



Headteacher Recruitment Pack 2026



*Bowlish Infant School
Wells Road
Shepton Mallet
Somerset
BA4 5JQ
Tel: 01749 342514*

www.bowlishinfantschool.org.uk

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Key Dates, Location & Contacts

Key Dates

- School visits: you are warmly welcomed to visit the school (Please contact the office to arrange)
- Closing Date: 2nd November 2026 (midday)
- Shortlisting: 3rd November 2026
- Interviews: 10th and 11th November 2026

Job Reference: SSEHT/131

Contact and Location

Bowlsh Infant School

Wells Road

Shepton Mallet

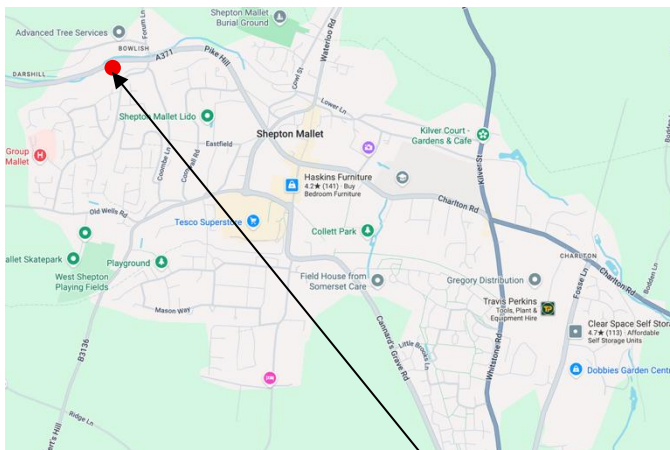
Somerset

BA4 5JQ

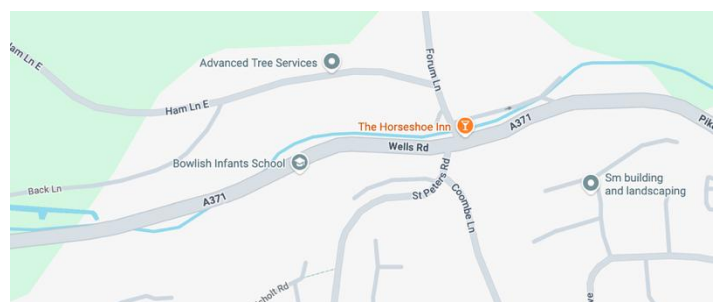
01749 342514

www.bowlshinfantschool.org.uk

office@bowlshinfantschool.org.uk



We are here



Letter from the Chair of Governors

Dear Candidate

Thank you for expressing an interest in the position of Headteacher at Bowlish Infant School, Shepton Mallet. I hope the following information will encourage you to proceed with your application.

Bowlish Infant School is a caring, nurturing school where the needs of the children are central to all we do. Our aim is for children to achieve a love of learning through the development and use of a creative curriculum, ensuring that every child attending our school develops and flourishes during their time with us. The positive ethos of the school is based on traditional values where everyone is respected and supported.

Our children enjoy their learning and work hard. They are encouraged to participate fully in all aspects of school life and a range of extra-curricular activities are offered to provide the children with a fully rounded school experience. We enjoy music and arts and are involved with local theatre projects.

We are seeking a Headteacher who will embrace the values of the school. The successful applicant will be an effective and confident leader, with excellent communication skills. They will be dedicated and resolute in their commitment to encourage and facilitate everyone in the school to strive for and achieve, their best. The successful applicant must be:

- self-motivated, enthusiastic and visible
- able to demonstrate a high level of integrity and transparency
- adaptable and resilient to change, and reflective of their actions
- open and collaborative in their approach

We are looking to appoint a headteacher who will actively maintain and develop the school's links within our local community. We are an enthusiastic Governing Body, and we work closely with our Headteacher and staff in a supportive and challenging way to ensure continued improvements in achievement and attainment across the school community.

