MERSEY VIEW LEARNING TRUST

Valewood PRIMARY SCHOOL

VALEWOOD PRIMARY SCHOOL

HEADTEACHER RECRUITMENT PACK

MARCH 2026

WELCOME FROM THE CEO

Dear applicant,

I am delighted that you are interested in applying for the position of headteacher at Valewood Primary School.

We are seeking to appoint an exceptional, dynamic and inspirational headteacher to lead Valewood Primary School, following the appointment of the current headteacher to our trust's school improvement team. This is an exciting opportunity for an ambitious and values-driven leader to build upon a strong culture where each and every child is supported, nurtured and challenged to achieve their potential. We are looking for a strong, visionary leader who is able to articulate and deliver clear strategic direction for the school.

In addition, Valewood Primary School's new headteacher will have a proven track record of leading others to improve pupils' outcomes and experiences. The successful candidate will be passionate about teaching and learning with a strong understanding of primary pedagogy. We are keen to appoint someone who can continue to motivate and empower a dedicated team of leaders, someone who can ensure that staff continue to flourish so that all our children feel safe, supported and able to thrive.

The successful candidate will be compassionate and courageous, modelling strong values while ensuring inclusion for all. Highly reflective and resilient, you will welcome challenge and be solution focused. You will recognise the importance of working as part of a strong and established team, be able to build on existing good practice and lead change effectively. As such, you will be willing to work collaboratively with, and learn from, our team of fantastic headteachers and trust executive leaders.

If you are a leader who has relentless and unswerving ambition for every child, including those with special educational needs and/or disabilities (SEND), and those who face barriers to learning, this is a fabulous opportunity to be welcomed into Valewood's warm, diverse and proud school community. This vibrant, one-form entry primary school is located close to Crosby Village, a stone's throw away from Sefton's magnificent coastline. There are currently 210 pupils on roll between the ages of four and 11, and the school continues to be the most over-subscribed primary school in Sefton.

This is a really exciting time to join our newly formed trust. At Mersey View Learning Trust, we ensure that children are at the heart of every decision that we make. Passionate about addressing social disadvantage and removing barriers to learning, we have a strong, shared vision that each and every child should benefit from an inclusive, first-class education.

As part of Mersey View Learning Trust, you will join a collaborative community of six schools committed to inclusion, excellence and opportunity for all. As a community trust, we believe wholeheartedly in ensuring that children in our schools and within Sefton receive the best possible education. We want the very best for all our children and we are dedicated to giving back to the local community.

At Mersey View Learning Trust, we invest in our people, in their professional growth and well-being. We also offer comprehensive support with finance, operations, HR and school improvement. As a headteacher in our trust, you will also benefit from high-quality leadership development, coaching and expert support from our excellent school-improvement team.

This is an incredible opportunity for an ambitious professional who is seeking headship. As one of Mersey View Learning Trust's headteachers, you will have the freedom to shape your school's identity within a shared trust vision, alongside giving pupils within our trust the best possible start in life.

For an informal conversation with the CEO, please contact sophie.lynch@merseyview.com.

To arrange a visit, please contact sophie.lynch@merseyview.com.

All applications will be acknowledged on receipt.

We look forward to receiving your application.

Yours sincerely,

Rachel Goodwin
Chief Executive Officer

Application Process

To submit an application in full, please follow the attached link to the Mersey View Learning Trust website Mersey View Learning Trust - Vacancies. Candidates will be required to create a profile, complete the relevant application questions and submit the same.

Tours of the School

Tours will be held on the following dates and times:

Monday 20 April 2026 between: 1pm and 3pm
Tuesday 21 April 2026 between: 1pm and 3pm

Please contact sophie.lynch@merseyview.com to book onto a tour or for an informal discussion about the post with the CEO.

Application Guidelines

- Your application letter should be structured around the key requirements of the role as set out in the application pack. Please provide relevant examples from your career to date that demonstrate why you are a suitable candidate for this role.
- Your application letter should be no more than 2,000 words. This should be submitted in the 'reasons for applying for the role section', which addresses the person specification requirements.
- All fields must be completed as part of the standard application form.
- Please ensure that you include a minimum of two referees in your application. Your referees will be contacted on the basis that you have been successfully shortlisted, prior to the interview taking place.

