

VINE TREE PRIMARY SCHOOL

Enjoy-Respect-Treated Fairly-Included-Learn



Headteacher Recruitment Pack

Vine Tree Primary School
Danebank Avenue, Crewe, Cheshire, CW2 8AD
01270 661526
admin@vinetree.cheshire.sch.uk
www.vinetree.cheshire.sch.uk

Contents

Advertisement	Page 3
Our Chair's Letter	Page 5
What does our community say is special about Vine Tree?	Page 6
School Context	Page 7
Job Description	Page 10
Person Specification	Page 13
What does our community think will make a great headteacher?	Page 15





Headteacher Advertisement Vine Tree Primary School

- Start date: 1st January 2026
- Contract type: Full Time, permanent.
- Salary: ISR L12-18 (£65,286-£75,675)

Do you want to be part of something special?

We are:

- ✓ A school with a strong sense of community.
- ✓ A school in which pupils enjoy an enriched curriculum, thrive in their learning and are proud of their achievements.
- ✓ A school with an inclusive culture based on mutual respect - 'pupils feel safe and well cared for' (Ofsted January 2023).

Vine Tree Primary School is a popular, one form entry primary school catering for pupils aged 5-11 years. We are a group 2 school with a PAN of 210 pupils. There are currently 198 pupils on roll.

The Governing Board are seeking to appoint a new Headteacher.

Our new leader will:

- Be a dedicated and ambitious leader with high energy.
- Have the vision and experience to lead us in our pursuit of excellence.
- Have clear values and work with a strong sense of integrity and moral purpose.
- Maintain the nurturing ethos of the school and build upon our current successes and strengths.
- Have high expectations of attainment, attendance and behaviour.
- Be committed to continuously improving outcomes for all.
- Give safeguarding, welfare and the wellbeing of pupils and members of staff a high priority.
- Be an excellent communicator and build collaborative partnerships with staff, pupils, parents, carers and the wider community.

Do you have the proven leadership skills to lead and motivate our dedicated team - inspiring, supporting and challenging all to be the very best that they can be?

We can offer the successful candidate:

The chance to work with:

- ✓ Happy, friendly and hardworking pupils who are proud of their school, enjoy learning and behave well.
- ✓ A dedicated staff team who are fully committed to continuous school improvement.
- ✓ A proactive and supportive Governing Board who keep the pupils at the heart of all that they do.

Could you be that special leader to take our school on the next part of its exciting journey?

Visits to the school are warmly welcomed so that you too can ‘feel’ first hand the atmosphere that makes Vine Tree Primary School the unique and special place that it is.

Visits to the school are available on

Friday 11th July 2025	9.30am - midday
Monday 14th July 2025	3.30pm to 5.30pm

To arrange a visit, please contact admin@vinetree.cheshire.sch.uk or call 01270 661526.

Application packs are available from and must be returned to:

The School Governance Team, 5th Floor Delamere House, c/o Municipal Buildings, Earle Street, Crewe, CW1 2BJ.

Tel: 0300 123 5063. Email: schoolgovernanceeast@cheshireeast.gov.uk

Key dates

Closing date and time	Monday 1st September 2025 at 9am
Shortlisting	Monday 8th September 2025
Interview/ activity dates:	Monday 22nd September 2025 Tuesday 23rd September 2025

You may provide a supporting letter with your application. This should not exceed two sides of A4 paper (font size 12). Please do not restate the factual details included elsewhere on the application form.

The successful applicant will be subject to the conditions of employment for Headteachers contained in the School Teachers Pay and Conditions document 2024 and other current education and employment legislation.

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 post is exempt from Rehabilitation of Offenders Act 1974 And the successful applicant will require an enhanced DBS check. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children’s barred list held by the DBS. Other safer recruitment checks including online check for shortlisted candidates will be undertaken.



Our Chair's Letter

Dear Applicant,

Firstly, I would like to say thank you for taking an interest in Vine Tree Primary School and for considering becoming our next Headteacher. I hope that the information in this pack will excite you and help you to decide if the role is for you. We, as Governors, are proud of Vine Tree Primary School and are looking forward to welcoming a new, dedicated and ambitious leader to the school community as we continue our journey.

Our current Headteacher is leaving us after many years of dedicated service to the school and community, and we hope to make the appointment for a January 2026 start.

