



Children come FIRST

West Green Primary School Headteacher Application Pack

March 2026



Advert & Application Process

Headteacher required for September 2026

Group 2 Inner London L15-L21

Full time / Permanent

West Green Primary School



West Green Primary School is a successful and popular 1 form entry primary school with a specialist Speech and Language Resource Base in the London Borough of Haringey, with an excellent reputation in the local area.

Following ten years of successful leadership, our current Headteacher will be leaving us at the end of the academic year. This creates an exciting opportunity for someone to build on the strong foundations in place and to lead the school towards its next chapter of excellence.

We are looking for an exceptional, committed Headteacher with a proven record in educational leadership, to continue developing our ambition and strategic vision and, importantly, who shares our cultural ethos and values. As we await the report of our recent Ofsted inspection (Feb 2026), we are looking to continue to strengthen the school's high standards and inclusive practice. Your energy and enthusiasm will inspire, challenge and empower all members of the school in achieving our vision – that our children achieve *their* best, academically and personally, no matter what. Our future Headteacher will have strong leadership skills and be able to manage the demands of an inner-city primary school. In support, the school offers a strong, motivated and dedicated team of teaching and support staff, committed to ensuring high achievement and equality of opportunity for all.

The role is suitable for an experienced Deputy Headteacher capable of meeting the challenges of the post, or an experienced Headteacher who is looking for a second headship. Governors have high expectations and are positive and supportive. The new Headteacher will benefit from:

- Enthusiastic and well-behaved pupils who want to learn and take part in all aspects of school life.
- Dedicated and talented staff who are committed to providing the best possible education for the pupils.
- A diverse school population.
- Very supportive parents/carers and a local community who want the school to succeed.
- A well-managed budget.
- A supportive governing body.
- Membership of Haringey Education Partnership which provides a wide range of support for local schools.

There will be an opportunity to visit the school and meet the current Headteacher in the week beginning Monday 9th March 2026 – please see below for details.

Prospective candidates are asked to complete the application form. The supporting statement section in the form should show how you meet the requirements listed in the person specification. Please limit your written supporting statement to no more than 3 sides of A4 font size 11.

Closing date: Monday 23rd March at 10am. We will be shortlisting on Thursday 26th March and successful candidates will be informed the following day. We propose to interview shortlisted candidates on Wednesday 15th and Thursday 16th April. It is essential that shortlisted candidates inform their referees of these dates as references will be requested prior to interview.

West Green Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to confirmation of qualifications, experience checks and satisfactory references, an Enhanced Disclosure (via the Disclosure and Barring Scheme) and a children's barred list check (as appropriate).

Please visit our website for an application pack and further information: <https://www.westgreen.haringey.sch.uk/>
Completed applications should be returned by email to admin@westgreen.haringey.sch.uk

Visits to West Green Primary School are encouraged and strongly recommended. If you are interested in applying and would like a tour, please contact Arusa Ashiq, on 020 8800 4676 or by email to admin@westgreen.haringey.sch.uk to book an appointment with our current Headteacher, Mary Gardiner, on one of the following dates:

- Wednesday 11th March – 9:30am and 2:00pm
- Friday 13th March – 10:00am and 5:00pm



A Message from Our Chair of Governors



Dear Candidate,

Thank you for your interest in the role of Headteacher at our school. We hope that after reading this pack that you are inspired to apply.

West Green Primary School offers an exceptional candidate the opportunity to lead a happy, diverse and highly effective school, rooted at the heart of a vibrant and engaged local community, a school regarded as a family by all its members. When you visit, you will discover just how welcoming and special our school is.

West Green is a small, one form entry primary school in Tottenham, Haringey. We welcome children and families from a variety of different backgrounds and cultures, and we celebrate the differences and similarities we have. Working together, our staff, parents/carers and children make West Green a vibrant and exciting place to learn, where the curriculum is enriched with a variety of educational visits, workshops in school and a host of extra-curricular activities.

Our current Headteacher has led us through an historic period of rapid improvement, towards a now long period of sustained success that has resulted in a school that is academically and financially well-run. Our children's academic progress is strong and every child benefits from a rich curriculum and dedicated teaching staff. We are particularly proud of our children's personal development – the school aims to encourage our children to enjoy their childhood providing happiness, safety, friendship, belonging and a love of learning. This is supported by quality safeguarding and secure inclusive practice for all including our most vulnerable children.

It is of high importance to our community that our new Headteacher demonstrates a clear commitment to and alignment with our West Green Vision and Values. We, the governors of this wonderful school, are looking for an inspirational leader to build on the school's successes, working in partnership with the school community, to move it forward to an even brighter future.

We look forward to meeting you and to receiving your application.