Key Dates

Closing date for applications:	**27 April 2026**
Shortlisting will take place on:	**30 April 2026**
Interviews will take place on:	**7 and 8 May 2026**

If you have any queries about any aspect of the application process or you require additional information, please contact sophie.lynch@merseyview.com.

Safeguarding statement

In common with all staff and pupils in the trust, the post holder should be aware of the trust's policies and implement them as appropriate.

Mersey View Learning Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working in the trust to share this commitment.

The trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an Enhanced Disclosure, including a Barred List check from the Disclosure and Barring Service.

Due to the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on whether a conviction or caution should be disclosed can be found on the Ministry of Justice website which can be accessed here:

https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

The trust may carry out an online search on shortlisted candidates as part of our due diligence and in line with Keeping Children Safe in Education 2025. This may help identify any incidents or issues that have occurred and are publicly available online, which we may wish to explore with you at interview.

Valewood Primary School
Job Description

Job Title	Headteacher
Responsible to	Trust CEO, Board of Trustees
Hours of Work	Full time, permanent
Salary	L15 – L21 currently £73,105 - £84,699 (25/26)

Main purpose

The headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the CEO, trustees and the local governing body, and through consultation with the school community.
- Drive continuous improvement through highly effective leadership, developing and empowering others to ensure that pupils maximise their full potential.
- Establish and oversee systems, processes and policies so that the school can operate effectively.
- Identify barriers to the school's effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context and improvement priorities.
- Ensure that school improvement strategies are effectively implemented.
- Monitor progress towards achieving the school's aims and objectives.
- Allocate financial resources appropriately, efficiently and effectively.
- Be responsible for the recruitment and retention of expert staff.

Duties and responsibilities

School culture and behaviour

The headteacher will:

- Create a highly inclusive culture where pupils enjoy positive experiences and achieve the best possible outcomes.
- Drive improvement to secure ambitious educational standards, in order to prepare pupils from all backgrounds and abilities for their next phase of education and life.
- Foster a strong culture of staff professionalism and reflective practice.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.
- Ensure that pupils across the school, including in the specially resourced provision, receive a high-quality, equitable education.
- Ensure that systems are in place so that all pupils attend school regularly, removing barriers to attendance promptly.

Teaching, curriculum and assessment

The headteacher will:

- Ensure the design and delivery of highly ambitious, inclusive, effective curriculum.
- Establish and sustain high-quality teaching across all subjects and phases, including the use of quality first teaching and adaptive practice.
- Ensure that teaching is underpinned by subject expertise and pertinent, up-to-date educational research.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- Use formative and summative assessment processes expertly to ensure that staff are able to identify and address pupils' misconceptions and gaps in knowledge.
- Ensure that pupils acquire necessary foundational knowledge and that they learn to read fluently and with age-appropriate comprehension.
- Establish effective curriculum leadership, ensuring that subject leaders have relevant expertise and access to professional networks and communities.
- Oversee the implementation of highly effective quality assurance and accountability frameworks.
- Ensure that all leaders, staff and wider stakeholders receive accurate information in relation to the impact of the curriculum, including pupils' progress and attainment.

Additional and special educational needs and disabilities (SEND)

The headteacher will:

- Promote culture and practices that enable all pupils to thrive.
- Have high expectations for all pupils, including those who are disadvantaged, those with SEND and those with other vulnerabilities and barriers to learning.
- Ensure that all staff have equally high expectations of what all pupils can achieve.
- Ensure that leaders and staff liaise effectively with parents, carers and professionals to identify pupils' additional needs swiftly and accurately.
- Ensure that pupils receive appropriate and timely support and adaptation when necessary, so that any barriers to learning are significantly reduced.
- Ensure that the school fulfils its statutory duties regarding the SEND Code of Practice.

Managing the school

The headteacher will:

- Ensure the safety and welfare of all pupils and staff through effective approaches to safeguarding.
- Foster the well-being of staff, paying due attention to their workload.
- Ensure rigorous approaches to identifying, managing and mitigating risk.

Professional development

The headteacher will:

- Ensure that staff have access to appropriate, high-quality professional development opportunities.
- Ensure that training and continuing professional development are effectively planned, delivered and evaluated.