Copies of all policies, key documents and reports are available on our website:

www.bowlishinfantschool.org.uk . If you would like to apply to be the next Headteacher for Bowlish, please complete the application form and email it to SSERecruitment@Somerset.gov.uk

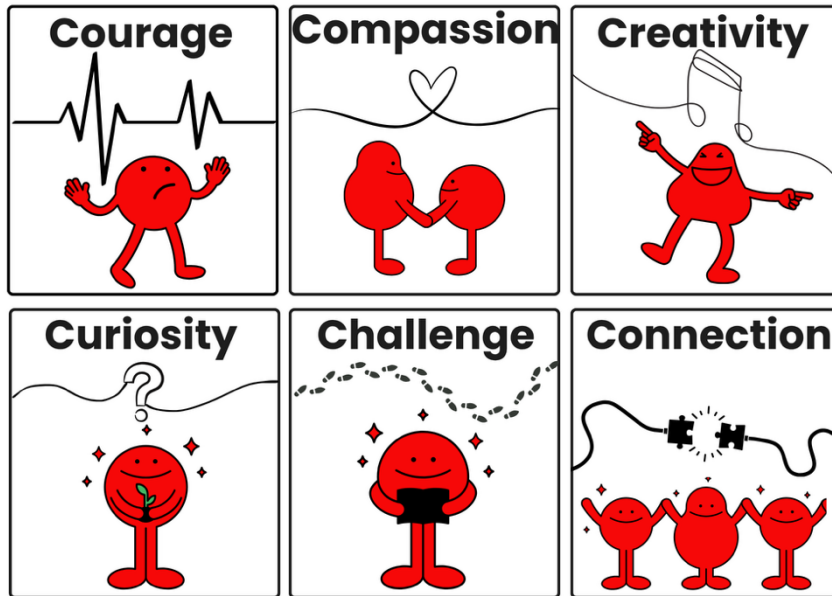
Thank you once again for showing an interest in applying to be our new Headteacher. We would love for you to visit our school and get a feel for what makes our school special. We look forward to meeting you and discussing the contribution you could make to our school.

Yours faithfully,

Claire Hitt
Chair of Governors

Our School

OUR BOWLISH VALUES



OUR BOWLISH VISION

We aspire for our children to have the **courage** to overcome **challenge**, the **curiosity** and **creativity** to help them achieve, and the **compassion** to ensure they can make and sustain meaningful **connections**.

OUR BOWLISH MISSION

Using an ambitious curriculum, we **challenge** children and nurture their **creativity** and **curiosity**. In an environment with trusted **connections**, we develop their emotional wellbeing and sense of self by scaffolding experiences to encourage **compassion** and **courage**.

Having first opened in July 1869, our school has a rich heritage. Initially educating the children in the mill communities of Bowlish and Darshill, we are proud of the long history of involvement in the local community and value this ongoing relationship.

Over the years, the buildings have been extended, refurbished and resourced to a high standard. The main building visually reminds us of the school's history with its beautiful original features such as, exposed stone walls, high ceilings, arched doorways and windows.

Broadly, our facilities comprise of four spacious classrooms with outdoor provision, a well-stocked library, hall, a wellbeing room, cooking area, kitchen, staffroom, 2 shared teaching spaces and 2 school offices. We strive to create enabling indoor learning spaces reflecting our understanding of sensory processing and how the environment can impact our wellbeing, independence and success.

The outdoor areas are thoughtfully designed and well-utilised. The forest school with a 'boot room' is used weekly by the children. The timber trail, field, sensory garden and playground are open for daily use (weather permitting). Our outdoor extended-classroom spaces are mostly covered, which enables play a key role in our curriculum delivery.

The school is known for its bell, which can be heard ringing to signify the start and end of every school day.

Bowlsh Infant School is a friendly community school, with a committed team of staff and governors who do all they can to provide the very best learning experience for the children who attend. With capacity for up to 117 children aged between 4 and 7 years, we organise our classes as follows:

- Robin Class - Reception age children
- Owl - Reception & Year 1 age children
- Wagtail - Year 1 & Year 2 age children
- Finch – Year 2 age children

Our school staff, parents and governors work together to help our children flourish as respectful, confident, and aspirational citizens who seek to positively contribute to the school community, local community, and the world beyond. We aspire for our children to have the Courage to overcome Challenge, the Curiosity and Creativity to help them achieve, and the Compassion to ensure they can make and sustain meaningful Connections.



