

HEADTEACHER RECRUITMENT PACK

February 2026



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WELCOME

Thank you for your interest in the Headteacher role at The Royal Spa Nursery School.

On behalf of the Governing Body, we are delighted to welcome you to the opportunity to lead a treasured, local authority-maintained nursery school that provides outstanding, teacher-led early years education for children aged 2 to 5.

Our vision is simple and deeply lived: every child is special. Kindness sits at the heart of our work, alongside high expectations and inclusion. Our nurturing ethos, dedicated staff and child-centred approach create an environment where children learn through purposeful play and are supported to thrive, explore and learn throughout the day.

Ofsted captured the spirit of Royal Spa in May 2024: “Children adore coming to Royal Spa Nursery School, where their days are filled with joyful play and fascination.”

As our current Headteacher prepares to retire, we are seeking an inspiring educator and leader who will protect what makes Royal Spa so special and guide the next chapter with warmth, clarity and ambition.

This is an exciting opportunity for an exceptional and passionate early years practitioner with proven leadership experience, who is committed to inclusion, wellbeing and high expectations for every child, and who values strong partnership with families, staff, governors and the local authority.

We warmly encourage you to visit and look forward to receiving your application.

Emma Bennett

Chair of Governors
On behalf of the Governing Body



OUR SCHOOL

Opened in 1977, The Royal Spa Nursery School is set in a truly distinctive location beside the historic columns of the former Royal German Spa in Queen's Park.

We are fortunate to have stunning outdoor grounds, which children relish all year round, and we use this remarkable space as an extension of the classroom. Outdoor learning is woven through daily life, giving children the freedom to explore, investigate, build, climb, dig, grow and notice the changing seasons, while developing confidence, independence and a real sense of belonging.

Royal Spa is a friendly, diverse and nurturing school where every child is special and treated with care and respect. Our vision is simple and deeply lived: every child is special. Kindness sits at the heart of our work, alongside inclusion and high expectations, and our practice is rooted in the belief that young children learn best through play in an environment that is carefully organised around their needs, interests and development.

As one parent put it, "This is a very special place for children to be."



OUR SCHOOL

The Royal Spa is a term-time-only, school-hours-maintained nursery school with 128 15-hour spaces for children aged 2-5 years. Children can extend their universal offer to take a 30-hour place. We have new admissions each term and are full in the summer term. Each session we have capacity for 64 children.

The school has an exceptional staff team including a SENCO, three part-time qualified teachers and eight part-time nursery nurses.

As at January 2026 we have:

Children in nursery	89
Two year-olds	24
Three year-olds	65



JOB DESCRIPTION

Job details

Salary: L8 – L14 (£61,534 - £71,330)

Contract type: Full time permanent

Reporting to: Board of governors

Main Purpose

The headteacher will:

- Establish and sustain the nursery school's ethos and strategic direction together with the governing board and through consultation with the nursery school community;
- Oversee the care, teaching and learning throughout the nursery school;
- Teach for up to 50% of directed hours across the school year as required;
- Ensure the quality of provision across all age phases of the nursery school;
- Oversee day-to-day management of the nursery school with the School Business Manager;
- Establish and oversee systems, processes and policies so the nursery school can operate effectively;
- Identify problems and barriers to school effectiveness, and develop strategies for improvement that are realistic, timely and suited to the context;
- Make sure these improvement strategies are effectively implemented, evaluated and fed into a cycle of improvement;
- Monitor progress towards achieving the nursery school's aims and objectives;
- Make objective decisions regarding the long-term financial planning and annual budgeting processes;
- Allocate financial resources appropriately, efficiently and sustainably;
- Ensure the school meets the requirements of the Financial Management Standards in Schools alongside the School Business Manager.

JOB DESCRIPTION

Qualities

The headteacher will demonstrate the seven principles of public life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership as they:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct;
- Build warm, positive and respectful relationships across the nursery community;
- Serve in the best interests of the children.

Duties and Responsibilities

School Culture & Behaviour

The headteacher will provide a happy and productive environment in which they:

- Ensure the care and wellbeing of every child and that each child is nurtured and valued;
- Create a culture where children experience a positive and enriching nursery life that enables them to fulfil their potential;
- Foster a culture of staff professionalism which encourages reflection and curiosity and where staff share and support each other;
- Encourage positive behaviour from children built on good relationships, clear rules and routines which are modelled by all staff;
- Ensure that the nursery's vision is clearly articulated, shared, understood and acted upon by all.

JOB DESCRIPTION

Duties and Responsibilities

Teaching, curriculum and assessment

The headteacher will foster a culture of excellence in which they will:

- Establish, monitor and sustain high-quality teaching and learning across all age groups in focused group work and continuous provision;
- Ensure there is effective monitoring and tracking of pupil data which is used to inform planning;
- Ensure the ongoing development and delivery of a broad, structured and coherent EYFS curriculum;
- Use valid and reliable approaches to assessing children's knowledge and understanding of the curriculum;

Additional and special educational needs (SEN) and disabilities

The headteacher will demonstrate a strong commitment to inclusion and equality working closely with the SENCO to:

- Promote a culture and practices that enable all children to access the curriculum;
- Have ambitious expectations for all children with SEN and disabilities;
- Make sure the nursery works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate;
- Make sure the nursery fulfils statutory duties regarding the SEND Code of Practice.

