



# **Old Fletton Primary School**

## **Headteacher Recruitment Pack**



**Old Fletton Primary School**

A caring community; serious about learning



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# Welcome

Dear Applicant,

Thank you for your interest in the position of Headteacher at Old Fletton Primary School.

This exciting opportunity has arisen due to the retirement of our current Headteacher after seventeen years of dedicated service. The Governing Body is seeking an experienced and successful senior leader who will lead by example and share our values and vision to build on our current strengths, delivering the best outcomes for children.

We are seeking an inspirational and compassionate leader with the vision and confidence to build on our current success and embrace new opportunities. You will be a visible, approachable and resilient individual with a passion for teaching and learning of the highest quality, and a firm commitment to the welfare and safeguarding of our children.

At Old Fletton Primary School, we can offer you:

- a strong and inclusive community
- happy, confident children eager to learn and succeed
- an exceptional team of highly skilled and hard-working staff, committed to providing the very best education and care for our children
- robust governance from a skilled and committed Governing Body, who will work in partnership with you to achieve our shared goals
- the opportunity to be part of a thriving community of Headteachers who are working increasingly collaboratively to help to support each other.

We warmly welcome potential candidates to visit the school during December, to experience what Old Fletton Primary School has to offer and meet our exceptional children and staff. To arrange a visit, please contact Rachel Whitehouse-Jones, Chair of Governors, at [rwhitehouse-jones@oldfletton.peterborough.sch.uk](mailto:rwhitehouse-jones@oldfletton.peterborough.sch.uk).

You will find a comprehensive recruitment pack below, which includes the job description and person specification. Please read this carefully to understand the qualities, skills and experience we are seeking.

The closing date for applications is **noon on Friday 9<sup>th</sup> January 2026**. We look forward to receiving your application.

Yours sincerely,

Rachel Whitehouse-Jones  
Chair of Governors, Old Fletton Primary School

# Headteacher's Message

“

As I prepare to retire after seventeen wonderful years as Headteacher of our two-form entry maintained primary school, with its thriving Nursery, I do so with immense pride in all that we have achieved together. It has been a true privilege to lead this very special community — to see our children flourish, our staff develop, and our school continue to grow in strength, confidence and reputation. Our school is nearly 120 years old and my tenure has just been for just 17 of those years. From the outset, my aim has been to ensure that our shared values of **CARE** — *Celebrate success, Aim high, Respect all people, property and the environment, and Embrace a challenge* — are reflected in everything we do. We are a Caring school: Serious about learning. These values have shaped not only the culture of our school but also my own leadership throughout my time here.

Our children are at the heart of everything we do. They are enthusiastic, kind, and eager to learn, with support for developing high aspirations and expectations of themselves they become young people who take pride in their achievements and who embody our values every day. Their curiosity, resilience and joy in learning make this a truly wonderful place in which to work and learn.

I have also had the privilege of leading an exceptional team of staff who are skilled, dedicated and committed to making a difference for every child. They bring creativity, humour and care to their work, ensuring that our school remains a happy, inclusive and ambitious place for all. Their professionalism and sense of shared purpose have been instrumental in every success we have celebrated together.

Being Headteacher here has been the fulfilment of a lifelong ambition of | : becoming a teacher and working in education, and one of the greatest honours of my professional life. We are proud of who we are, of how far we have come, and are excited about the journey still ahead. The next Headteacher will inherit a strong, forward-looking school community; one ready to build on firm foundations and to continue our journey of improvement and excellence. We have a long history, and as I take a step back, I know the school is ready to take a step forward. I know the school will continue to go from strength to strength under new strong, passionate leadership.

I am more than happy to answer any questions regarding my experience of the role and will do all I can to ensure the smoothest transition possible so that the next Headteacher can be confident in taking on this privileged position.

