

Headteacher Candidate Information Pack



Hawridge and Cholesbury
Church of England School
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RESPECT - UNDERSTANDING - PEACE - HONESTY - RESPONSIBILITY - TEAMWORK



Welcome letter from the Chair of Governors

Dear Applicant,

On behalf of the Governing Body of Hawridge & Cholesbury CE School I would like to thank you for your interest in becoming the next Headteacher of our school. Our current Headteacher is leaving us after 13 years of dedicated service and we are now seeking a new Headteacher to lead Hawridge & Cholesbury on the next step of our journey.

We are all very proud of our school. We are very fortunate to be located in an idyllic location in the Chilterns with extensive grounds of our own as well as access to Hawridge Common across the road. Our children and staff really appreciate our setting and use of the outdoors is a real strength.

We are a Church School which is reflected in our vision and values. Our vision is that every child within the Hawridge & Cholesbury family can grow, flourish, 'have life and have it more abundantly' (John 10:10 KJV). Children at our school are happy and when they leave us at the end of Year 6 they have very fond memories of their time with us.

Our beautiful setting is a strength, however the location can also create challenges. In recent years, the number of pupils joining the school in reception has fluctuated due to a lower number of pupils being born in the local area. This has led to a drop in funding. We have also seen an increase in support needs for children with SEND. These issues are not unique to our school of course, but they do have a greater impact on a small school in a rural location. We are working hard on plans to address this to ensure a stable budget for the future.

Governors are keen for the school to have a more visible presence in our wider community and to show all that our school has to offer. We have high expectations and a continued focus on ensuring that all children at Hawridge & Cholesbury School receive an education which allows them to thrive and achieve their very best.

In 2024 we celebrated our 150th anniversary which gave us an opportunity to reflect on the past history of our school. As we move into our next half century there are many opportunities as well as areas for development so there will be a real chance for our new Headteacher to make a difference in to the lives of our children.

We hope you will wish to join us on the next stage our journey.

With best wishes

A handwritten signature in black ink, appearing to read 'Sue Walton'.

Sue Walton
Chair of Governors



About our school

Hawridge and Cholesbury Church of England School is a thriving voluntary aided primary school located in the heart of the beautiful Chilterns Area of Outstanding Natural Beauty, near Chesham.

Set within extensive and attractive grounds, our school embraces the opportunities offered by the natural world. Outdoor learning is a key feature of our educational provision, enriching children's experiences and fostering curiosity, creativity and a love of learning.

As a village school, Hawridge and Cholesbury enjoys close relationships with families, the local church and the wider community. The school is known for its welcoming atmosphere and strong sense of belonging.

At Hawridge and Cholesbury Church of England School, our vision is for every child to grow, flourish and "have life, and have it more abundantly" (John 10:10).

Rooted in Christian values and inspired by the teachings of Jesus, we are committed to nurturing confident, compassionate and aspirational young people who are equipped to make a positive difference in the world.

We believe that every child should leave school each day excited by their learning, inspired by new discoveries and confident in their ability to succeed. From the moment children join the Hawridge and Cholesbury family to the day they move on to the next stage of their education, we nurture their individual talents, encourage curiosity and develop resilience, independence and ambition.





Our values

At Hawridge and Cholesbury Church of England School, our values are at the heart of everything we do. Developed through consultation with pupils, staff, governors, parents and the wider community, our six core values underpin our distinctive Christian ethos and guide our relationships, decision-making and daily life.

Respect • Teamwork • Responsibility • Understanding • Peace • Honesty

These values are firmly embedded throughout the school and are reflected in the way our children learn, interact and contribute to the wider community. Alongside our Christian vision, they help create a nurturing environment where every child is encouraged to develop confidence, compassion and a strong moral compass.

Living Our Values

Our commitment to developing responsible and engaged citizens is enhanced through the promotion of British Values, which are woven throughout school life and the curriculum.

Pupil Voice and Leadership

We believe that every child should have the opportunity to contribute to the life of the school. Through our School Council, elected class representatives work with senior leaders to share ideas, influence decision-making and help shape school improvement.