Managing the school

The headteacher will oversee a safe and inclusive environment in which they:

- Ensure staff and children's safety and welfare through effective approaches to safeguarding;
- Manage staff well with due attention to workload;
- Lead the formulation, evaluation and implementation of the School Improvement Plan and Self Evaluation Framework;
- Ensure rigorous approaches to identifying, managing and mitigating risk;
- Oversee arrangements for the security, safety and effective supervision of the school grounds.
- Recruit new staff as required, ensuring effective selection, appointment and induction procedures.

JOB DESCRIPTION

Duties and Responsibilities

Professional development

The headteacher will create a supportive, reflective culture in which they will:

- Ensure staff have access to appropriate performance management and professional development opportunities that support all practitioners to develop and provide the best possible provision for children;
- Keep up to date with developments in education;
- Seek training and continuing professional development to meet needs.

Governance, accountability and working in partnership

The headteacher will foster a positive culture of reflection, improvement and accountability in which they:

- Understand and welcome the role of effective governance, including accepting responsibility;
- Ensure that staff understand their professional responsibilities and are held to account through effective appraisal procedures;
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties;
- Present a coherent and accurate account of the nursery's performance in a form appropriate to a range of audiences including governors, the local authority, Ofsted and others;
- Work proactively with other schools and organisations;
- Maintain and develop working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Safeguarding

- Undertake the role of Designated Safeguarding Lead, adhering to all statutory guidance and ensuring staff and volunteers understand their safeguarding duties and responsibilities.

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

Criteria	Qualities
1. Qualifications & Training	<ul style="list-style-type: none"> • Qualified teacher status • National professional qualification for headship (NPQH) – Desirable, not essential
2. Experience	<ul style="list-style-type: none"> • Proven leadership and management experience • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development
3. Skills and knowledge	<ul style="list-style-type: none"> • Deep understanding of EYFS curriculum and best practise for children aged 2-5 • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve • Ability to delegate effectively • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships • Data analysis skills, and the ability to use data to support school improvement and decision making

PERSON SPECIFICATION

Criteria	Qualities
4. Personal Qualities	<ul style="list-style-type: none">• A passion for Early Years education• Confidence and ability to lead, inspire, challenge and motivate the whole staff team with respect and care for their wellbeing• A strong commitment to getting the best outcomes for all children and promoting the ethos and values of the school• Be an ambassador for nursery age children• Ability to be remain calm and resilient under pressure• Ability to plan and prioritise effectively• Clear thinking, creative, problem-solving• Understanding of the need to manage own workload and strategies to support own wellbeing and resilience• Commitment to integrity and maintaining confidentiality at all times• Understanding and deep commitment to promoting equality of opportunity and challenging discrimination• Rigorous approach to safeguarding with a very clear understanding of what that looks like in a nursery school

HOW TO APPLY

Please apply using the Brighton & Hove application form.

Along with your form please include a letter of application setting out how you meet each of the four criteria in the person specification. Please write a maximum of 500 words for each criteria.

Applications should be sent to the Clerk to Governors:
HelenHaskew@royalspa.brighton-hove.sch.uk.

The full application timetable and process can be found on the next page.

Safeguarding and Equalities

Our school has an equal opportunities policy for selection and recruitment. We welcome our duties under the Equalities Act.

We are committed to safeguarding and promoting the welfare of our children and expect all staff to share our commitment. This appointment is subject to a full enhanced DBS check, employment and pre-employment checks including satisfactory references, proof of qualifications, photographic proof of identity and entitlement to work in the UK.

Privacy Notice

We are required to keep your information on file for six months following appointment of the successful candidate.

APPLICATION PROCESS & TIMETABLE

Visits to School	23 rd , 26 th and 27 th February
Closing Date for Applications	Friday 27 th February at 11.59pm
Shortlisting	6 th March
Interview Days	19 th and 20 th March

- The post will be advertised on the DfE and Brighton and Hove LA websites.
- Applicants are encouraged to visit the school prior to submitting an application. Please email admin@royalspa.brighton-hove.sch.uk to make an appointment.
- Please read carefully the Job Description and Person Specification. Candidates should address these selection criteria in the application form and supporting statement as they will determine whom to shortlist for interview.
- Applications should be submitted to Clerk to the Governors: HelenHaskew@royalspa.brighton-hove.sch.uk
- All applications will be acknowledged by email.
- Shortlisted candidates will be advised by phone or email. Written information regarding the interview process will be provided by email. References will be taken up at this stage.
- Candidates should be available to attend an interview for the two days on 19th and 20th March. After gathering feedback on day one, selected candidates will be asked to attend a further interview on day two.
- Candidates will be advised of the outcome either that evening or as soon as possible afterwards.
- Appointment subject to references and safeguarding checks.
- Please refer to our Child Protection & Safeguarding policy which can be found on the school website.

WHERE TO FIND US



The Royal Spa Nursery School
Park Hill, Brighton, East Sussex, BN2 0BT
www.royalspanurseryschool.co.uk
01273 607480