I am delighted that you are interested in applying for the headship of our small, yet wonderful, school. Vine Tree Primary School is known for its warm and friendly atmosphere with an inclusive culture based on mutual respect - 'pupils feel safe and well cared for' (Ofsted January 2023)

Added to this we have an extremely able and committed team of teachers and staff, a keen and dedicated cohort of parents and a Governing Board whose primary focus is to push ahead with the continued development of our school. We are looking for a Headteacher who is passionate about education and who really wants to make a difference to the lives of the children; someone who shares our community spirit and has the leadership qualities to enhance, develop, publicise and constantly improve our school.

The children at Vine Tree Primary School are at the heart of everything we do. They are a credit to us, and I could not be prouder to be Chair of Governors of this school. I have seen my three girls all come through Vine Tree Primary School with my youngest finishing this academic year. I have always taken an active involvement in the school and I feel privileged to now be Chair of Governors, and excited to start to work with a new Headteacher.

At the centre of our ethos is a commitment to recognise each child and provide a high-quality education that meets every child's needs. This is underpinned by our values - Treated Fairly, Included, Learn, Enjoy and Respect. Our children receive the highest level of teaching to ensure that they develop the necessary skills to take with them as they enter the next stage of their education. Our children are well behaved, they are inquisitive, they are funny, they are happy, and they really want to make the school a place where everyone wants to be.

Our school is in good financial order amid a challenging public funding environment. We will be looking for a leader who can work efficiently and collaboratively to ensure the future financial security of the school, whilst also considering the potential opportunities for Vine Tree Primary School within the academy trust arena.

I, and the whole of the Governing Board, look forward to receiving your application in due course but if you have any pre-application questions, please feel free to email me at chair@vinetree.cheshire.sch.uk.

With kind regards,

Vickie Le'Clere

(Chair of Governors)

What does our school community say is special about Vine Tree Primary School?

Pupils

Special treats for hard work and recognition assemblies.

A buddy system

The teachers are kind, respectful and treat us fairly.

A dedicated wellbeing teacher.

Lots of trips and workshops like animals being brought into school.

Every child is kind at Vine Tree.

The learning - getting to learn about different things, having Crewe Alex for PE and clubs like homework club. Teachers help you when you need it.

Staff

A hard-working group of parents who work with the school to make improvements and to support new initiatives.

Children who love to learn, who are enthusiastic, happy and flourish in the safety of their school.

Our support staff are phenomenally committed, professional and knowledgeable.

Prioritise the wellbeing of pupils, staff and stakeholders.

Our children. Every day they challenge, engage and learn. Every day they smile, teach us and humble us.

Achievements are consistently celebrated from inside and outside of school.

A strong family ethos where parents and carers are actively encouraged to engage with learning and the school community.

The mystery reader supports children and encourages love of books and involves families.

A diverse community that brings a rich variety of languages, cultures and traditions.

I have felt instantly welcome and included by the school.

A place where learning is full of challenge, interest and fun.

Established staff team who know the pupils and families well – relationships are strong.

Committed to a curriculum enriched by learning opportunities beyond the school.

Governors

A welcoming and inclusive environment.

A community-feel school, which is caring, kind and welcoming.

Our School Context



Where is our school?

Vine Tree Primary School is a thriving and inclusive learning community situated on the outskirts of Crewe. The school caters for children from Reception to Year 6, with capacity for 210 pupils taught in single-age classes. We offer a safe, stimulating, and nurturing environment where all children are encouraged to flourish both academically and personally.



We are fortunate to be located near several local secondary schools and a further education college, with whom we have established positive and supportive partnerships. We actively participate in a range of transition and activity days to support our pupils as they prepare for the next stage in their education. These partnerships allow us to share resources and access subject-specific CPD opportunities, for which we are extremely grateful.

We are proud to be part of the Crewe community and celebrate our town and its history through a broad and balanced curriculum, enriched with creative, practical, and talk-based learning opportunities.

The school takes pride in fostering a strong sense of belonging, celebrating diversity, and promoting positive relationships. Our children come from a range of cultural backgrounds, with approximately 23% of pupils speaking English as an Additional Language. The range of languages and religions represented in our school community is something we value deeply, and we actively celebrate this diversity at every opportunity.

What facilities does our school have?



Our school is set within expansive green space, and—true to our name—is home to several mature and much-loved trees. Children greatly enjoy our outdoor areas, which include: an all-weather pitch; an outdoor classroom; a sensory and wellbeing garden and multiple climbing frames and trim trails.

Originally opened in the 1970s, the school has retained much of its original layout, with seven teaching spaces radiating from a large central school hall. Over the years, the site has been enhanced with additional modular classrooms, an ICT suite, a dedicated wellbeing room, and updated office facilities.

