

CATCOTT PRIMARY



Catcott Primary School

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On behalf of the Governing Board, thank you for your interest in applying for the position of Head Teacher at Catcott Primary School.

Catcott Primary School is a small school, located in the Somerset Polden Hills, which serves children in the neighbouring villages as well as beyond its catchment area. The school has a current roll of 128 children, taught within a five-class structure. In addition to the classrooms, the school has a spacious hall, and wonderful outside spaces which have supported the school in becoming formally accredited as an [Outdoor Play and Learning](#) school.

The school was last inspected by Ofsted in [March 2024](#) and rated as good in all areas. The inspection team concluded that pupils at the school are happy and safe. The school values of curiosity, creativity and compassion shape the whole curriculum. The staff team is hard working, professional and committed to delivering an excellent and rounded education for the children in the school.

Catcott Primary School has three golden rules; to be kind, be safe and be respectful. These underpin the vision of the school, which is to create a community where children feel welcomed, valued and respected. We invite you to explore the school website at www.catcottprimary.co.uk to find out more.

We are looking forward to welcoming a new Head Teacher at Catcott. We hope to appoint a committed and inspirational leader who can motivate and challenge staff to support high quality teaching and learning yet remain aware of staff wellbeing and work-life balance. Excellent communication skills will be important to build strong relationships with parents and carers, as well as the wider local community.

As governors we are immensely proud of our school, but there are always opportunities to take and progress to make. If you share our vision and would like to explore this opportunity further, we would like to invite you to visit our school. Please contact us at office@catcottprimary.co.uk if you would like to arrange a visit.

The closing date for applications will be Monday 15th June at 12.00 midday
Interviews will take place on Thursday 25th and Friday 26th June

Yours sincerely,
Frances Barr, Chair of Governors

CATCOTT PRIMARY SCHOOL

JOB DESCRIPTION

Effective Date: 10th May 2026

1. Description

Post Title: Headteacher

Grade: L9 - L15

1.1 Main Purpose of Post

To provide effective leadership to ensure that children reach their full potential.

1.2 Main Duties and Responsibilities

The duties and other Conditions of Service of Headteachers outlined in the current School Teachers' Pay and Conditions document must be read in conjunction with this Job Description.

- To ensure high standards of achievement through high quality teaching and learning.
- To set appropriate objectives, define values and develop an appropriate policy to meet the individual and collective needs of children in the school, in accordance with LEA guidelines and national priorities.
- To provide effective leadership so as to ensure that the school provides a stimulating place of learning which meets its set and required goals and where pupils will enjoy success and reach their full potential.
- To determine an appropriate broad based and balanced curriculum to meet the intellectual, physical, emotional, moral, spiritual and cultural needs of every child and communicate this programme with clarity and enthusiasm to all staff, parents, governors and the Authority.
- To develop and manage the internal organisation including grouping the children, deploying teaching and non-teaching staff appropriately and delegating additional responsibilities to senior members of staff.
- To co-ordinate and implement the school's policy for performance management.
- To establish suitable processes and procedures for the assessment and recording of pupil progress, including the setting of individual and school targets, in accordance with statutory requirements.
- To promote a culture of self-evaluation which ensures that the school has systems and processes in place which enable it to evaluate and review its performance effectively and to strive for excellence.
- To initiate and manage change when this is necessary and appropriate to promote the school's effective development and ensure improvement.
- To ensure that arrangements are in place, and regularly reviewed, which provide adequate and appropriate support, training and development for all staff.

- To ensure the efficient and effective management of the budget and all resources within the school.
- To ensure that the school is a safe, caring and supportive environment and community for all children and adults who learn and work there.
- To develop close working links with parents and community, other neighbourhood schools, including secondary institutions, the governing body, the Local Authority, all official and voluntary agencies whose work impinges upon the activities of the school.
- To create and maintain an efficient administration to meet the needs of the school, both internally and in relation to the local authority, recognising the need to limit bureaucracy and to make full and effective use of information communications technology (ICT).
- To develop and ensure efficient and accurate methods of admitting and transferring pupils.
- To teach regularly as appropriate.
- To keep up to date with statutory requirements, Authority policies and national educational initiatives and ensure one's own professional training and development.

The Governing Body retains the right to implement changes to this Job Description to reflect changes in the demands of the post and this will be done in consultation with you.

