

# WOOKEY PRIMARY SCHOOL AND LITTLE ACORNS PRESCHOOL



**ENGAGED  
INDEPENDENT  
RESPECT  
RESILIENCE**

## HEADTEACHER RECRUITMENT PACK 2025

TOGETHER WE LEARN AND GROW

[www.wookeypriamaryschool.co.uk](http://www.wookeypriamaryschool.co.uk)

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**What makes  
Wookey special  
according to our  
children, parents  
and staff**

**the kids**  
**a little village school**  
**proactive and supportive of childrens' needs**  
**wellbeing of the children is at the heart of everything**

**environmentally friendly**

**friendly  
atmosphere**

**amazing, hardworking team**

**I am proud to be a part of this community**



# KEY DATES AND CONTACT DETAILS

APPLICATION DEADLINE- 31st January

SCHOOL VISITS- 22nd and 23rd January

INTERVIEW DATE- 12th February

You are warmly welcomed and encouraged to visit the school.  
To arrange a visit, please contact the school office on  
01749 673650.

Completed application forms should be submitted via email to  
[sserecruitment@somerset.gov.uk](mailto:sserecruitment@somerset.gov.uk)

***“We love it when our parents come in. We can be proud of our learning and show it to them”***

## Everyone Belongs

Everyone belongs at Wookey Primary. We encourage and welcome applications from people of all ages, genders, ethnicities, nationalities, disabilities, sexual orientation, religions or beliefs and of neuro divergence. We give fair and equal consideration to all our applicants. Please let us know if we can provide support in helping you complete an application and/or attend the interview.

Email: [School.423@wookeyprimaryschool.co.uk](mailto:School.423@wookeyprimaryschool.co.uk)

Phone: 01749 673650

Wells Road, Wookey, Somerset, BA5 1LQ



# LETTER FROM THE CHAIR OF GOVERNORS

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Dear Candidate

Thank you for your interest in the Headteacher appointment at Wookey Primary School. Following the departure of our previous Headteacher, the governors of Wookey are seeking to appoint a highly motivated and experienced leader who will take the school forward to the next phase of its development, whilst providing the best possible education and experiences for all the children at the school.

We are seeking a leader with an enduring commitment to excellence in primary education. This individual will build upon the school's existing strengths, nurturing a culture of continuous improvement, and driving the sustained success of our school community. The successful applicant will have excellent communication skills to cement relationships with our wonderful pupils, staff, parents, and the wider community and have high expectation of children's behaviour and achievement. Our school motto '**Together we learn and grow**' recognises the substantial commitment from our Wookey school team and wider community to nurture our children in developing into curious lifelong learners. The school is dedicated to the happiness, well-being, and development of each individual child. Recent LA visits have recognised that positive relationships are at the heart of the school and children are caring and look out for each other.

We are seeking to appoint a Headteacher who will embrace and develop our vision for our children, continuing to raise aspirations and standards. You are welcome to visit our school where staff will be happy to show you the school and meet our staff and children.

Kind regards

Amy Donald

**ENGAGED  
INDEPENDENT  
RESPECT  
RESILIENCE**



# OUR SCHOOL

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Nestled at the foot of the Mendip Hills, in an area of outstanding natural beauty near Wells, Wookey Primary School is a vibrant village community school. We pride ourselves on fostering an environment where children thrive academically, socially, and emotionally.

## Our Vision and Values: Shaping the Future Together

At Wookey Primary School, our vision is to develop resilient, confident, and emotionally intelligent learners who cherish the joy of learning and are prepared to embrace their futures as active, responsible citizens. Central to our mission are four core values: **engagement, independence, respect, and resilience**. These principles are woven into every aspect of our curriculum and daily interactions, creating a nurturing and inclusive environment for all pupils.



## A Friendly Community School

Our school is a close-knit community with 96 pupils, supported by dedicated staff, parents, governors, and the Wookey School Association. The school dates back to 1844 and was founded by St Matthew's Church, with which it still has close ties. Later, in 1880, the celebrated novelist HG Wells joined the school as a pupil tutor for a short period, following his uncle who was Headteacher at that time. The main school building consists of two classrooms, a large hall and the former schoolhouse, which incorporates the administrative part of the school. There are also two further classrooms, set in extensive grounds, which also include a spacious playing field, two playgrounds, a traverse wall, growing spaces, wild area and our very own fitness suite the 'Wookey Workout'.