Responsibility and Community

Children are encouraged to understand the importance of rules, responsibilities and positive behaviour. A shared understanding of expectations helps to create a calm, respectful and purposeful learning environment where everyone feels safe, valued and able to succeed.

Developing Independent Thinkers

We place great importance on encouraging children to express their views, think critically and develop confidence in their own ideas.

Respect for Others

Mutual respect is a defining characteristic of our school community. Children learn to value and celebrate differences, demonstrating kindness and consideration towards one another, staff, visitors and the wider community.

Inclusion, Diversity and Understanding

As a Church of England school, we encourage children to develop an understanding of different faiths, cultures and beliefs. Through Religious Education, Collective Worship and wider curriculum experiences, pupils gain an appreciation of the rich diversity of modern Britain and learn the importance of tolerance, empathy and respect.



Safeguarding



The safeguarding, welfare and wellbeing of every child is at the heart of everything we do at Hawridge and Cholesbury Church of England School. We are committed to providing a safe, caring and inclusive environment where children can thrive, achieve their potential and enjoy their learning.

Safeguarding is a shared responsibility across the whole school community. Led by our Headteacher, the Designated Safeguarding Lead, we maintain a strong culture of vigilance, ensuring that all staff receive regular safeguarding training and are fully aware of their responsibilities in keeping children safe.

We work closely with parents, carers and external agencies to promote the wellbeing of our pupils and provide support whenever needed. Robust safeguarding procedures, safer recruitment practices and regular compliance monitoring ensure that the highest standards of child protection are maintained.

Our commitment to safeguarding extends beyond the classroom through initiatives such as Operation Encompass, close partnership working with local services and a proactive approach to supporting children and families. By listening to our pupils, acting on concerns and fostering a culture of openness and trust, we ensure that every child feels safe, valued and supported.

Safeguarding is central to our Christian ethos and our vision for every child to grow, flourish and live life in all its fullness.



Our curriculum

Our distinctive curriculum encourages children to be **FRESH**:

- **F** - Fascinated - Children develop a curiosity about the world around them, exploring nature and God's creation through rich learning experiences that inspire deep thinking, questioning and discovery.
- **R** - Rounded - Children grow into confident, well-rounded individuals, developing strong relationships, self-awareness, respect for others and a broad range of skills, knowledge and experiences.
- **E** - Eager to Make a Difference - Children are encouraged to become responsible and proactive citizens who understand the positive impact they can have on their communities, society and the environment.
- **S** - Spiritual - Children are given opportunities to reflect, wonder and develop a sense of awe and appreciation for the world, helping them to grow spiritually and understand their place within it.
- **H** - Have High Aspirations - Children are supported to achieve their very best, developing ambition, resilience and confidence to pursue their goals and make the most of future opportunities.

By placing these values at the heart of learning, we provide a personalised and engaging curriculum that inspires children to reach their full potential and prepares them for the next stage of their educational journey.

The curriculum reflects the school's rural context, Christian vision and commitment to developing well-rounded, confident and ambitious learners.





Job description

Post: Headteacher **Responsible to: Governing Body**

The appointment is subject to the current conditions of service for Headteachers, contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the Headteacher shall consult, where appropriate, the Governing Body, the Local Authority, the Diocese, the staff of the school and the parents of its pupils.

Role purpose

The Headteacher will provide strategic leadership and vision, ensuring high standards of teaching and learning, and pupil outcomes. They will foster a culture of inclusion, diversity and equality, in which all children and staff flourish, and will proactively promote the Christian ethos and values that define Hawridge & Cholesbury CE School.

1) Shaping the future

- a) To preserve and develop the Christian ethos of the school;
- b) Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all;
- c) Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain effective school improvement;
- d) Demonstrate the vision and values in everyday work and practice;
- e) Motivate and work with others to create a shared culture and positive climate;
- f) Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence;
- g) Ensure that strategic planning takes account of the diversity, values and experience of the school and community at large;
- h) Ensure that the school buildings and environment successfully reflect the vision of the school;
- i) Demonstrate high regard for current issues and their implementation in the school.