On behalf of the Governing Body,

Amelia Griffiths, Chair of Governors



About our School



West Green Primary is a happy, vibrant and popular school that proudly sits at the heart of the community we serve. We are diverse in every respect meaning that we can celebrate the whole world within our walls. Our pupils achieve well through the teaching and learning of our ambitious and aspirational curriculum, which is adapted to reflect our school community. Our pupils behave well, work hard and take care in their work. We are proud of our inclusive ethos and want our new Headteacher to also be excited by this and have a genuine desire in making a difference to the lives of every one of our children.

Recent Parent/Carer quotes

It feels like a true community. The staff and the children all seem to have genuine relationships. The children are friends across all year groups which feels special. The leadership team (and all the staff) are warm, caring, dedicated, passionate and fun. I couldn't wish for a better school for my children. They are so happy and thriving.

West Green is a lovely community of teachers, parents and students where everyone feels welcomed. Genuinely feels like being part of one large family!

The senior leadership team really care and it trickles down to everything - great class teachers who seem happy in their work, kids who feel safe and happy and so are kind to each other. Children are supported to thrive academically and in their relationships and we also love the broad, enriching curriculum.

Each child is seen as a unique individual as well as being part of a group. It's clear that each child is nurtured and encouraged to play to their own strengths and potential.

The 'togetherness' and enthusiasm of the staff and their open and inclusive approach. They create a fantastic atmosphere which is both ambitious and nurturing at the same time.

Some core data

Number of children on roll: **207**

Children with SEND: **30.9%**

Attendance: **94.8%**

Number eligible for Pupil Premium: **32.4%**

Children with EAL: **52.2%**



Our Vision and Values



VISION

To build a successful future upon the foundations of a wonderful childhood - enabling all of our children to be happy and confident so that they achieve **their** best, academically and personally, no matter what.

VALUES

OUR CHILDREN COME FIRST:

Fun-loving - Today is not only about preparing for the future but also appreciating the 'now'. Our children feel safe and happy, enjoying life's journey making memories that will last a lifetime.

Inclusive - Our children know that they belong to the West Green family and the world within our walls. Our vibrant and diverse community is kind and respectful to all.

Resilient - Our children work hard and do not give up. They develop unshakable determination, taking pride in their progress and learning from mistakes knowing they can overcome barriers.

Successful - Our children are ambitious and confident. They work hard and explore a broad range of opportunities. They are empowered to choose their own path to live a fulfilling and happy life.

Team Players - Our children develop into responsible, respectful and socially conscious citizens contributing positively to their communities.

Job Description



Job title: Headteacher
Reports to: Governing Body and Local Authority
Start Date: September 2026

Purpose of the post:

To provide strategic leadership, professional management and inspirational direction of West Green Primary School which secures its continuing success and improvement, ensuring high quality education for all its pupils and excellent standards of belonging, learning and achievement. The role encompasses overall responsibility for school operations, staffing, curriculum, finance and community partnerships.

Headteacher Responsibilities: (This job description reflects and references the DfE Headteacher Standards 2020.)

The Headteacher of West Green is required to:

Ethics and Behaviour:

- build relationships rooted in mutual respect and always observe proper boundaries appropriate to this professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain
- uphold fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit the position, pupils' vulnerability or might lead pupils to break the law

As the leader of West Green Primary School community and profession:

- serve in the best interests of West Green Primary School pupils
- conduct yourself in a manner compatible with this influential position in society by behaving ethically, fulfilling the professional responsibilities and modelling the behaviour of a good citizen
- uphold the obligation to give account and accept responsibility
- know, understand and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for your own continued professional development, engaging critically with educational research
- make a positive contribution to the wider education system

School Culture:

- strengthen and sustain the school vision and ethos in partnership with the Governing Body and through consultation with the school community
- continue to create a culture where pupils experience a positive and enriching school life
- uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- ensure a culture of high staff professionalism
- in consultation with the Governing Body, create and implement a strategic and sustainable plan based on sound financial planning so that the school can continue to improve

Teaching:

- establish and sustain high-quality, expert teaching across all subjects and key stages, built on an evidence-informed understanding of effective teaching and how pupils learn

- ensure that effective strategies are in place, closely monitored and reviewed, to continue to rapidly close the gap for disadvantaged pupils and other vulnerable groups
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains

Curriculum and Assessment:

- ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught and which meets the requirements of the National Curriculum and the aims of the school, providing progression and continuity throughout the school
- ensure that the curriculum is appropriate to meet the needs of all pupils and takes account of the full context of the local community
- ensure that the curriculum is promoting the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of all pupils
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, including the use of synthetic phonics
- ensure valid, dependable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum
- ensure effective use is made of formative assessment to shape and develop the curriculum

Behaviour:

- establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of student behaviour and courteous conduct in accordance with the school's behaviour principles and policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school model and teach the behaviour of a good citizen
- positively promote pupil mental health and well being

Additional and Special Educational Needs and Disabilities:

- ensure the school holds ambitious expectations for **all** pupils including those with additional and special educational needs and disabilities
- establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers, the Local Authority and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties regarding the SEND code of practice
- ensure a consistent and continuous school-wide approach to maximise every child's progress and attainment.

