



Head of School



Application Pack

Head of School

Pay range: L16 – L20 (£75,049 - £82,654)

Required from September 1st 2026



Do you want to use your skills and experiences to make a difference to the children in our vibrant and supportive school? Are you looking for an opportunity to lead a forward-thinking and creative leadership team? We are seeking a Head of School who is committed to securing the highest standards of teaching, learning and leadership working in close partnership with the Executive Headteacher. Captain Cook Primary is a large primary school serving over 400 pupils from 3-11 years old with a thriving nursery.

Your leadership, ethos and approach will shape the lives of our children, the school and your colleagues. As such, it is key that you:

- Are an experienced senior leader within a primary school.
- Are passionate about teaching and the education of children.
- Lead by example and will embody our school values and school motto: 'Together on a Voyage of Discovery'.
- Are ready to genuinely lead and take ownership of key areas of school life in partnership with the Executive Head Teacher.
- Will continue our school's journey to building an outstanding school community.

You would be supported by an experienced Executive Headteacher, a hands on School Improvement Team and a proactive Central Team – meaning that help, a listening ear or a welcome challenge is always on hand.

If this sounds like you and a role that you would relish, please look carefully at the following materials and complete the application form included. We also ask for a covering letter, of no more than 1000 words, which details how you meet the criteria within the personal specification and why you feel that Captain Cook is the right school for you.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service) and pre-employment checks will be undertaken before an appointment is confirmed.

As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Further details and the option of a telephone call are available from Mrs Emma Watson, who will be in post as Executive Headteacher from September 2026. Please email ewatson@lingfieldtrust.org.uk

To arrange a visit to the school please contact Julia Cairns -

JCairns@captaincook.lingfieldtrust.org.uk

Monday 20th April – afternoon Tuesday 21st April – all day Wednesday 22nd – afternoon

Please return completed applications directly to: Julia Cairns -

JCairns@captaincook.lingfieldtrust.org.uk

Closing Date: Tuesday 28th April 2026, 12 noon

Shortlisting Date: Wednesday 29th April 2026

Interviews: Friday 8th May 2026

POST TITLE: HEAD OF SCHOOL

GRADE: LEADERSHIP SCALE POINTS
L16 – L20 (£75,049 - £82,654)

REPORTING RELATIONSHIP: Executive Head Teacher

JOB PURPOSE: To provide dynamic and strategic direction, leadership and accountability at Captain Cook Primary School in respect of all aspects of the day-to-day management of the school

The appointment is subject to the current conditions of service contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

MAIN DUTIES/RESPONSIBILITIES

General

1. To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Documents relating to the Conditions of Employment of Head Teachers.
2. To be responsible for safeguarding and pastoral care across the school.
3. To meet the National Standards for Head Teachers as published by the DfE.
4. To achieve any performance criteria, objectives and targets agreed in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.
5. To be part of the school standards team – improving teaching, learning, curriculum and outcomes over time.

Specific

1. To provide dynamic and strategic direction and leadership for Teaching and Learning across the school. To develop and deliver a vision of school improvement and to lead the staff and Local Governing Body in reviewing and evaluating the effectiveness of the School Development Plan and Self Evaluation, in partnership with the Executive Headteacher.
2. To raise standards across the school with particular reference to academic performance.
3. To lead high quality teaching and learning across all aspects of the curriculum.
4. To lead the school through rigorous self-evaluation, including quality assurance and professional growth at all levels.
5. To develop, inspire and motivate effective teams in order to raise standards across the school.

6. To ensure the resources are well managed and allocated in accordance with the budget setting process.
7. Ensure equality of opportunity for all, through careful strategic planning and curriculum design.
8. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures and being the school DSL.
9. The post holder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
10. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
11. These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which Trust may determine from time to time.

This is not a complete statement of all duties and responsibilities of this post. It contains only the facts necessary to rate this standard job at the resultant responsibility.

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

Date: March 2026

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO A DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS MADE - AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Qualified Teacher Status	AF/C	D1	NPQH or leadership qualification	AF/C
	E2	Further professional qualification or evidence of study	AF/C			
Experience & Knowledge	E3	Experience as a Head Teacher/Deputy Head Teacher / Assistant Headteacher.	AF/I/R	D2	Experience of at least two national curriculum key stages.	AF/C
	E4	Experience of developing a highly exciting and innovative curriculum, which is personalised to the needs of the whole pupil.	AF/I/R			
	E5	Experience of managing, developing, inspiring and motivating staff.	AF/I/R			
	E6	Demonstrable success in raising standards and meeting challenging targets.	AF/I/R	D3	Experience as DSL or Deputy DSL	
	E7	Experience of supporting the management of significant organisational development & change.	AF/I/R			
	E8	Experience of presenting high quality, strategic information to Governors, and supporting their role as a "critical friend".	AF/I/R			
	E9	Experience of practicing effective pastoral and safeguarding procedures and the development of linked policy, approaches and procedures	AF/I/R			

Skills	E10	Excellent oral and written communication skills with an ability to negotiate at all levels.	AF/I/P			
	E11	Be E-confident and able to understand and sell the benefits of ICT and future technology in an educational context.	AF/I/P			
	E12	Ability to set appropriate targets for the improvement of school performance and how to establish, monitor and evaluate an action plan in relation to those targets.	AF/I/P			
	E13	Ability to interpret and implement new legislation, policies and directives.	AF/I/P			
	E14	Ability to analyse information from a wide variety of sources and solve problems.	AF/I			
	E15	Ability to demonstrate sound leadership in managing transition between key stages for pupils across the school, and with partner schools.	AF/I/P			
	E16	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines.	AF/I/P			
Personal Attributes	E17	High personal standards of integrity.	AF/I/R			
	E18	Enthusiasm, vision, drive, adaptability and resilience.	AF/I/P			
	E19	Be confident, positive and approachable.	AF/I/P			
	E20	Be able to secure the loyalty and confidence of pupil, staff, parents, Governors and others.	AF/I/R			

	E21	Have consideration of the views of others	AF/I/P			
	E22	Advocate a sound educational philosophy, with the ability to translate into practice.	AF/I/P			
	E23	Ability to create a learning culture within the organisation which is recognised by staff, pupils and parents.	AF/I			
	E24	Commitment to personal development.	AF/I			
	E25	Be able to understand and develop your own emotional intelligence.	AF/I/P			
Special Requirements	E26	Be willing to work outside normal hours.	AF/I			
	E27	To be flexible in order to meet the demanding nature of this role.	AF/I			
	E28	Flexibility, mental resilience and well-developed self-management skills in order to meet the demanding nature of the role	I/R			
	E29	Motivation to work with children	AF/I/R/D			
	E30	Ability to form and maintain appropriate relationships and personal boundaries with children	AF/I/R/D			
	E31	Suitability to work with children	D			

Key-Stage identified	
AF	Application Form
C	Certificates
T	Tests
p	Presentation
I	Interview
D	Disclosure
R	References

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references.