2 Leading learning and teaching

- a) Ensure a consistent and continuous school-wide focus on pupils' performance, and achievement, using data and benchmarks with external evaluations to identify priorities for continuous improvement and monitor progress in every child's learning;
- b) Ensure that learning is at the centre of strategic planning and resource management;
- c) Establish creative, responsive and effective approaches to learning and teaching;
- d) Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning;
- e) To arrange for the effective transfer and induction of pupils to secondary school;



Job description

- f) Demonstrate and articulate high expectations and set stretching targets for the whole school community;
- g) Implement strategies which secure high standards of behaviour and attendance;
- h) Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework;
- i) Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils;
- j) Monitor, evaluate and review classroom practice and promote improvement strategies;
- k) Challenge underperformance at all levels and ensure effective corrective action and follow-up;
- l) Have an enthusiasm and desire to lead high quality Christian Collective Worship, promoting the Christian ethos of the school.

3) Developing self and working with others

- a) Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture;
- b) Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities;
- c) Develop and maintain effective strategies and procedures for staff induction, professional development and performance review;
- d) Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities;
- e) Acknowledge the responsibilities and celebrate the achievements of individuals and teams;
- f) Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory;
- g) Regularly review own practice, set personal targets and take responsibility for own personal development;
- h) Manage own workload and that of others to allow an appropriate work/life balance;
- i) Ensure that safeguarding arrangements are a key priority within the school at all times;
- j) To be directly responsible for the health, safety and welfare of all pupils, staff and visitors to the school;
- k) Engage effectively with children of all ages.

4) Managing the organisation

- a) Create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements;
- b) Be able to analyse performance data, establish benchmarks, and set targets for improvement;
- c) Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities;



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- d) Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives;
- e) Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities;
- f) Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school;
- g) Implement successful performance management processes with all staff;
- h) Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations;
- i) Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money;
- j) Use and integrate a range of technologies effectively and efficiently to manage the school.

5) Securing accountability

- a) Fulfil commitments arising from contractual accountability to the Governing Body;
- b) Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
- c) Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation;
- d) Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities;
- e) Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers;
- f) Ensure the school provides value for money in terms of the educational standards and quality of education provided;
- g) Reflect on personal contribution to school achievements and take account of feedback from others.

6) Strengthening community

- a) Build a school culture and curriculum which takes account of the richness and diversity of the school's communities;
- b) Create and promote positive strategies for challenging all forms of prejudice and dealing with racial harassment;
- c) Ensure learning experiences for pupils are linked into and integrated with the wider community;
- d) Ensure a range of community-based learning experiences;
- e) Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families;



Job description

- f) Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development;
- g) Seek opportunities to invite parents and carers, our churches, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community;
- h) Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives;
- i) Work effectively to further the links with other schools to ensure progression, parity and harmonious working;
- j) Co-operate and work with relevant agencies to protect children, with special regard to safeguarding and child protection agencies;
- k) Work in close partnership with ITT establishments, to ensure the school develops as an ITT partnership school.

7) General

- a) Participate in training and other learning activities and performance development as required;
- b) Maintain consistent high standards of professional conduct, tact and diplomacy in dealings with parents, staff colleagues, governors and all visitors to the school;
- c) Maintain absolute confidentiality and exercise discretion regarding staff / pupil information and the school's business in line with GDPR and security guidelines;
- d) Act as an ambassador for the school within the local community and beyond, ensuring that the ethos of the school is promoted and always supported;
- e) Undertake any other reasonable tasks and responsibilities as requested by the Governing Body which fall within the scope of the post;
- f) Any specific actions from the above areas may be delegated wholly or in part as appropriate, as recorded in the job descriptions of other staff in the school.

This job description will be reviewed annually, as part of the performance management process. A review may be initiated at any other time by either the post-holder or the Governing Body.





Person specification

A candidate will only be considered for shortlisting and be evaluated against the remaining person specification criteria if they meet the initial essential criteria under qualifications, knowledge and experience.