Sarah Levy

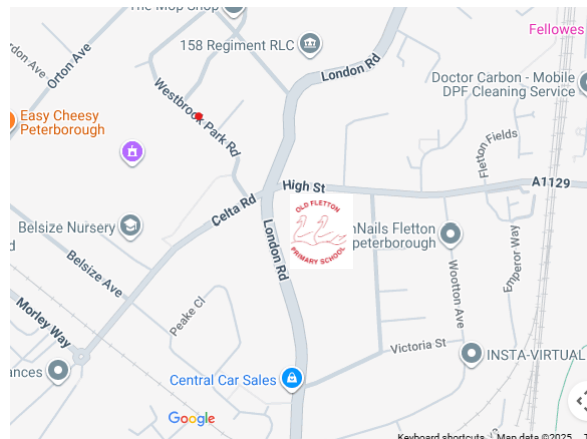
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# Our school

## Old Fletton

Old Fletton Primary School is an LA maintained school located on London Road, Peterborough. Despite being just a couple of miles to the south of Peterborough city centre, the school has a village feel with a close-knit diverse community. Fletton was once renowned for production of 'Fletton brick' and was home to author L. P. Hartley and the palaeontologist Alfred Nicholson Leeds.



The Old Fletton Community Group PTA organise a wide variety of exciting and engaging activities throughout the year. Our Summer and Christmas Fayres are highlights for both the school and wider Fletton community.

## The school

Our beautiful school building has served families in Fletton for over one hundred years with capacity for 420 children from Reception to Year 6. The school currently operates at near full capacity. Our families also benefit from our Nursery which can accommodate up to 26 children. Our Breakfast and After School Clubs are popular and offer excellent value and much appreciated wrap around care for parents.





# Pupil voice

Pupil voice sits at the heart of our school community. Our children are confident, thoughtful and eager to shape the world around them. Our Class Representatives and Environment Team actively contribute to school decisions, share honest feedback and work alongside staff. The following insights reflect how they see our school and what they hope for in our next Headteacher.

