



**Watlington Community Primary School
Headteacher Recruitment
Candidate Pack**

Spring/Summer 2025

Watlington Community Primary School

Information



Thank you for your interest in our school. We are a one-form entry village school south of King's Lynn, Norfolk. The school has 171 pupils currently on roll and predicted to increase to 174 for 25/26. Our feeder school is currently Downham Market Academy, this is planned to change to King's Lynn Academy for September 2026. We have an above average proportion of children with special educational needs and average number of children from disadvantaged backgrounds. Please see our school website for more information about our school.

Vision and Values

We aim to equip all members of our school community with the knowledge, skills and love of learning to continue with their next steps.

We do this by:

- Delivering our curriculum to develop the knowledge and cultural capital to ensure every member of our school community is the 'best they can be'.
- Embracing change and evaluating the impact of our choices on improving the lives of our school community.
- Nurturing and empowering people to become confident problem solvers, so pupils develop independence and resilience.
- Providing a friendly and family atmosphere for learning
- Being part of our community and learning from all the people that make up our community.

We are looking for an exceptional, driven, and hands-on leader who:

- has a proven track record of raising standards and improving pupil outcomes.
- is passionate & experienced in inclusion and SEND provision, ensuring every child reaches their full potential.
- is committed to collaborative leadership, working with staff, parents, and the wider community to achieve excellence.

Letter from the Governors

Dear Applicant

The Governing Board would like to thank you for your interest in applying for the post of Headteacher at Watlington Community Primary School.

Our Headteacher will be leaving at the end of the Spring term to take up an exciting career and life changing opportunity in Australia.

We are looking to appoint a dynamic and inspirational leader to build on the school's strengths and manage the challenges involved in primary education.

In the recent July 2024 Ofsted inspection, the school was rated as Good. Our strategic priorities are to embed and evaluate our present curriculum. Continue to improve the school environment, we have outdoor classrooms, large playing fields and space for Forest School whilst ensuring outcomes continue to improve. We have become known for our care and wellbeing of staff and pupils. We would want our new head to continue to provide individual interventions within our general school budget so that children who do not receive SEN funding can still receive appropriate interventions and all make good progress. We have a positive relationship with the village pre-school provision that have a building within the school grounds. Watlington has a supportive PTA and a significant place within the village community.

As a Governing Board we support our Headteacher and all members of staff and expect transparency in the day-to-day operation of the school. We are a Board that enjoys visiting the school, monitoring all aspects of learning, safeguarding and special educational needs and giving appropriate feedback. We believe that as a board of Governors we share the aspirations of the school and offer support and respect.

We wish you every success in applying for this post.

Letter from the current Headteacher

Dear Applicant,

Watlington is (honestly) a fantastic place to work, I have been Headteacher here for three very busy years and over that time have seen such a rapid journey of improvement. We are so very proud of our school and achievements so far. The school has changed dramatically, and this is down to the amazing team of staff that work here. It really is a true community and team effort. The staff have done everything that has been asked of them, without complaint. We have built excellent relationships with our governors, volunteers, parents and other members of the community, who all take an interest and responsibility for the education of our children.

We have worked very hard to create the calm, friendly, welcoming learning environment you now see when you visit the school, where the pupils are able to learn. Our pupils are a constant source of joy, it has been a pleasure to watch them flourish while at school. A new curriculum was designed and implemented in 22/23 and is now in a period of refinement, teachers are taking increasingly more responsibility for leading their subject areas, in turn becoming leaders themselves. We have worked hard to improve the learning environment for the children and respond to their needs and likes, including the installation of new playground equipment and picnic tables, sensory room, wall art, library refurbishment, newly decorated classrooms. We have a fantastic pastoral support offer and inclusive environment which all contribute to the happy place you will find yourself working in.

The next stage of the journey is to focus on quality teaching from all staff and drive up aspirations and outcomes. This is where you come in. The school is looking for a leader who can take a good school and improve outcomes for all children making it the outstanding school it has the potential to be.

Good luck with your application!

Kindest regards,

Claire Chapman

What our staff are looking for in their next Headteacher

- Resilience
- Good listener
- Good sense of humour
- Leads by example
- Not afraid to get stuck in
- Practical
- To continue working in what we have already established – curriculum and school ethos
- Someone who will promote a good work/life balance
- A visionary leader – growth mindset, embrace change, think outside the box
- From an EYFS perspective, have a bottom up approach, rather than top down. To release the importance of play.
- To be approachable, to encourage staff to develop and engage in CPD.

Photo Gallery

For a glimpse of what it's like at Watlington...



PRIMARY SCHOOL OF THE YEAR

And the winner is...

WATLINGTON PRIMARY SCHOOL

Watlington Primary School has come a long way since Claire Chapman, its new headteacher, started one year ago.

Claire has shown great passion and determination to move the curriculum forward, while showing commitment to the professional development of staff.