Qualifications, knowledge and experience	Essential / desirable	Application form	Assessment stage
Degree and qualified teacher status	E	*	*
NPQH	D	*	
Experience of working with/teaching in the primary phase	E	*	*
Recent successful leadership experience as a Headteacher, Deputy Headteacher, Assistant Headteacher [or equivalent]	E	*	*
Thorough understanding of child protection and safeguarding and commitment to safeguarding as part of the duty of care	E	*	*
Experience of leading school safeguarding	D		*
Be committed to the Christian faith or fully understand the Christian distinctiveness of a Church of England School	E		*
School culture	Essential / desirable	Application form	Assessment stage
Demonstrates an awareness of the wider education context with an understanding of the distinctive nature of RE and Collective Worship in a church school	D	*	*
Demonstrates awareness of the school's Christian vision and a commitment to ensure the Christian vision and values permeate through all aspects of school life	E		*
Understands the existing relationship between the school and the church and can articulate a clear vision and provide strategic direction for staff, pupils and the community	D	*	*
Proven record of inspiring, enabling and motivating others, promoting positive and respectful relationships across the school	E	*	*
Ensures a culture of high staff professionalism and holds others to account	E		*
Upholds ambitious educational standards for all pupils	E		*



Person specification

Teaching, curriculum and assessment	Essential / desirable	Application form	Assessment stage
Clear understanding of curriculum and how to ensure this can be effectively accessed by all	E	*	*
Reviews and monitors progress against agreed, measurable targets	E		*
Commitment to inclusion for all the groups in the school including disadvantaged, SEND and EAL	E	*	*
Confident in managing SEMH and leading school behaviour policy	E		*
Clear understanding of curriculum and how to ensure this can be effectively accessed by all	E	*	*
Professional development	Essential / desirable	Application form	Assessment stage
Has successfully undertaken safer recruitment training	D	*	
Commitment to prioritising the continued professional development of all staff (including themselves) in the best interests of the individual, the team and the school	E	*	*
Successful track record of developing staff through effective performance management	D		*
Organisational management / continuous school improvement	Essential / desirable	Application form	Assessment stage
Experience of leading whole school policy development and implementation	E		*
Experience in writing and/or working to develop the school improvement plan	E	*	*
Clear commitment to promoting health and safety and the wellbeing of children and staff	E		*
Confidence in reviewing and analysing data to improve outcomes for pupils	E		*



Information for Candidates

Working in partnership /Governance and accountability	Essential / desirable	Application form	Assessment stage
Experience of working with stakeholders including governors, school improvement partners, other schools and organisations to improve outcomes for pupils	E	*	*
Experience of managing school finances effectively, understanding their contribution to school development and pupil outcomes	D		*
Personal qualities	Essential / desirable	Application form	Assessment stage
Passion for education, coupled with ability and enthusiasm to see every child fulfil their potential	E	*	*
Excellent communication skills, including written communication	E	*	*
Visible and approachable, empathetic and enjoys engaging and inspiring children and others	E		*
Adaptable leadership style, 'hands on' when required, and when to delegate	E		*





Application process

School Visits

Visits to the school are warmly welcomed. We encourage potential candidates to visit the school and this can be arranged via the school office office@hcschool.uk

For enquiries/application questions please contact the Chair of Governors, Sue Walton on swalton@hcschool.uk

Applications

Please submit your completed application form by email to Chair of Governors, Sue Walton on swalton@hcschool.uk by no later than 14th September 2026.

Interviews

Interviews will be held on 24th September 2026. Please allow the whole day if invited. Candidates will be required to undertake a variety of tasks relevant to assessment against the job description and personal specification. The selection panel will notify all candidates of the outcome as soon as possible.

Safeguarding statement

At Hawridge and Cholesbury Church of England School, the health, safety and wellbeing of every child are at the heart of everything we do. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Any offer of employment will be subject to satisfactory references, an enhanced Disclosure and Barring Service (DBS) check and all other pre-employment checks required in line with safeguarding legislation and guidance.