The school also benefits from a range of modern learning spaces designed to support high-quality teaching and pastoral care, including:

- A well-equipped Early Years Foundation Stage classroom with extensive indoor and outdoor provision.
- Welcoming classrooms with interactive technology and class libraries to foster a love of reading.
- Access to ICT resources that develop digital literacy and support cross-curricular learning.
- Several dedicated areas for small group work, interventions, and ELSA (Emotional Literacy Support Assistant) provision.



Vision and Values

At Vine Tree Primary School, we have 5 key values that underpin everything that we do: **Treated Fairly**, **Respect**, **Learn**, **Included**, and **Enjoy**. Being **Treated Fairly** means we work together, build trust, share openly, and cooperate to achieve the best outcomes for all, promoting *tolerance* and *the rule of law*. We show **Respect** by taking responsibility for our actions, being honest, listening to others, and treating everyone with kindness and empathy - this supports *democracy* and *mutual respect*. Through **Learn**, we celebrate curiosity, determination, and resilience - encouraging everyone to try new things and grow from their mistakes - promoting *individual liberty*. Feeling **Included** ensures every child belongs, is supported, and sees their uniqueness valued, celebrating diversity and strengthening community. Finally, we **Enjoy** our learning by creating a happy, safe, and engaging environment where emotional wellbeing is nurtured and everyone can thrive. Together, these values prepare our children to become thoughtful, respectful, and confident members of society.



What makes us special?

Vine Tree Primary School is proud of its warm, welcoming atmosphere and its strong family ethos. Our staff team is committed to creating a nurturing environment where every child feels valued, heard, and encouraged to achieve their best. It is a school with ambition—for its children, its staff, and its wider community—making it an exciting and rewarding place to lead and inspire.



What are we proud of?

Our children are kind, caring, and compassionate individuals with a genuine thirst for learning. They embrace opportunities to extend their knowledge, take part in a wide range of extracurricular activities, and develop talents that are celebrated both within and beyond the school.

Recently, our Year 5 class had the incredible opportunity to perform with the Hallé Orchestra at Bridgewater Hall in Manchester. Within school, we held two well-attended talent shows where pupils showcased skills ranging from dancing, singing, and piano playing to yo-yo tricks. Our sporting achievements are also a source of pride: we participate annually in the local town sports competition and this year were placed 5th out of 11 schools—our Year 4 team even came first in the track events.



Key Partnerships and Community Involvement

Vine Tree Primary School is proud to be a member of the Crewe and Nantwich School Sports Partnership, which organises and delivers a wide range of sporting events and competitive opportunities.

We also work closely with the local Mental Health Support Team (MHST), enabling us to maintain regular contact with a dedicated Mental Health Practitioner. This partnership supports the wellbeing of our pupils, staff, and families by providing expert guidance and resources.

Over the past five years, Vine Tree has collaborated closely with the Cheshire and Wirral Maths Hub through their Sustaining Mastery Work Groups. Having





initially joined as a Developing Mastery school, we have embraced continuous professional development to refine our teaching of mathematics. As a result, we have successfully embedded a Teaching for Mastery approach across the school.

Our school community is passionate about supporting charitable causes, and each year we take part in a variety of fundraising events. These include Number Day for the NSPCC, Children in Need, Down Syndrome Cheshire, the Royal British Legion Poppy Appeal, Jeans for Genes Day, and Christmas Jumper Day for Save the Children UK. We are also fortunate to have a very active Parent Teacher Association (PTA), which regularly organises events to raise essential funds for our school.

Additionally, we are a founding member of the Cheshire East EAL Working Group, which is facilitated by Cheshire East Council. This group meets regularly to share best practices and strategies for effectively supporting learners with English as an Additional Language. It has become an invaluable source of guidance and collaboration in recent years, particularly in response to the growing number of economic migrants, refugees, and asylum seekers settling in the local area.