*Our new Headteacher should be:*

Approachable  
and kind

Confident

Caring

Creative  
and  
aspirational

Positive  
and funny

*We think our school is great because:*

We are friendly  
and respectful  
of each other

We have  
good trips to  
go with our  
learning

We like helping  
in our school  
and having  
responsibilities

We like our  
teachers,  
they are kind

We are a  
happy place  
to be



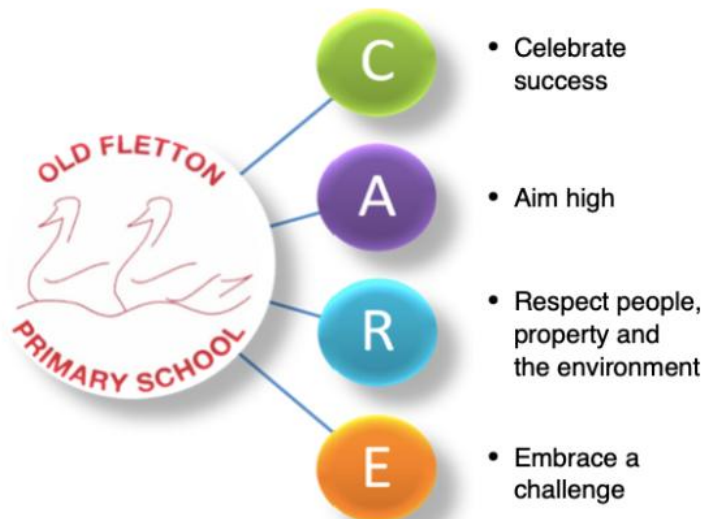
**Old Fletton Primary School**

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# Vision and values

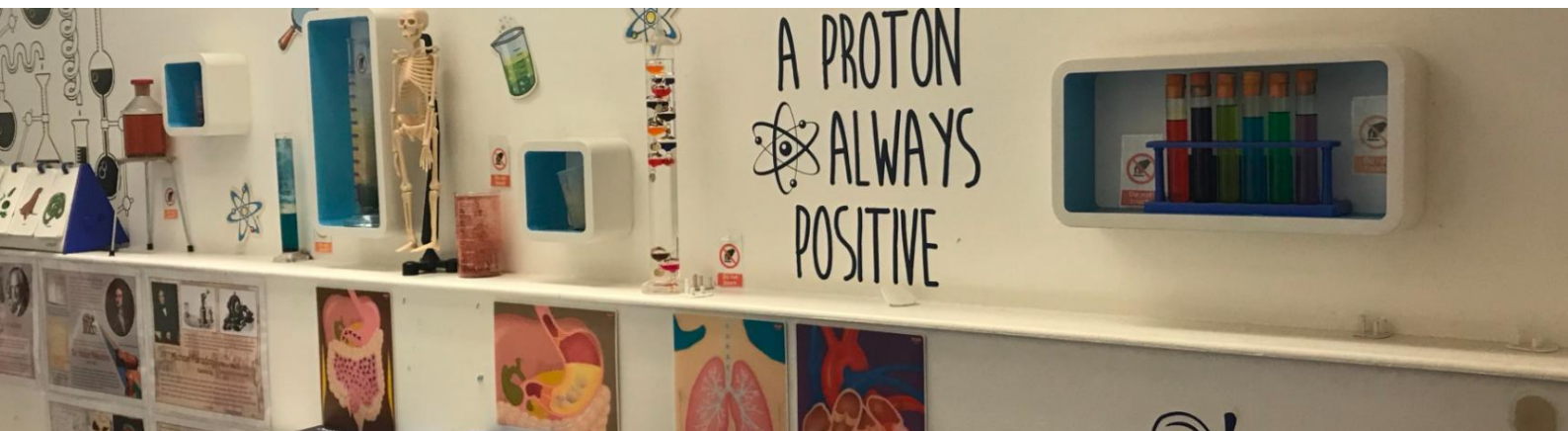
At the heart of the Old Fletton Primary School community is a set of simple, shared values and expectations that are known, owned and lived out by all – our CARE values:



These principles unite us all – pupils, staff, governors, parents and the wider community – in enabling our pupils to achieve their full potential. We see learning as a partnership, based on mutual respect and a belief that we all need to treat each other as we would wish to be treated ourselves.

It is our intent to provide opportunities that enable our children to have the skills, knowledge, understanding, confidence and desire to achieve the highest standards of which they are capable. Enabling them to play an active part as responsible and caring members of the school community and beyond.

**A caring community; serious about learning.**





# Job description

Salary:	£82,654 to £90,255
Contract type:	Full time, permanent
Reporting to:	The Board of Governors

## Main purpose

- Lead on establishing and sustaining the school's ethos and strategic direction together and in consultation with the school community and Governing body
- Establish and oversee systems, processes and policies so the school operates effectively
- Identify and analyse problems and barriers to the school's effectiveness, and develop strategies that enable improvement and resolution
- Ensure any improvement strategies are communicated to all stakeholders and effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively

## Qualities

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour, professional conduct and lead by example
- Build positive and respectful relationships across the school community and beyond by having high expectations and listening to concerns
- Serve in the best interests of all pupils by demonstrating inclusivity. Have high aspirations for all in developing positive learning behaviours and achievement

## Duties and responsibilities

### School culture and behaviour

- Lead on ensuring a culture of staff professionalism
- Develop a culture where pupils are enriched by positive experiences and developed into thinking individuals
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for secondary school and beyond



- Have high standards of behaviours, built on respect with accepted rules and routines that are understood and demonstrated all by staff and pupils, following our CARE values
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy and offer support where appropriate

#### Teaching, curriculum and assessment

- Prioritise the importance of “every child a reader” and provide targeted support to achieve this,
- Ensure the teaching of a broad, structured and coherent curriculum relevant to the context of the school which is underpinned by subject expertise.
- Develop curriculum leaders within school and support access to professional networks and training
- Lead on developing and sustaining quality first teaching based on evidence across the school. Monitor closely, offering feedback, support and guidance as appropriate
- Use assessments to review and track progress against agreed criteria regularly, planning resources and interventions accordingly to close gaps in attainment and understanding