Our school has an ambitious curriculum, with a strong commitment to holistic education. Beyond core subjects we emphasise creativity, and hands-on learning, ensuring every child feels valued and inspired. Wookey benefits from an exceptional team of teaching and support staff, who collaborate effectively to prioritise pupil outcomes.

***"We like the village feel of our school and everyone makes us feel safe and welcome"***

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## Little Acorns Preschool

We are very proud of our Preschool within our thriving EYFS team, which serves as a stepping stone for our youngest learners, emphasizing confidence, curiosity, and readiness for school life.



## Be the Leader Who Inspires the Next Chapter

As Headteacher, you'll play a pivotal role in shaping Wookey's future, developing a clear vision and building on a culture of continuous improvement to achieve the highest standard of teaching and learning. If you are passionate about education, community, and making a real difference to the lives of our children and families, Wookey Primary School is the place to make your mark.

In addition to what is outlined in the person specification, the Governors of Wookey Primary wish for a particular emphasis to be placed upon the following characteristics:

- A forward thinking and supportive leader who is able to inspire a team whilst prioritising their wellbeing and continuing to drive the school forward to ensure our children receive the best education possible.
- A head that values and understands the importance of play and embracing the outdoors as part of a balanced curriculum.
- An educator who strives for excellent progress and high standards in core subjects whilst also championing a broad, enriching curriculum that celebrates the importance of music, drama, and the arts.
- A leader who embraces change with optimism and adaptability, recognizing that progress comes through collaboration, shared ideas, and collective effort.



# **Job Description**

## **Headteacher**

### **Reports to Chair of Governors**

#### **Job purpose**

Working with the Governing Board, the Headteacher will provide vision, leadership and direction for the school and will ensure that it is managed and organised to meet its aims and objectives. The Headteacher will also seek to maintain and develop the relationships that have been created with the wider community.

The Headteacher is accountable to the Governing Board for ensuring the educational success of the school and they are responsible for the quality of teaching and learning. They should create an inspiring and productive teaching and learning environment in which staff and pupils are engaged and can thrive. They are also expected to demonstrate consistently high standards of personal and professional conduct.

#### **Main Responsibilities and Duties**

The Headteacher shall carry out their professional duties in accordance with the most up to date School Teachers' Pay and Conditions Document (STPCD), Headteacher Standards and the Burgundy Book.

The following duties are to be carried out in consultation with, as appropriate, the Governing Board, the staff and parents.

#### **Shaping the Future**

Our Head will work with the Governing Board to create a shared vision and strategic plan, which inspires and motivates pupils, staff and other members of the school community. This vision is founded on core educational principles and will take into account key stakeholders. This strategic planning process is crucial to sustaining school improvement and developing the full potential of all its pupils. The new Head will be expected to:

- Consult, develop, implement, monitor, review and evaluate policies for the delivery of the overall aims and objectives, ensuring these take account of national and global trends, local and school data, and inspection and research findings.
- Create an ethos which provides a collaborative educational vision of excellence - which secures effective teaching and successful learning for pupils including sustained improvement in their moral, cultural, mental and physical development and wellbeing.
- Ensure the commitment of all those involved in the school to its vision, aims and objectives.

- Ensure that the management and organisation of the school supports its vision and aims and objectives.

## Teaching and Learning

Our Head will assume central responsibility for raising the quality of teaching and learning and for pupils' progress and achievement, setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. Pupils will experience a positive learning culture and become effective, enthusiastic, independent learners committed to life-long learning. They will:

- Determine, organise and implement a broad, flexible, challenging, appropriate and progressive curriculum for the school and implement an effective assessment framework.
- Create and maintain an environment and code of behaviour which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline.
- Secure and sustain effective teaching and learning throughout the school by monitoring and evaluating the standards of teaching and learning, ensuring that appropriate standards of professional performance are established and maintained and that underperformance at all levels is challenged and addressed.
- Assess, monitor and evaluate the curriculum in order to identify and act upon areas for improvement and to develop a personalised learning culture within the school which promotes independent learning.
- Produce and revise, as appropriate, a School Development Plan (SDP) relevant to the needs of the school, the development of the pupils and within the potential resources available to the school.
- Monitor and evaluate the quality of teaching and learning in the school, including those pupils with special educational needs, using data to support and implement strategies for ensuring inclusion, diversity, and access.
- Develop and maintain effective partnerships with parents, carers, the wider community, and other schools. Extend pupils' learning experiences, their achievement and personal development, by creating effective links with business and industry, and promote outdoor learning through trips, residential visits and related opportunities.
- Participate, to such an extent as may be appropriate, in the teaching of pupils in the school, including the provision of cover for absent teachers.