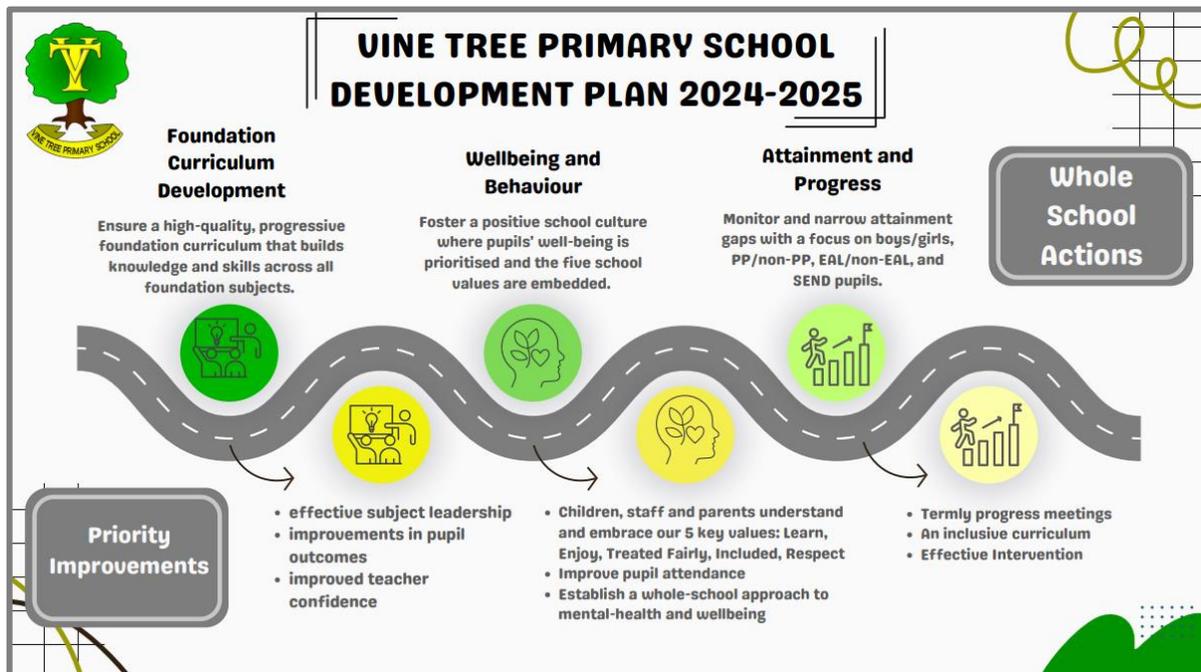
What are our current priorities?

A Year of careful consideration and commitment

This year, the Board has been focused on its three core functions, including carrying out due diligence to explore whether joining a Multi-Academy Trust (MAT) could support the senior leadership team in their drive to make Vine Tree an even greater school. The Governors have been considering and consulting on both the pros and the cons of such a move.

While this line of inquiry continues, the recent resignation of the Headteacher has meant that the Board’s immediate focus is now on recruiting new leadership. Finding the right person to guide Vine Tree into its next chapter is the top priority.

Each Governor brings their own experience and passion to the role, united by a deep care for the safety, education, and well-being of every child in our school. We are always striving to improve, staying committed to learning and growth—just as we hope to inspire in our pupils. Our work is anchored in the key priorities of the Strategic Development Plan and guided by Vine Tree’s core values: **treated fairly, respect, learn, include, and enjoy**.





Job Description Headteacher – Vine Tree Primary School

Job Title:	Headteacher (Full time, permanent post)
Salary Range:	L12 – L18
Reports to:	Chair of Governors and Governing Board

Core Purpose:

The Headteacher will provide leadership and management of the School, ensuring its continuing success and improvement in the provision of high-quality education and personalised learning for all pupils. S/He will promote and support high standards, a strong sense of achievement and self-esteem and confidence for all within an environment that provides a secure, safe and stimulating space for all to work and learn. S/He will lead us in our pursuit of excellence with integrity and a strong sense of moral purpose.

The Headteacher will be required to carry out the duties as set out in the School Teachers' Pay and Conditions Document and take overall responsibility for the organisation and management of the school in accordance with the articles of government; the Headteachers' Standards 2020; the policies of the Governing Board, in consultation with Cheshire East Council and the Director for Children, Education and Families.

Shaping the future – Leadership and Vision

- a) Strategic Thinking – Our Headteacher will be expected to develop and implement a clear vision for the school's future, aligning with the school's values and strategic direction.
- b) Decision Making – Our Headteacher will be expected to make sound judgements, manage complex situations and lead effectively.
- c) Teamwork – Our Headteacher must be able to listen to and understand diverse perspectives and foster a collaborative school culture.
- d) Ethos – Our Headteacher should ensure that the school ethos is clearly articulated, shared, understood, and acted upon effectively by all members of the school community.
- e) Motivation – Our Headteacher is expected to work with others to create a shared culture in a school that prioritises inclusivity, takes risks in learning and extends the curriculum.
- f) Continuous Improvement – Our Headteacher should demonstrate a commitment to continuous improvement and encourage a growth mindset.
- g) Innovation – Our Headteacher should be willing to innovate, take on new challenges and be a leader in the field of education.
- h) Lead by example – Our Headteacher must lead with integrity, creativity, resilience and clarity.