- Work collaboratively with other headteachers across the trust to identify opportunities for sharing best practice and developing staff.
- Develop the leadership of self and others, through coaching and relevant resources.
- Keep up to date with trust-wide communications and priorities, and wider developments in educational policy.

Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance within the trust's governance framework, including accepting responsibility and understanding accountability.
- Ensure that staff understand their professional responsibilities and are held to account for the quality of education that pupils receive.
- Ensure that the school operates effectively and efficiently within the required regulatory frameworks and meets all its statutory duties.
- Work collaboratively within the trust, across the local authority and with other organisations when appropriate.
- Be a strong ambassador for Mersey View Learning Trust and represent the trust positively, upholding the trust's values at all times.
- Maintain effective working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

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 post holder may be required to carry out other duties appropriate to the level of the role.

Safeguarding

To be aware of, and work in accordance with, the trust's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

In common with all staff and pupils of the trust, the post holder should be aware of the trust's policies and implement them as appropriate.

Mersey View Learning Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working in our schools to share this commitment.

The trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on whether a conviction or caution should be disclosed can be found on the Ministry of Justice website which can be accessed here:

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Person Specification

Each requirement will be assessed in the application form and/or interview or task

	Essential	Desirable
Qualifications	• Qualified Teacher Status. • Degree. • Evidence of appropriate and continuous further professional development.	• Master's Degree. • National Professional Qualification for headship (NPQH) or evidence of working towards.
Experience	• Successful senior leadership and management experience in a school. • Relevant teaching experience, preferably in the primary age phase. • Involvement in school self-evaluation and development planning. • Demonstrable experience of successful line management and development of others. • Proven track record of improving educational outcomes for all/groups of pupils.	• Experience of deputy headship or headship in a primary school. • Experience in more than one school.
Skills and Knowledge	• Data analysis skills, and the ability to use data to set targets and identify weaknesses and priorities for improvement. • Understanding of what constitutes high-quality teaching, and the ability to model this for others and support others to improve. • Understanding of how to evaluate impact of the curriculum and leaders' decisions. • Understanding of school finances and financial management. • Effective communication and interpersonal skills, both verbally and in writing. • Ability to communicate a vision and inspire others. • Ability to build effective working relationships within the school and across the trust.	• Work with external partners/other professional organisations.
Personal qualities	• Be a positive role model at all times. • Be a highly effective and respected representative of Valewood Primary School and Mersey View Learning Trust. • Be approachable and person centered, able to lead effectively and empower others. • Have the ability to balance challenge and support, give highly effective feedback and improve pupils' outcomes. • Inspire trust and confidence across the school community, including with parents, carers, local governors, trustees and members of the local community. • Be astute and perceptive, with strong analytical skills and the ability to use sound judgement. • Be solution focused, anticipating and resolving conflict imaginatively.	

	• Be flexible, creative and resilient and foster the same in staff. • Sustain wide, current knowledge and understanding of education and school systems, and pursue continuous professional development.	
Improving Learning and Teaching	• Be a highly effective classroom practitioner with the ability to monitor and evaluate performance continuously. • Successful experience of curriculum development along with an acute understanding of what constitutes inclusive practice. • Ability to lead on the development of curriculum, teaching and assessment to continuously improve standards. • Proven experience of the implementation of effective assessment processes and an understanding of how to evaluate the impact of assessment for learning. • Demonstrate a proven track record of enabling all pupils, including the most vulnerable, to realise their full potential. • Successful experience of positive behaviour management and development of a pupil-focused, inclusive and effective learning environment. • Promote positive attitudes to learning for all pupils. • Prioritise attendance, ensuring that systems and processes are robust and effective. • Be able to hold all staff to account for their professional conduct and practice, including their use of pedagogy and assessment. • Exercise strategic, curriculum-led financial planning to meet the best interests of pupils and the schools' sustainability.	

The following employment checks are required for this position:

- Evidence of satisfactory Disclosure Barring Services Check.
- Evidence of entitlement to work in the UK.
- Evidence of essential qualifications per the person specification.
- Two satisfactory references.
- Confirmation of medical fitness for employment.
- Registration with the appropriate bodies.