She has created a happy place to work and learn, giving the school and children a feeling of community. She works tirelessly to make the school the best it can be and create lasting, positive memories for all.

Claire has gone above and beyond to support the wellbeing of children and parents. She is passionate about breaking down the barriers to learning for all children – regardless of their needs and their backgrounds.

Noting the multiple entries that Watlington Primary School received for this category, the judges were impressed by the sense of progress that is taking place within the school, as well as the clear sense of community.

It was clear from the submissions that staff were being developed and children wanted to go to classes.

The school is now said to be "a fun place to be and to learn". Simina Aidi, assistant head of Watlington Primary School, commented that the school was "really flattered and honoured" to be named Primary School of the Year at the Norfolk Education Awards 2023.

"It's welcome recognition of the work that Claire has put in since she joined the school as headteacher and all the lovely input that we get from the community, the children and the staff," she said.



Left to right: Simina Aidi, Claire Chapman, Donna Southon, Clarissa Aston-Bush (sponsor - Norse Catering)
Image: MATT POTTER PHOTOGRAPHY AND VIDEOGRAPHY

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ABOUT THE SPONSOR

Norse Catering, part of the Norse Group, provides schools, care settings and business sites with freshly prepared, locally sourced food that positively impacts health, nutrition, and wellbeing.

Based in Norwich, Norse Catering serves approximately 20,000 meals a day across 160 Schools in East Anglia. It employs more than 700 members of staff, most of whom work and live in the community. Over 75% of the ingredients used are sourced from local suppliers.

But it's not just about the food on the plate. Norse Catering believes in helping to create positive memories for children and working in partnership with schools to provide hands-on learning and fun through food.

THE FINALISTS

BISHOP'S C OF E PRIMARY ACADEMY
Staff at Bishop's C of E Primary Academy work very hard to support each other, the children and their families.

Many staff have worked at the school for well over a decade. They go above and beyond to cater to any and all children with extra needs, as well as enhancing the learning experiences for all pupils.

The judges said they received

a submission outlining the strong focus of the school on supporting students with additional needs and learning challenges, evidencing a supportive and caring staff team.

The judging panel was impressed with the way that the school ensures all children are supported to achieve to the best of their ability as well as the important place that the school has in the community.

NORWICH HIGH PREP SCHOOL
Everything at Norwich High Prep School is designed to bring out the best in girls, so they are able to feel safe and supported to step out of their comfort zones and stretch themselves.

An already broad curriculum is further enhanced by a comprehensive Food Tech scheme and an award-winning STEM programme, designed to develop problem-solving skills

through practical, collaborative projects ranging from making marshmallow blinging catapults to coding earthquake detectors.

Norwich High Prep School impressed the judges with its commitment to bringing out the best in its pupils and tailoring education to help them thrive.

They said the school emphasises learning, play and engagement, with positive parental feedback showing its success in achieving this.







What our pupils are looking for in our next Headteacher

- Strict when they need to be
- Kind
- Has sensible rules and gives out reasonable consequences
- Supportive
- Work with us and help us with our learning
- Someone who comes to class and teaches us
- Shows people around the school and is proud of us
- Someone who checks in on us
- Takes care of us
- Helps me when I'm hurt or sad or struggling
- Listens to us
- Someone I can talk to
- Someone who makes us feel safe
- Creative and comes to colouring club with us

Person Specification

Skills and Experience	Essential	Desirable
Experience as a Headteacher, Assistant or Deputy Headteacher, or in a Senior Leadership role	✓	
Experience of successfully leading and managing whole school change		✓
Experience of successfully raising achievement over a sustained period	✓	
Experience of managing and supporting staff to optimise attainment and progress of pupils	✓	
Experience of teaching in, or leading, more than one phase of education		✓
Experience of working with children and families with significant and complex barriers to learning	✓	
Experience of managing a school budget and resources	✓	
Exceptional organisation skills including ability to delegate appropriately	✓	
Experience of leading and training staff to be successful practitioners	✓	
Knowledge and Abilities	Essential	Desirable
Ability to sustain wide, current knowledge and understanding of education and school systems locally and nationally and pursue continuous professional development	✓	
Ability to think strategically and implement ambitious visions. Ability to exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability	✓	
Ability to use data effectively to formulate creative, effective strategic plans/actions to secure outstanding outcomes for pupils	✓	
Ability to work collaboratively and inclusively with senior leaders and the whole staff team	✓	
Ability to coach, inspire and motivate staff, and hold all staff to account for their professional conduct and practice	✓	
Ability to provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and the wider society	✓	