Leading Teaching and Learning

- a) Celebrate achievement in the development of the whole child and not only those matters that are measured externally.
- b) Ensure excellent teaching and learning, whether in the curriculum or extra-curricular provision, as they are at the core of our strategic planning, resource management and effective delivery.
- c) Create and maintain a learning culture which enables **all** pupils to become effective, enthusiastic and independent learners, who are committed to lifelong learning.
- d) Promote an exciting and ambitious curriculum that inspires children, including disadvantaged children and those with SEND, to make commendable progress and develop their own individual skills.
- e) Sustain an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, so they can support each other in determining, organising and implementing an enriched curriculum and its assessment.
- f) Ensure that adaptive learning opportunities and strategies are in place to support those pupils with additional needs and SEND.
- g) Establish an inclusive culture, one that has values, and has ambition for all inclusivity groups including disadvantaged pupils and those with SEND.
- h) Communicate and work closely with families to ensure that learning is supported at home.
- i) Monitor, evaluate and review both classroom practice and data/assessment information, and hold staff to account for the impact of their work on pupil outcomes. This should involve challenging underperformance and celebrating excellent teaching which leads to genuine improvement strategies.
- j) Ensure that the curriculum is regularly reviewed, evaluated and updated and that it takes account of the needs of our children, local and national initiatives, policies and statutes. This will be done in co-operation with colleagues, Governors and the Local Authority.
- k) Ensure that a broad range of extra-curricular activities is offered to provide extended opportunities for pupils, to support and challenge their interests and abilities and to promote stimulation for all.
- l) Promote consistently high standards of behaviour in the school and the school community.
- m) Have effective strategies in place to promote consistently high pupil attendance.

Communication and Relationships

- a) Work in a positive and inclusive style, creating a learning environment where all children, staff and visitors feel valued and supported.
- b) Demonstrate active listening to gain an understanding of the diverse views of the children, teachers, parents and other stakeholders.
- c) Demonstrate transparency in developing open and honest communication whilst building trust and a positive school culture.
- d) Create and maintain partnerships that will build strong relationships with parents, the community and external organisations in order to support both the learning and the safety, care and wellbeing of all.
- e) Ensure the school is accountable to all stakeholders, particularly parents, carers, Governors, the Local Authority and the Department for Education.
- f) Ensure that pupils enjoy and benefit from a high-quality education, promoting collective responsibility within the whole school community.
- g) Liaise with the school community to share knowledge and understanding and to celebrates success.
- h) Work effectively with the Governing Board, advising and assisting as required in the exercising of its function, including attending meetings, submitting reports, providing relevant information and objective advice to support and enable Governors to meet their responsibilities.
- i) Network, seek and share best practice with other schools and relevant organisations.
- j) Demonstrate exemplary personal behaviour, with positive relationships and attitudes towards children, the staff, Governors and the wider school community.

Leading and Managing the School

- a) Ensure individual staff responsibilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation.
- b) Ensure that '*excellent teaching*' is a priority when recruiting, developing and nurturing this core value for all teachers and support staff.
- c) Create an organisational structure that reflects the school's ethos and aims, one that enables the management systems, structures and processes to work effectively in line with legal requirements.
- d) Work with the Governing Board to produce and implement clear, evidence-based improvement plans and policies for school and its facilities.
- e) Manage the school's financial and human resources effectively and efficiently to achieve the school's goals and priorities.
- f) Recruit, retain, and deploy staff appropriately, whilst balancing staff workload. This will involve working towards the school's vision and goals with clear and timely communication.
- g) Manage and organise the school infrastructure and environment efficiently and effectively to ensure that it meets the needs of the school, including all health and safety regulations.
- h) Ensure all school policies are implemented and adhered to.

Developing Self and Working with Others

- a) Treat people fairly with dignity and respect.
- b) Build and maintain a positive school culture that enjoys a collaborative relationship within the school and the local community at all levels.
- c) Develop and maintain effective strategies and procedures for staff induction, professional development, appraisal and staff retention.
- d) Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- e) Regularly review own practice, set personal targets and take responsibility for own personal development.
- f) Work in a solution-focussed manner through effective engagement with parents, teachers, Governors and children.

