



HEADTEACHER

Candidate Pack





Welcome Letter from Chair of Governors



Dear Applicant,

We are delighted that you are considering joining Larkfield Primary School at this pivotal moment in our journey. We are excited to invite candidates who possess strong leadership qualities and a passion for education to apply for this role.

As our current Headteacher is retiring after 16 successful years, we are seeking an exceptional leader who will inspire and motivate our school community.

Larkfield Primary School currently has over 250 pupils and 41 staff members and is transitioning from 1.5-form entry to single-form entry. Larkfield prides itself on its friendly, welcoming atmosphere; a recent parent/carer survey noted that the school “feels like a big family.” Our school values are “Enjoy, Learn, Succeed”. We aim to provide a stimulating, aspirational and caring environment that enables our children to leave as well-educated, confident members of the community, well-prepared for the next stage of their education and for life in modern Britain. We are looking for someone who not only embodies our ethos and values but is also committed to upholding the school’s high academic and pastoral standards.

The successful candidate will be responsible for leading a team of talented senior leaders, teachers and support staff, fostering an environment that encourages their growth and development while promoting collaboration and innovation. Working closely with the Governing Body and stakeholders, you will have the opportunity to continue the school’s development journey and ensure educational excellence for all its children. Your excellent communication skills, visionary leadership approach, and keen eye for financial sustainability will be vital to ensuring the school’s continued success.

If you share our passion for nurturing confident, inquisitive learners and are ready to shape the next chapter of Larkfield’s story, we warmly invite you to apply. Together, we can continue to transform lives and strengthen our community. On behalf of the Governing Body, thank you for your interest. We look forward to learning more about your vision and expertise.

Yours sincerely,

Maggie Ramsay
Chair of Governors



Our School Values, Ethos & Vision



Values: “Enjoy, Learn, Succeed”

Our school mission is: “For all children to enjoy successful learning in a safe and happy environment.”

Children are proud to attend Larkfield and this is reflected in high standards of work, behaviour and appearance. Our teaching and support staff are committed and talented professionals who continue to strive for the best for all of our pupils. Together with our parents, we collectively ensure that Larkfield is a happy, hard-working and inclusive learning community.

Our vision is to develop confident, inquisitive and independent learners who:

- Learn by trying, by failing and by succeeding
- Can express themselves with confidence
- Can receive and give feedback positively
- Will challenge themselves and their thinking
- Will make a positive contribution to their community and to British society

We will achieve this by maintaining a culture of learning and discovery that is stimulating, challenging and enjoyable for both children and staff. Staff will work together in expertly and enthusiastically delivering our curriculum in a caring, positive, inclusive environment. At the end of their time at Larkfield, our children will be ready and able to make the most of the next stage of their education and will possess:

- A secure, age-appropriate range of basic skills
- The ability and desire to build on their knowledge
- A well developed set of life skills (practical, social and emotional)
- A sense of personal achievement and pride in their school, community and country



What People Say about Larkfield

“Larkfield is a great school. The teachers are kind and always understanding and they have taught me so much. I feel safe and happy there and I like going to clubs and spending time with my friends.”

- (Pupil voice, 2025)

“There are so many fun clubs to do at lunchtime! When we go outside, there are lots of things for everyone to play with. The teachers are really nice and kind, and they always help us when we need it.”

- (Pupil voice, 2025)

“We feel Larkfield genuinely love and care for our children. They are valued, included and both thriving. Each teacher we have had a relationship with has gone above and beyond.”

- (Parent/carers survey, 2025)

“I am so grateful to be part of the Larkfield team. I work with a very close team of professionals who are passionate about all of our children and their wellbeing and education. I want this to continue and I want our school to be recognised in our community for providing a happy, positive, safe and respectful environment to learn.”

- (Staff voice survey, 2025)

“Pupils are enthusiastic about their school. They arrive happy and ready to learn. There is an atmosphere of mutual respect between pupils. They attribute this to the way in which staff teach them to manage their own mental health. As a result of this work, pupils are confident to be themselves and are accepting of each other’s differences. All of those that inspectors spoke to, including those with special educational needs and/or disabilities, said that they felt included as part of the school.”

- (Ofsted report, July 2023)

Headteacher Job Description



Job Title:	Headteacher
Responsible to:	The Governing Board of the School
Responsible for:	The Headteacher carries out duties in line with the conditions of employment as set out in the current School Teacher’s Pay and Conditions document, the National Standards for Headteachers and the policies and procedures of the Governing Board
Salary:	L14 – L20 (depending on experience)

The Headteacher will:

- Ensure the vision and ethos for the school is clearly articulated, shared, understood and acted upon by all
- Enable a consistent and continuous focus on pupils’ achievement, using data and benchmarks to monitor progress in every child’s learning
- Ensure Safeguarding is effective
- Create a happy, welcoming school community built on a strong commitment to the well being of pupils, parents, staff and governors
- Demonstrate and articulate high expectations through a broad and balanced curriculum for the whole school
- Produce and implement clear, evidence-based improvement plans and policies, taking into account national and local policies and initiatives
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Take a strategic role in the development of technology to enhance and extend the learning experiences of pupils
- Implement strategies which secure high standards of behaviour and attendance
- Recruit members of staff who are able and willing to contribute to the outstanding performance and ethos of the school
- Implement successful performance management processes which ensure individual staff accountabilities are clearly defined, understood and agreed
- Create a strong ethos, within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Build a collaborative learning culture within the school and actively engage with other schools and the local authority to build effective learning communities
- Manage the school’s financial and human resources effectively and efficiently to achieve the school’s education goals and priorities
- Manage and organise the school environment to ensure that it meets the needs of the curriculum and health and safety regulations
- Ensure that the range, quality and use of all available resources is monitored and evaluated to ensure value for money
- Ensure learning experiences for pupils are linked into and integrated with the wider community
- Maintain an effective partnership with parents/carers to support and improve pupils’ achievement and personal development
- Work with the governing board (providing information, objective advice and support) to enable it to meet its responsibilities
- Seek opportunities to enhance and enrich the school’s value to the wider community

Person Specification



Candidates will be assessed using their **application (A)** and/or during the **interview process (I)**, so please provide clear and concise evidence in your application of how you meet these attributes.

ATTRIBUTES		HOW ASSESSED
Qualifications and Training	Educated to degree level or equivalent	A
	Qualified teacher status (QTS)	A
	NPQH or working towards this or evidence of other successful professional study	A
	Current Safeguarding training	A
	Safer Recruitment training	A
Experience	Proven senior leadership experience	A/I
	Experience of successfully raising standards, particularly for vulnerable groups of pupils (Pupil Premium, SEN, disadvantaged)	A/I
	Experience of school self-evaluation and performance management processes and their impact on raising standards	A/I
	Experience and understanding of managing people, budgets and IT in relation to the effective use in the curriculum	A/I
Skills and Knowledge	Understand the legal framework within which a school operates, including national policy, curriculum developments, the OFSTED inspection framework and Safeguarding practices and procedures	A/I
	Ability to identify and evaluate data critical to the assessment of the school's performance and take appropriate action in the best interests of the school	I
	Experience of effective financial planning, budgetary management and the use of resources to achieve the school's objectives	A/I
	Understanding of the principles of excellence in teaching, learning and assessment	A/I
	Knowledge and understanding of how to provide a broad and balanced curriculum and the widest range of opportunities for all pupils to enable them to achieve their full potential	A/I
	Ability to maintain good behaviour to support children's learning and social and emotional development	A/I
	Experience of leading high performing teams and maintaining effective personal relationships	A/I
	Experience of working with and creating learning partnerships and networks	A
	Ability to demonstrate commitment to safeguarding and promoting the welfare of children, ensuring that all members of the school community share that commitment	A/I
	Ability to develop and communicate a clear vision for the future development of the school in consultation with stakeholders	I
Leadership Skills	Experience of delivering the principles and strategies of whole school improvement by initiating, implementing and evaluating change and development	A/I

Person Specification



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ATTRIBUTES		HOW ASSESSED
Leadership Skills	Ability to lead, motivate and inspire others and manage people to work as individuals and as part of a team. To provide professional leadership, motivate staff, set standards and engender initiative and a common purpose	A/I
	Ability to build and maintain effective relationships with parents, carers, partners and the community	A/I
	Ability to communicate effectively in writing and orally to a range of audiences	A/I
	Ability to show empathy towards all school stakeholders	I
Personal Qualities	Be a positive role model at all times, a highly effective and respected representative of Larkfield Primary School	A/I
	Demonstrate the capacity to be a strong and visible presence in all areas of the school	A/I
	Be approachable and person centred	A/I
	Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children	A/I
	Build and maintain quality relationships through interpersonal skills and effective communication	A/I
	Demonstrate personal and professional integrity, including modelling values and vision	A/I
	Inspire trust and confidence across the school and community	A/I
	Demonstrate a commitment to proactively foster parental and carer engagement	A/I
	Be creative and dynamic	A/I
	Be able to manage and resolve conflict	A/I
	Effectively prioritise, plan and organise him/herself and others	A/I
	Think analytically and creatively and demonstrate initiative in solving problems	A/I
	Be aware of their own strengths and areas for development and listen to, reflect constructively and act upon, as appropriate, feedback from others	A/I
	Demonstrate a capacity for sustained hard work with energy and vigour	A/I
	Demonstrate resilience and optimism	A/I

Safeguarding Statement

The school is committed to safeguarding and promoting the welfare and children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check, suitable employment references and online searches to safeguard our young people. In addition, this post is exempt from the Rehabilitation of Offenders Act 1974.



How to Apply

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Neil Massie at Academicis, our recruitment partner, on **nmassie@academicis.co.uk** or by phone on **07818 875514 / 01223 90979**.

CLOSING DATE:

Wednesday 28th January 2026

SHORTLISTING:

Monday 2nd February 2026

INTERVIEWS:

Monday 9th and Tuesday 10th February 2026