Our School Community

Friends of Bowlish School (FOBS)

Our Parent Teacher Association - Friends of Bowlish School, is a registered charity which brings together parents, families of children at Bowlish, teachers, and staff to enhance the children's time at the school. FOBs organise fun events, to provide opportunities and additional resources to enrich their learning, all the while celebrating our lovely school community.

Throughout the year, FOBs organise fun events for the children and their families to get involved with such as Christmas fayre and Summer BBQ; 'Holly Hop' a sponsored bounce and design your own Christmas card and decorations. Money raised by FOBs has purchased furniture for the library, forest school and gardening equipment, devices for classes and has contributed towards learning enrichment and workshops in each class.



Wellbeing and Inclusion

We are one of the schools in Somerset who are supported by the Mental Health Support Team (MHST) to improve children & young people's access to early mental health and wellbeing services, by providing support in schools. We also have established relationships with The Mendip School and Tor school.



Little Leaders

At Bowlish, we believe every child has the potential to be a leader, which is why we embrace our *Little Leaders* philosophy. *Little Leaders* encourages pupils to take ownership of their school, giving them a sense of purpose and pride in their community. Through opportunities to contribute, make decisions, and support one another, children learn that their voices matter and that they play an important role in shaping the environment around them. Little Leaders help pupils feel a strong sense of belonging while developing the confidence and skills to lead with Compassion and Courage.

Our 10 Little Leader roles are:

- School Council
- House Leaders
- Digital Leaders
- Compassion Ambassadors
- Green Ambassadors
- Creativity Ambassadors
- Librarians
- Assembly Helpers
- Lunchtime Helpers
- Meteorologists



Partnerships

We love our town and there is a real local community spirit in Shepton. We actively engage in local events that bring the community together, showcasing our school and its diversity. We annually take part in Shepton's Window Wanderland event, where over 100 homes and organisations take part in creating illuminated window displays. We also work closely with our local school and are also part of the CLP, made up of schools in Shepton and surrounding villages, who work together for the benefit of children.

Each year our community choose a different charity for the school to support. Our most charities have been, the Shepton Mallet Fire Station, Time is Precious, Ups and Downs, Mind Somerset.

We partner with local charity Make the Sunshine, which provide creative opportunities in school through local theatre company performances.



We are very proud of the strong links we have with the wider community. We believe that working together helps our children learn, grow, and feel part of something bigger. Over the years, we have built positive partnerships with local organisations, businesses, and families, which enrich the experiences we can offer our pupils. From inviting visitors to share their skills, to joining in with community events and supporting local projects, we value every opportunity to work side by side with others. These partnerships not only strengthen our school but also help our children understand the importance of kindness, respect, and teamwork in the world around them.

Some of our Partnerships include:

- Make The Sunshine
- Bishop's Palace
- Glastonbury Festival
- Tesco
- Open The Book
- The Methodist Chapel
- Tor Works

Governing Body

We have a strong, enthusiastic Governing Body, who enjoy good relationships with our headteacher and the staff. We work closely with all members to improve outcomes for the children. We monitor the school development plan and fulfil our statutory duties in all areas.

We meet at least twice termly as a full board and link governors undertake termly visits and report back to the board. The members of the board have a wide range of skills and experience. We ensure the budget is used appropriately to ensure the best opportunities and support for all our children.

The governors enjoy spending time with the children in school and accompanying them on external visits.