Strengthening Community Links

- a) Be an ambassador for the school in the wider community, skilfully and continually enhancing the school's reputation and profile.
- b) Collaborate with other schools and organisations by sharing knowledge and expertise to bring positive benefits to Vine Tree Primary School including secure and happy transitions both into our school and to other schools or educational settings.
- c) Collaborate at both strategic and operational levels with parents, carers, and across multiple agencies to ensure the safety and wellbeing of all children.
- d) Work closely with local groups and stakeholders to maximise the contribution made by the school within the community.

The post is exempt from Rehabilitation of Offenders Act 1974 And the successful applicant will require an enhanced DBS check. As the post will involve regulate activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS. Other safer recruitment checks including online check for shortlisted candidates will be undertaken.

Person Specification

The Headteacher is required to safeguard and promote the welfare of children and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.

Qualifications	E/D
<ul style="list-style-type: none"> • Qualified Teacher Status. 	E
<ul style="list-style-type: none"> • Honours Degree or equivalent. 	E
<ul style="list-style-type: none"> • Meets the requirements or is willing to work towards the National Professional Qualification for Headship or an equivalent. 	D
Training	
<ul style="list-style-type: none"> • Evidence of recent safeguarding training or qualifications. 	E
<ul style="list-style-type: none"> • Evidence of regular & appropriate professional development in school leadership and management at senior leadership level. 	D
Experience	
<ul style="list-style-type: none"> • Excellent classroom practitioner with relevant experience across the whole primary age range. 	D
<ul style="list-style-type: none"> • Successful strategic leadership and management experience in schools for primary age children at a Deputy or Headteacher level. 	D
<ul style="list-style-type: none"> • Evidence of reviewing staff performance both supporting and challenging where appropriate and showing commitment to continued professional development. 	D
<ul style="list-style-type: none"> • Successful leadership through change, with proven ability to inspire children, staff and wider community. 	E
<ul style="list-style-type: none"> • Effective strategic planning, including financial forecasting, operational budget management and an understanding of the principles of best value. 	D
<ul style="list-style-type: none"> • Experience of Inclusion, SEN provision and Safeguarding processes in a primary school setting. 	E
<ul style="list-style-type: none"> • Evidence of active involvement in systematic and rigorous school self-evaluation. 	E
<ul style="list-style-type: none"> • Collaborate and network with others within and beyond the school, including other schools and Headteachers that are part of multi-academy trusts or learning communities. 	D
Knowledge & Skills	
<ul style="list-style-type: none"> • Analyse and interpret appropriate data to monitor pupils' progress; set and achieve ambitious, challenging targets, identifying areas for improvement and implementing strategies to ensure that every pupil achieves their potential. 	E
<ul style="list-style-type: none"> • Able to work collaboratively with others beyond the school by further building on the strong links between the school and the local community and promoting the successful profile of the school to a wider audience. 	D
<ul style="list-style-type: none"> • Provide a clear understanding of the current educational issues and the ability to focus and deliver the core requirements. 	D
<ul style="list-style-type: none"> • A sound knowledge of the role of ICT in teaching and learning across the curriculum. 	D

<ul style="list-style-type: none"> • Ensure effective communication mechanisms with the Governing Board to ensure Governors are provided with the information they need to meet their responsibilities. 	D
Personal Qualities	
<ul style="list-style-type: none"> • Ambitious, forward thinking with high energy and leads with integrity. Clear values and works with a strong sense of moral purpose. 	E
<ul style="list-style-type: none"> • Creative, enthusiastic, and resilient, keen to embrace new ideas and demonstrate adaptability to changing circumstances and challenges. 	E
<ul style="list-style-type: none"> • Has the ability to lead collaboratively, which motivates and develops an effective school team. 	E
<ul style="list-style-type: none"> • Has a clear understanding that primary education needs to encompass security and emotional development for pupils as well as academic progress in order to be successful. 	D
<ul style="list-style-type: none"> • Understanding of the need for a good work/life balance for everyone. 	D
<ul style="list-style-type: none"> • Demonstrates professionalism, loyalty and leads with humour and humility. 	D
<ul style="list-style-type: none"> • A strong commitment to ensuring equality of opportunity, inclusion and celebrating diversity within a positive community ethos. 	E

E – Essential, D – Desirable,



“Pupils are encouraged by staff to ‘reach for the stars’ at Vine Tree Primary. They are excited about going to school and they enjoy learning, having fun and making friends. Staff have established warm and caring relationships with pupils. They know pupils and their families well in this small school.” Ofsted, January 2023

