

Forres Primary Academy



Headteacher Information Pack 2026



Welcome from Spiral's CEO



As CEO, I am delighted that you are exploring the opportunity within Forres Primary Academy. Our vision – Shaping a Better Future – sits at the heart of everything we do. It speaks not only to the outcomes we strive for, but to the experiences we create for our pupils, staff and communities every single day.

We believe that great schools are built on strong, authentic relationships. Our headteachers are visible, values-led leaders who place people first – fostering trust, inspiring ambition and ensuring that every child feels known and supported. Alongside this, we are committed to innovation: encouraging thoughtful, evidence-informed approaches that enable our schools to

evolve and thrive in a changing world.

Collaboration is fundamental to our success. As part of our Trust, you will benefit from a genuine partnership – one that celebrates the individuality of each school while harnessing the collective expertise and energy of the whole Trust. We work together, learn from one another and hold each other to the highest standards, always with the shared goal of improving life chances for every child.

We are deeply committed to developing our leaders. Through tailored professional development, strong peer networks and expert central support, you will be empowered to lead with confidence, creativity and integrity.

This pack will give you a clearer sense of our values, our ambitions and the role you could play in Shaping a Better Future. I hope it inspires you to consider joining us on this journey.

Marcus Cooper





Forres Primary Academy

Forres Primary School is a welcoming and inclusive primary setting located in Hoddesdon, Hertfordshire, serving children aged 5 to 11. Situated on Stanstead Road, the school is at the heart of its local community and plays an important role in the lives of the families it serves.

The school has recently transitioned to academy status as Forres Primary Academy and is now part of the Spiral Partnership Trust, reflecting a commitment to collaboration and continued improvement. This change marks an important stage in the school's development, providing opportunities to strengthen leadership, enhance teaching and learning and build on existing practice through partnership working.

Forres Primary Academy is proud of its caring and nurturing ethos. The school promotes high expectations for all pupils, underpinned by a belief that every child has the right to succeed and achieve their full potential. Its curriculum is designed to be broad, creative and engaging, balancing strong foundations in core skills with opportunities in sport, the arts and wider enrichment.

With approximately 200 pupils on roll, the school is of a size that enables strong relationships to flourish between staff, pupils and families. The community it serves is diverse and the school is committed to recognising and celebrating individuality while ensuring inclusion for all.

Standards and outcomes are rising across all areas of the school, reflecting the dedication of staff and the impact of focused school improvement work. There is a clear determination to build on this momentum, ensuring that teaching continues to improve and that all pupils achieve well.

As it moves forward within the Trust, Forres Primary Academy is focused on building on its strengths and continuing its journey of improvement, with a clear ambition to provide an excellent standard of education and care for every child.



Key Statistics

Location:

Stanstead Road, Hoddesdon, Hertfordshire, EN11 0RW

Type of School:

Primary, Co-educational, Multi-Academy Trust (Spiral Partnership Trust)

Age range:

5-11 years

Population:

Number on Roll

196

PPG

31%

FSM

31%

Attendance

93.9%

SEND support

17.7%

EHCP

12.6%

End of Key Stage 2 Outcomes 2024 and 2025:

READING

2024:
63%

2025:
61%

WRITING

2024:
62%

2025:
74%

MATHS

2024:
61%

2025:
67%

READING, WRITING, MATHS combined

2024: 47% 2025: 54%



What we are looking for in a new Headteacher

We are seeking a headteacher who brings a proven track record of strong, values-led leadership and a clear ability to take a school forward. This is a role for someone who combines clarity of vision with the determination and skill to translate ambition into sustained, measurable impact. You will have demonstrated success in leading school improvement, building a culture where high expectations are the norm and every child is supported to thrive.

Our ideal candidate is highly driven and deeply child-focused. You will place pupils at the centre of every decision, ensuring that their wellbeing, achievement and personal development remain the guiding priorities of the school. You will understand that excellence is not achieved by chance, but through consistency, resilience and an unwavering commitment to doing what is right.

We are looking for a leader who is prepared to go the extra mile – someone who leads by example, inspires others through their work ethic and is fully invested in the life of the school and its community. You will value strong relationships, building trust with staff, pupils and families and creating an environment where everyone feels respected, supported and empowered to succeed.