## Developing self and working with others

Our Head will build a professional learning community that enables others to achieve their full potential through effective performance management and continuing professional development in order to achieve the highest standards. This role will help staff equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them. The Head will also be committed to their own CPD. They will:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.



- Build a collaborative learning culture within the school and engage with other schools to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development, and appraisal.
- Ensure effective planning, allocation, support, and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Lead professional development of the staff by example, ensuring that all staff have access to advice, training and development opportunities appropriate to their needs, including needs identified through performance management systems in accordance with the policies of the Governing Board and the School Development Plan as appropriate.
- Ensure that professional duties and conditions of employment as set out in local and national conditions of service for Head Teachers, teachers and support staff are fulfilled.
- Develop and maintain a decision-making structure providing opportunities for staff participation and establish channels of communication including the use of formal procedures to solve problems and resolve conflict.
- Foster and maintain relationships with organisations representing teachers and support staff.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is not of the highest standards.
- Regularly review your own practice, set personal targets and take responsibility for your own personal development.
- Manage your workload and that of others to allow an appropriate work/life balance.

## Managing the Organisation

Our Head will ensure the school, its staff and resources are organised and managed to provide an efficient, effective, and safe learning environment while achieving maximum value for money. They will also be expected to build a successful organisation through effective collaboration with other schools.

The new Head will:

- Create an organisational structure which reflects the school's values and enables its management systems, structures, and processes to work effectively in line with legal requirements.
- In consultation with the Governing Board, set appropriate priorities for expenditure, allocate funds, and ensure effective administration and management of all resources including staff.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Ensure the security and effective supervision of the school buildings and their contents and of the school grounds ensuring that such resources are managed to

meet the needs of the curriculum and to comply with all relevant Health and Safety Regulations.

- Manage, monitor, and review the range, quality, quantity and use of all available resources including technology in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

## Accountability

Our Head will be accountable to a wide range of groups, particularly pupils, parents, carers, governors, and the Local Authority. They will be accountable for ensuring pupils enjoy and benefit from high-quality education at Wookey, for promoting collective responsibility within the whole school community and contributing to the educational profession more widely. The head is legally and contractually accountable to the Governing Board for the school, its environment and all its work.

They will:

- Comply appropriately with the requirements of the Governing Board in respect of the strategic management and direction of the school.
- Present a coherent, understandable, and accurate account of the school's performance in a form appropriate to a range of audiences including governors, parents and carers, maintaining and providing adequate and appropriate records, statistical data and returns.
- Be accountable for health and safety performance within the school.
- Be responsible for controlling costs and ensuring budget commitments are met.
- Ensure compliance with all financial policies and procedures.
- Cooperate with auditors and implement their reasonable recommendations.
- Be responsible for delivering value for money through adherence to the procurement processes and purchasing limits.

## Safeguarding Children

- Ensure all policies and procedures adopted by the Governing Board are fully implemented and followed by all staff.
- Secure sufficient resources and allocate appropriate time to ensure the designated person and other staff discharge their responsibilities including taking part in strategic discussions and other inter-agency meetings and allow them to contribute to the effective assessment of children.
- Allow staff and volunteers to raise concerns about poor or unsafe practice with regard to children and address them sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

## Working environment

The majority of work will take place in the school environment, there will also be some work undertaken off the school site, including educational visits.