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Headteacher Person Specification

The generic qualifications, knowledge, experience, skills and qualities to fulfil this role are set out on the 'National Standards for Headteachers' (DfES/0083/2004) to which candidates should refer to assess their suitability and eligibility for the role.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Evidence of recent professional development 	<ul style="list-style-type: none"> • National Qualification for Headteachers (NPQH)
Knowledge & Experience	<p>Knowledge of</p> <ul style="list-style-type: none"> • Small school issues • EYFS <p>Experience of</p> <ul style="list-style-type: none"> • Extensive teaching experience in the state sector • A senior leadership role • Mentoring & developing staff 	<ul style="list-style-type: none"> • Experience in school finances, budget setting and monitoring • Teaching across the primary school age-range • Experience as a Headteacher
Qualities & Skills	<ul style="list-style-type: none"> • Values and encourages creativity • An effective communicator • Able to build and maintain effective teams • Respects the views of all stakeholders • Emotionally resilient and literate • Experience of analysis of performance data • Good ICT skills <p>Able to</p> <ul style="list-style-type: none"> • Promote the ethical, social, moral and cultural development of pupils • Maintain and develop the values of the school in imaginative ways that will include all of the school community 	

Leadership & Management	<ul style="list-style-type: none"> • Lead performance management and development for all staff • Demonstrate knowledge and commitment to safeguarding of pupils and staff • Lead school improvement and manage change • Show knowledge of current legislation and developments in education • Identify challenges and generate solutions • Adopt a holistic approach to problem-solving 	<ul style="list-style-type: none"> • Commitment to a distributive management style
Curriculum	<ul style="list-style-type: none"> • Experience of assessment strategies that enhance children's learning • Good understanding of school ICT teaching. 	
Relationships	<p>Commitment to:</p> <ul style="list-style-type: none"> • The continuation of extended services • Maintaining a good working relationship with the governing body, PTA Catcott Friends and wider parent body • Partnerships with local associations, other local schools and the community • Ability to promote a positive work/life balance 	

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Notes of Guidance for Applicants for the Headship

Catcott Primary School is committed to equal opportunities and to ensuring that equal opportunities are operated in practice as well as in principle. We have developed careful procedures for recruitment, selection and appointment to make this policy fully effective.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following guidance is intended to help candidates in completing their applications. Shortlisting is carried out by comparing the information provided in the application form and in the letter of application against the person specification drawn up by the selection panel. A copy of the job description and person specification is enclosed in the recruitment pack.

A) The Form

It is imperative that the application form is completed in full and signed. Online applications will need to be signed at school, if you are called for interview. Please follow the instruction to use black ink or typescript as your form will be photocopied.

When completing your application, it is important that you relate your skills, experience and abilities against the selection criteria set out in the personal specification. The shortlisting panel cannot guess or make assumptions.

Please do not attach a previously prepared CV as an alternative. It is important that we are able to compare the candidates' experience by drawing on the same range of information. Where your statement in support of your application requires more space than is provided on the standard application form, please continue on a separate sheet as necessary and attach this to your application form.

Do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post. If you have been employed in the present school for less than five years, the governing body may wish to seek further supporting information from your previous employer(s).

B) The Letter of Application

You should use the letter to describe your views of education, the challenges facing head teachers as appropriate, and the extent to which your experience has prepared you for the post for which you have applied.

The selection panel will need to see how well you have focused your application on the issues presented by the school, in addition to relating your skills and knowledge to the person specification.

C) References for Head teachers

Please give your current or most recent employer as one of your referees, together with a second referee who knows your work in a recent and professional capacity.

D) Qualifications

Please bring documentary evidence of your qualified teacher status and any other relevant qualifications (excluding GCSE 'O' and 'A' Levels), to the interview. The selection panel will require sight of the original certificates. If you are successful, a copy of the certificates will be placed on the school file.

E) Safeguarding Children

You should bring proof of identity with you to interview. Suitability and motivation to work with children and/or young people are areas that will be explored during the selection process.

F) Medical Details and Criminal Records Bureau Disclosure

If you are successful in your application, you will be asked to complete further forms requesting personal information in these areas. An offer of contract will be subject to satisfactory clearance of these pre-employment checks.

G) Asylum and Immigration Act

If you are not currently employed, you will need to bring proof of your right to live and work in the UK to the interview. This could be your birth certificate, passport or any document which contains your name and NI number.

H) Feedback

It is our policy to offer feedback to candidates who are unsuccessful at interview. We are also keen to receive feedback on our own procedures. In this way, we hope you will appreciate that we intend them to be as much a two way process as possible and everyone will be able to gain something from the experience.

For an application form, please contact Support Services for Education on 0300 123 7365 or SSERecruitment@somerset.gov.uk, stating which post and school. If you have not been contacted by the interview dates you should assume that you have not been shortlisted on this occasion.