Board Members

- Mrs. Claire Hitt - Chair of Governors – Co-opted Governor
- Miss. Hannah Johnson – Vice Chair, Safeguarding, Co – opted Governor
- Mr. Simon Smith – LA Governor
- Mr. Tom Myatt – Parent Governor, elected October 2026
- Mrs. Carly Harpin – Staff Governor
- Miss. Rebecca Eldred - Headteacher
- Mrs. Sam Nicol - Clerk to the Board of Governors

What Our Children Say

We asked the children what they were looking for in a new Headteacher and these are the words they came up with:



Good with children
Good at assemblies
Helps others to feel nice
Remembers Everything
Funny
Safe, calm and ready
Nice voice Kind
Helps to cheer us up
Helps us to solve problems
Good teacher
Not Grumpy

We are
Safe, Calm, Ready
with our
Heart, Head, Hands.



What Our Parents Say

We asked parents and carers what they are looking for in a new headteacher. They said:



What Our Staff Say

We asked school staff what attributes they would like their new headteacher to have.
They said:



Person Specification

We are looking to recruit an outstanding Headteacher that will demonstrate and uphold the [Headteacher Standards, 2020](#).

To meet the high standards expected of the leader of our school, the governing body is seeking to employ a person with the following qualities, experience, skills, and abilities.

Criteria	
Essential	Desirable
Qualifications and training	
Qualified teacher status	NPQH/CEPQH certificate or equivalent, or a commitment to work towards this
Evidence of recent and relevant CPD	A good understanding of SEND
	Designated Safeguarding Lead Training
Knowledge and Experience	
Substantial proven experience of successful senior leadership within schools	
Experience of making informed and impactful decisions/recommendations based on thorough analysis and interrogation of data	
Ability to manage financial and human resources effectively to achieve the school's priorities, improve the quality of education for all pupils and provide value for money	
Knowledge and understanding of the legal responsibilities (e.g., SEND, safeguarding, health & safety) and ability to implement them effectively and efficiently	
Ability to promote strategies for ensuring inclusion, diversity and access and supporting a culture where all pupils can achieve success	
Experience of supporting, training, and helping to coordinate the professional development of colleagues	
Extensive knowledge of current educational issues, including their implications and potential impact	
Secure knowledge of EYFS and KS1 curriculum and its influence on KS2	
Experience of communicating effectively both orally and in writing to a wide variety of audiences and in a variety of settings	

Leadership and management	
To have a vision of the overall aims and direction of a successful school and be able to communicate these to inspire and motivate others	
Proven track record of high-quality leadership, within a school setting or subject area which incorporates detailed planning, successful implementation and effective monitoring and evaluation of strategies	
Ability to access and analyse relevant data and to use this information to set priorities and determine school action	
Experience of developing a school curriculum demonstrating the progression of skills in each subject area, and clear intent, implementation and impact.	
Experience of establishing and sustaining a high standard of behaviour for all children	
Experience of ensuring that the school's vision and values permeate through all aspect of school life	
Ability to motivate and encourage the children to aim high	
Fosters supportive relationships with children, staff, families, governors, local schools' early years settings and the wider community.	
Safeguarding	
Knowledge of the statutory requirements and other relevant legislation relating to child protection procedures	Experience of being a Designated or Deputy Designated Safeguarding Lead
Personal attributes	
Positive attitude towards your own wellbeing and that of the school community	
Personal resilience	
Committed to developing the wider curriculum including music, creative arts, sport	
Supportive and inclusive leadership style	
Forward thinking and proactive, and a creative problem solver	
Strong listening and communication skills	
Approachable and empathetic	
Motivated, enthusiastic, and positive	
Reflective practitioner who can recognise and celebrate success	
Able to relate to people from different walks of life	
Ability to manage own workload and that of others to allow: • an appropriate work/life balance • working well under pressure • motivation, enthusiasm, and commitment	
Sense of humour	

Job Description

We are looking to recruit an outstanding Headteacher to fulfil the following job description:

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 and Christian values and will take into account stakeholder values and beliefs. 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 spiritual, moral, cultural, mental and physical development.
- 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 community, other schools, clergy and the local worshipping communities. 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 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, the Local Authority. They will be accountable for ensuring pupils enjoy and benefit from the high-quality education at Bowlsh, 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.

*The job description may be amended at any time after consultation with the post holder