## Person Specification

*This document outlines the key skills and experience we are looking for. The selection panel will assess each applicant against the criteria, expecting applicants to demonstrate knowledge and understanding of each area and show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context.*

KEY CRITERIA	ESSENTIAL
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status (NPQH desirable).</li> <li>• Proven successful leadership as a Head Teacher, Deputy Head or Assistant Head.</li> <li>• An experienced primary teacher, able to relate well to children across the whole primary range.</li> <li>• Evidence of recent and relevant professional and personal development.</li> <li>• Good understanding of whole school development process.</li> <li>• Experience of managing budgets or finances.</li> <li>• Ability to determine priorities and implement them effectively.</li> <li>• Experience of working collaboratively across schools.</li> <li>• Ability to lead and inspire collective worship.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Passionate about education.</li> <li>• Excellent communication skills.</li> <li>• Excellent interpersonal skills.</li> <li>• Exceptional organisational skills.</li> <li>• Honesty and integrity.</li> <li>• Personal resilience.</li> <li>• Good sense of humour.</li> </ul>
<b>Shaping the future</b>	<ul style="list-style-type: none"> <li>• Evidence of successfully and creatively leading change and innovation.</li> <li>• An ability to think and plan strategically and communicate and implement a coherent vision.</li> <li>• Ability to use data (including financial) to evaluate, inform and prioritise school improvement.</li> <li>• A wide knowledge of current and proposed education policies, priorities and legislation and the legal framework within which schools must operate.</li> </ul>
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• Identify, achieve and model high standards of teaching and learning and continue to raise levels of attainment and progress for all.</li> <li>• Experience of developing a differentiated, challenging, broad and creative curriculum to pupils with a diverse range of social, emotional, cultural, intellectual, spiritual and physical needs.</li> <li>• Demonstrate a clear focus on those needing additional support including Pupil Premium and those with additional and specialist needs and disabilities.</li> <li>• Demonstrate successful experience in evaluating and using data to plan and improve pupil performance.</li> </ul>

KEY CRITERIA	ESSENTIAL
	<ul style="list-style-type: none"> <li>• Maintain an ethos of the highest standards of pupil behaviour and attendance.</li> </ul>
<b>Developing self and working with others</b>	<ul style="list-style-type: none"> <li>• Ability to inspire, lead and work collaboratively with others within the school and with external partners including other schools, the LA, external providers and other professionals.</li> <li>• Evidence of valuing, supporting and encouraging the professional development of all staff members.</li> <li>• Be a visible role model in the school and an ambassador for the school in the wider community.</li> <li>• Offer high level interpersonal and management skills, and be an outstanding communicator – able to listen, understand and inspire with children and adults alike.</li> <li>• Provide evidence of building and nurturing a strong, positive, open and collaborative team culture that can both challenge and inspire all staff to work effectively together to deliver school improvement.</li> <li>• Build, develop and maintain effective relationships with parents, carers, governors, and all members of the school and wider community to enhance the education of all students.</li> </ul>
<b>Managing the organisation</b>	<ul style="list-style-type: none"> <li>• Be able to manage the school efficiently and effectively on a day-to-day basis, delegating management tasks and monitoring their implementation as appropriate.</li> <li>• Ability to create, implement, review and evaluate a strategic school improvement plan.</li> <li>• Ability to deliver effective: strategic financial planning, financial management, value for money.</li> <li>• Evidence of effective performance management.</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• Ability to use a range of evidence including performance data, to support, monitor, evaluate and improve aspects of school life including challenging poor performance.</li> <li>• Ability to engage the school community (including Governors) in systematic and rigorous school self-evaluation.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Up to date knowledge of current educational issues, including their implications and potential impact.</li> </ul>
<b>Safeguarding Children</b>	<ul style="list-style-type: none"> <li>• Recent up to date safeguarding training</li> <li>• Advanced Child Protection training level 2 desirable.</li> <li>• Sustain a safe, secure, and healthy school environment to safeguard the welfare of children and staff. Demonstrate experience of dealing with child protection and safeguarding issues.</li> </ul>

# SOME THOUGHTS FROM OUR CHILDREN

## WHAT WOULD YOUR IDEAL FUTURE HEADTEACHER BE LIKE?

Very kind, organised and able to speak with parents

Someone who is fair

Stands out

Listening to pupils and getting their opinions

Funny

Inclusive

Someone you can trust and who can sort out problems

A headteacher who values pupils opinion

Someone who is experienced

Strict but fun


Someone who puts clear consequences in place

Kind



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 Castle Lane, Wookey, Wells,  
Somerset BA5 1LQ

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# THANK YOU FOR READING OUR RECRUITMENT PACK