A thorough up-to-date knowledge of the curriculum and the developments in policy/practice of education and teaching	✓	
An understanding of how effective performance management is linked to school improvement	✓	
An understanding of the role of the Governing Body and the ability to work collaboratively with it to achieve a shared strategic vision and deliver its functions effectively	✓	
Ability to inspire through the school vision and values to secure excellent relationships with staff, families, governors and pupils, as well as external agencies		
Personal Qualities	Essential	Desirable
Excellent interpersonal skills with the ability to listen and communicate effectively and clearly in all contexts	✓	
Ambitious and optimistic expectations of self, staff and pupils	✓	
A role model for integrity, commitment and respect for others at all times	✓	
Well organised with the ability to manage time well, operate effectively and think clearly under pressure in a changing and evolving environment	✓	
Committed to lifelong learning and continuous improvement	✓	
Emotional intelligence – self-reflective, know your own strengths and areas for development, recognising challenge and how to address this	✓	
Qualifications	Essential	Desirable
Qualified to degree level or equivalent.	✓	
Qualified teacher status	✓	
Qualified to work and to teach in England	✓	
NPQH or equivalent achieved or underway		✓

Job description

Job Title	Headteacher
Responsible to	The Chair Governors
Responsible for	All employee of Watlington Community Primary and the wellbeing of its pupils.
Salary Scale	Educator Solutions Optional Pay Scales (ESOPS) Leadership scale Group 2 School L12-L18
Job purpose	<p>To lead and manage the school, providing a vision and setting a culture that puts the children's welfare, a thirst for learning and a desire for continual improvement at the heart of what we do.</p> <p>The Headteacher shall carry out their professional duties in accordance with;</p> <ul style="list-style-type: none"> • Safeguarding legislation • The current school teachers pay and conditions document • Headteacher standards • School policies
Main duties and responsibilities	
Leadership and Management	
<ol style="list-style-type: none"> 1. To steer the strategic direction of the school, working collaboratively with the governing body, staff and relevant external bodies. 2. To lead with high expectations of pupils and staff, working with the SLT, staff and Governors to set ambitious and optimistic goals across all areas 3. To have overall responsibility for the safeguarding of pupils and ensure that rigorous procedures are in place to meet statutory duties and promote good practice. 4. To be responsible for the wellbeing of all staff and promote a supportive team environment 5. To manage resources effectively and transparently in line with school priorities 6. To ensure that the School's strategic plans are created following a rigorous process of evaluation, review and analysis of data and practice, and draw on the experiences of senior leaders and teaching staff 7. To create an environment that promotes and supports health and wellbeing, a love of learning, mutual respect, resilience and feeling of safety for the benefit of the children, staff and parents. 	
Teaching and learning	
<ol style="list-style-type: none"> 8. To lead and manage teaching and learning throughout the school, ensuring that high quality teaching and a rich curriculum is provided for all children to inspire a love of learning and enable them to achieve their full potential. 9. To ensure that effective systems are in place to evaluate standards of teaching and learning, encouraging the sharing of good practice and addressing areas in need of improvement. 10. To work with the senior leadership team to analyse school data, identify areas for improvement and engage the whole school team in developing and implementing actions to progress and develop the School. 11. To work with the senior leadership team to ensure pupil progress is consistently and effectively monitored and used to further pupil progress and development. 	
Community Engagement and External Partnerships	
<ol style="list-style-type: none"> 12. To continue to find ways to encourage greater parental/guardian participation in school life in order to raise aspirations and promote a sense of pride and value in education. 13. To identify opportunities for collaborating with organisation, other schools and teaching professionals within and beyond the school in order to promote the academic, moral, social, emotional, spiritual and cultural well-being of pupils and their families. 	

14. To identify opportunities to collaborate with other schools in the wider school community to share experiences and expertise that contribute towards raising standards, support continual professional development and promote our School.
15. To maintain effective working relationships with organisations representing teachers and other members of staff.

Professional development

16. To promote the value of continual professional development for all staff and proactively manage your own further training and professional development.
17. To ensure arrangements for performance management are in place for all staff, including non-teaching staff, and lead by example in your commitment to self-review and performance management.

Other duties

18. Undertake such other duties as may be reasonably required and commensurate with the post of Headteacher
19. To act as the Designated Safeguarding Lead

Terms and Conditions

This post is offered on a full-time, permanent basis and is based at Watlington Community Primary.

Remuneration Competitive - on the leadership spine, appropriate to the seniority of the role and the skills and experience of the post holder.

All payments are payable under the Teachers' Pension Scheme.

Pre-employment checks

All applicants must be prepared to undergo several compliance checks to confirm their suitability to work with children and young people in line with "Keeping children safe in education". The school reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

How to apply

Complete an online application form via our Education Job Finder.
<https://www.educationjobfinder.org.uk/>

Please explain how your experiences to date equip you to lead our amazing school.

Pre-application visit

Visits are warmly welcomed. If you would like to visit the school or would like an informal discussion, please contact the school office – by calling 01553 810 468 or emailing office@watlington.norfolk.sch.uk to make an appointment.