Professional Development:

- ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

Organisational Management:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- agree and set appropriate priorities for expenditure with the Governing Body; allocate funds and monitor the effective administration and control of school budgets so that the School secures its objectives.
- prioritise and allocate the school's financial resources efficiently and effectively to achieve the school's educational goals and priorities in line with the school's strategic and development plan and financial context.
- establish and oversee systems, processes and policies that enable the school to operate effectively, efficiently and with probity in the use of public funds
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- ensure school buildings and facilities meet the needs of the pupils and staff and are compliant with health and safety regulations.
- explore and develop additional sources of funding
- ensure rigorous approaches to identifying, managing and mitigating risk

Continuous School Improvement:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit the school's effectiveness and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

Working in Partnership:

- forge constructive relationships beyond the school, working in partnership with parents, carers, the local authority and the local community
- commit the school to collaborate successfully with other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

Governance and Accountability:

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- establish and sustain professional working relationship with the Governing Body
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Additional requirements

The Headteacher will be required to prioritise the safeguarding and promote the welfare of children as well as follow school policies and the staff code of conduct.

Please note that this job description 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 be responsible for. The Headteacher may be asked by the Governing Body to undertake other duties reasonably regarded as falling within the duties of a leadership post.



Person Specification



The person specification below shows the key qualities, abilities, skills and experience we require in our new Headteacher. The selection panel will assess each candidate against these criteria. We are expecting candidates to demonstrate knowledge and understanding of each area and to show evidence of having applied (or awareness of how to apply) this knowledge in the school context. The information you provide in your application form in the ‘supporting statement and achievements’ section must show how you meet the requirements listed in the person specification. Please limit your written supporting statement to no more than 3 sides of A4 in font size 11.

This person specification reflects and references the DfE Headteachers Standards 2020

Key Areas	E = Essential D = Desirable
Qualifications	
Honours degree level qualification	E
QTS	E
NPQH	D
Evidence of appropriate leadership CPD	E
Current safer recruitment training	D
Current Child Protection qualification (DSL training)	D
Knowledge and Understanding of	
Governance structure and operation	E
Safeguarding legislation requirements and systems	E
School performance measures and tracking systems	E
SEND legislation and procedures including code of practice and its implementation	E
Staff appraisal systems	E
Curriculum requirements (statutory) planning and implementation	E
Current learning and teaching quality performance measures	E
School finances	D
The current Ofsted requirements	E
National developments and priorities in education	E
The role which can be played by parents/carers in raising standards	D
Qualities	
Ambition, drive and determination to develop the School to the highest standards	E
Excellent leadership skills to build and develop effective teams, delegating where appropriate, holding to account and delivering on objectives	E
Absolute commitment to delivering an outstanding education for all students	E
Strong personal commitment to working within the Local Authority	E
Excellent communicator, capable of inspiring and engaging all stakeholder groups including pupils, parents/carers, staff, governors and other local groups	E
Flexibility and adaptability to meet unexpected challenges	E
Be able to use reflection to learn from experiences	E
Be able to use humour and empathy appropriately	E
Maintain a positive, supportive approach even when under pressure	E

Uphold the Nolan Principles; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.	E
A strong commitment to leading an inclusive and anti-racist school	E
Experience and Skills	
Significant senior leadership experience at Deputy Head/Headteacher level or within the LA	E
Active membership of Governing Body and/or Governing Body Committees	E
Proven record of proposing and delivering school improvement initiatives	E
Proven record of raising pupil achievement (progress and attainment)	E
Proven record of raising the quality of teaching	E
Line management of staff: driving staff development	E
Line management of staff: addressing underperformance	E
Proven record of effective engagement with parents/carers	E
Creation and development of successful partnerships with community groups	D
Significant experience of supporting special educational needs and disabilities within a mainstream setting	E
Experience of classroom teaching in EYFS, KS1 or KS2 (preferably in more than one key stage)	E
Experience in managing school Human Resources	D
Experience of managing the school budget and financial processes	D
Ability to lead school self-evaluation and to develop and implement a plan for school improvement	E
Experience of managing the upkeep of the school buildings and facilities to ensure they meet the needs of the pupils and staff and are compliant with health and safety regulations.	D

In addition, the successful candidate must be willing to uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people.





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