further strengthening our bond. Our 2025 SIAMs inspection reflects our commitment to ensure Christian values are at the heart of our school's ethos.

We are very proud of the school's inclusive and friendly feel and celebrate the current dynamic and innovative ways of working. The new Head will continue working to embed the excellent current practice that is in place whilst also providing inspiring and aspirational leadership to allow the school to continue serving the community to the very best of its ability.

For all of our children to shine like stars in the sky, The Manor Church of England Primary School is seeking a headteacher that can lead the entire community to aspire to be the best that they can, believe that they are unique and deserve to be valued and achieve whatever they set their minds to. This will be achieved through delivering a high-quality, inclusive education, equipping all with the wisdom, skills and understanding to be successful future learners, leaving as spiritual, cultural beings with a clear understanding of who they are, why they are here and how they should live. To deliver this vision, a headteacher who lives the values of thankfulness, compassion, honesty, forgiveness, friendship and courage is required. If this is you, we look forward to receiving your application.

Yours sincerely

Catherine Proudlove
Chair of Governors



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www.themanorcofeprimary.org.uk

Recruitment Details

Role Details

The role advertised is for a full time headteacher with a pay range of L12 – L18.

Visit Dates

- Wednesday 25th March 09:00- 10:00
- Thursday 26th March 14:00 – 15:00
- Friday 27th March 09:00 – 10:00

To organize a visit email manorprimary@sgmail.org.uk

Application Closing Date

Tuesday 14th April

Interview dates

Monday 27th April *and*
Tuesday 28th April

Application method

E-teach or South Gloucestershire application form

Safeguarding

Full safer recruitment procedures, including enhanced DBS and online checks will be performed.



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Headteacher Person Specification

Qualifications & Training

- Qualified Teacher Status, with degree level education. NPQH or an equivalent qualification is desirable
- Recent, relevant training and evidence of continued professional development
- Excellent knowledge of the National Curriculum, EYFS and current developments

Experience

- Substantial and successful experience in a senior leadership role, e.g. Headteacher, Interim Head or Deputy. It would be desirable if this experience was at more than one school
- Evidence of managing or making a substantial contribution to effective change management
- Evidence of successful implementation of strategies to improve teaching and learning to raise achievement standards for all pupils
- Evidence of the ability to foster a culture of high expectations for both self and staff

Improvement and professional development

- Evidence of a high-level understanding of teaching, learning, assessment and the curriculum alongside successful improvement planning
- Evidence of effective line management
- Evidence of working in partnership with parents, community partners and Governors

Key Knowledge and Understanding skills and competencies

- Developing and implementing effective school evaluation strategies to ensure continuous improvement, including data analysis, target setting and other strategies for improving the quality of teaching and learning for all pupils
- The ability to prioritise, plan and organise workload, to delegate tasks and responsibilities and to empower staff to be 'leaders at all levels', executing the school vision
- The ability to motivate and engage positively with pupils, inspiring them to be 'the best that they can be'



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- Demonstrates a clear focus and commitment to supporting the Christian ethos across all aspects of school life, ensuring the continuation of strong links within the community
- Demonstrates care for the spiritual, moral, social and cultural development and wellbeing of all of 'Team Manor', including pupils, staff and community members
- Have a clear ethos for the management of pupil's behaviour and attitudes to learning, promoting inclusion and equal opportunities for all
- Evidence of leading or playing an active role in strategic curriculum development
- Evidence of effective financial management, and knowledge of budget setting within a comparable setting
- The ability to engage meaningfully with parents to maximise learning opportunities and outcomes for all children

Personal Qualities

- Be a dynamic and inspirational individual and leader by being sensitive, fair and consistent
- Be approachable, engaging and deliver a climate of open communication
- Be a visionary for the school, striving to deliver high quality education that promotes spiritual and cultural development, that includes Christian values
- Have a passion for education, with the ability to inspire pupils, staff, parents, governors and the wider school community
- Be creative and think imaginatively to anticipate and solve problems, whilst also actively seeking out opportunities for the school
- Be able to remain rational under pressure and demonstrate reasoned judgement in difficult circumstances

Safeguarding

- Commitment to safeguarding and promoting the welfare of children, with extensive and up to date knowledge of appropriate procedures, expecting all staff and volunteers to share this commitment



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Christian Ethos of The Manor

Everyone in The Manor community lives the vision and values of the school, which enables children to aspire to be the best that they can be, believe that they are unique and deserve to be valued and that they can achieve whatever they set their minds to. This is underpinned by Philippians 2:15 *shine like stars in the sky*.

School Information

Further information can be found on the [school website](#).

Number of pupils on role: 197

Attendance: 96.2%

EYFS Outcomes 2025

72% GLD

KSI Phonics Screening 2025

92%

KS2 SATs Outcomes 2025

Reading 84%

Writing 78%

Maths 97%

Combined 75%

Ofsted outcome 2025 – [Report here](#)

- Achievement: Expected
- Attendance and behaviour: Strong
- Curriculum and teaching: Expected
- Early years: Expected
- Inclusion: Expected
- Leadership and governance: Expected
- Personal development and well-being: Expected

SIAMS Inspection report 2024 – [Report here](#)

- Inspirational leadership has embedded the Christian vision.
- Staff have established a deep understanding of the meaning of spirituality.
- Collective worship is the heartbeat of daily life at The Manor.
- An exceptionally supportive and caring culture is inspired by the vision. Consequently, this enables pupils and adults to be treated well and flourish.
- Very effective leadership in religious education enables pupils to learn through a challenging and relevant curriculum.



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