#### Additional and special educational needs (SEN) and disabilities

- Ensure that the school fulfils its statutory duties regarding the SEND code of practice
- Work effectively with parents, carers and professionals in identifying additional needs and develop plans to support their learning
- Recognise the challenges of creating appropriate provision for pupils with a wide range of specific needs and prioritising resources and training to support this
- Have high expectations and aspirations for all pupils with additional needs and physical and learning disabilities
- Ensure pupils' voices are heard in decisions about their support

#### Managing the school

- As a duty of care, ensure that the working environment has the safety and welfare of all staff and pupils at the forefront
- Ensure all stakeholders are conversant with Safeguarding responsibilities and procedures and provide additional and updated training for everybody, including the Governing Body
- Manage staff thoughtfully with due attention to workload and wellbeing

#### Professional development

- Keep up to date with evidenced research and development in education as part of ongoing personal professional development
- Ensure training and continuing professional development opportunities are effectively planned, delivered and evaluated for all staff and are of a high standard. Draw on expertise within and beyond the school

#### Governance, accountability and working in partnership

- Embrace the role of working in partnership with the Governing body and ensure channels of communication are sustained



- Keep the Governing Body up to date with developments in school highlighting successes and sharing challenges
- Provide data regularly and updates on pupil progress highlighting initiatives that have been successful particularly with disadvantaged children
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations, contributing to system led improvement
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.



# Person specification

Qualifications and training	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• National professional qualification for headship (NPQH), master's degree or advanced professional study is desirable</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school as a Headteacher, Deputy or Assistant Headteacher</li> <li>• Teaching experience of Foundation, KS1 and KS2</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Demonstrable experience of successful line management and staff development</li> <li>• Experience of working in successful partnership with Governors.</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Understanding of high-quality, inclusive teaching based on evidence, and the ability to model this for others and support others to improve</li> <li>• Understanding of school finances and financial management</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> <li>• A deep knowledge of the National Curriculum and an understanding of its effective delivery</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Commitment to uphold the 7 principles of public life (the <u>Nolan principles</u>) at all times</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li> <li>• Leading by example and demonstrating our CARE values everyday</li> <li>• A commitment to working in harmony with the local community</li> <li>• Interpersonal skills that are open and honest</li> <li>• Values the strengths of others and trusts their leaders to make decisions</li> </ul>

## Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: November 2025



# How to apply

Applications are to be made via My New Term by **12.00 noon on Friday 9<sup>th</sup> January 2026**. Please follow the link from the DfE website or via My New Term directly.

We appreciate that the use of AI tools is becoming increasingly useful in everyday life. We encourage you to ensure that your application reflects your own voice and personality and clearly evidences how your skills, knowledge and experience meet the person specification.

Please contact us if you require information about this vacancy in another format.

Interviews will take place on Tuesday 20<sup>th</sup> and Wednesday 21<sup>st</sup> January 2026. All elements of the person specification may be tested via a task, an interview question or both during the selection process.

In line with safer recruitment guidance, references will be requested after shortlisting. Please ensure your referees are aware of your application. An online search will be carried out on all shortlisted candidates for the purposes set out in paragraph 225 of KCSIE 2025.

Old Fletton Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. DBS disclosure at enhanced level and children's barred list will be required for the successful candidate. Please refer to our [Recruitment and Selection Policy](#) and [Privacy Notice](#).

## Important information

Start date:	September 2026
Closing date for applications:	Friday 9 <sup>th</sup> January 2026 12.00 noon
Shortlisting date:	Monday 12 <sup>th</sup> January 2026
Interview date:	Tuesday 20 <sup>th</sup> and Wednesday 21 <sup>st</sup> January 2026
To visit the school or discuss the role:	Please contact Rachel Whitehouse-Jones, Chair of Governors <a href="mailto:rwhitehouse-jones@oldfletton.peterborough.sch.uk">rwhitehouse-jones@oldfletton.peterborough.sch.uk</a>



## Old Fletton Primary School

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