At the same time, you will embrace collaboration and innovation, recognising the strength of working within a wider Trust. You will be open to new ideas, willing to learn from others and committed to continuous improvement.

Above all, you will share our belief in shaping a better future for every child and have the drive and vision to take the school confidently into its next phase.





Key Information

Pay range:

L13–L20 (NB. our pay ranges are above those set nationally)

Start date:

1st September 2026 (or 1st January 2027 for a suitable candidate)

Shortlisting date:

2nd and 3rd June 2026

Interview date:

18th June 2026 TBC

Please note, we may interview sooner should a suitable candidate be found.

Visits to the school:

Please make arrangements direct with the school on 01992 467821 or via email to admin@forres.herts.sch.uk

School website:

www.forres.herts.sch.uk

Trust website:

www.spiral.herts.sch.uk





Job Description

This role is line-managed by the CEO working in partnership with the Local School Committee to:

- Implement the vision of the Trust and School and provide effective leadership, inspiring and motivating those engaged in the activities of teaching and learning;
- Create and maintain a culture of continuous improvement and success and a high standard of education for all;
- Represent the Trust and School and act as an advocate for its values; forming and developing effective partnerships within and beyond the Trust;
- Create a learning environment in which the resources of the School are effectively managed to secure the achievement of both children and staff;
- Work with the Trust in providing high quality professional leadership, ensuring the highest standards of teaching, learning and achievement;
- Day-to-day management of children, staff, resources and buildings;
- Contribute to the wider success of the Trust through membership of the Spiral Senior Leadership Team.

Key Responsibilities

- Work with the Board of Trustees, the CEO and the Local School Committee to develop and communicate a clear strategic vision for the successful development of the School;
- Motivate and empower others to carry this vision forward;
- Ensure sustainability is integrated across all areas, using as many of the School's resources as possible;
- Develop a fully costed, annual strategic plan, which drives school improvement;
- Lead curriculum development and innovation ensuring a creative and inspiring curriculum.

Leadership of Teaching, Learning and Assessment

- Ensure the quality of education is at the centre of strategic planning;
- Ensure a planned annual cycle of assessment, monitoring and evaluation across the School;
- Demonstrate and articulate high expectations, setting aspirational targets for all;
- Ensure a consistent and continuous approach to monitoring children's progress, using data and benchmarks to identify individual and group achievement;
- Ensure the implementation of effective intervention and support programmes, the impacts of which are regularly reviewed and evaluated;



- Implement approaches that develop children’s understanding of themselves as active learners;
- Implement strategies that promote high standards of behaviour and attendance in line with Trust policy and guidance;
- Monitor, evaluate and review classroom practice, promoting strategies to ensure that the highest standards of teaching and learning are maintained;
- Challenge under-performance at all levels.

Managing the School

- Work to develop and sustain an organisational structure, which raises standards and ensures that the School functions effectively;
- Manage the School on a day-to-day basis ensuring that Trust policies, including those relating to safeguarding and health & safety are fully adhered to;
- Work in partnership with the Trust to manage the School’s financial and human resources in line with relevant Trust policies to ensure efficiency in achieving the School’s educational goals and priorities;
- Ensure that policies and practices take account of national and local circumstances and initiatives;
- Work with Trust Central Team, Local School Committee and senior colleagues to recruit, retain and deploy staff to achieve the vision and goals of the School and Trust;
- Advise the Trust and Local School Committee on the performance, competence and capacity of staff;
- In partnership with the School Business Manager and Trust Premises Manager to make arrangements for the security and effective supervision of the School buildings, contents and grounds;
- Undertake responsibilities as defined in health and safety policies and ensure that appropriate risk assessments are undertaken;
- Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils’ achievements, ensure efficiency and support ensuring value for money;
- Undertake responsibility for promoting and safeguarding the welfare of children.



Financial Management

- Work with the Trust to identify appropriate priorities for expenditure, allocating funds effectively within the context of the annual budgetary cycle and School improvement priorities;
- Work with the School Business Manager and the Trust's Chief Financial Officer and Finance Business Partner to manage agreed budgets, ensuring effective administration and value for money;
- Support the School and Trust in securing additional resources to aid School improvement.

Leading and Managing Staff

- In line with Trust policy to carry out, through line management or direct responsibility, the performance reviews of all staff and all relevant arising actions;
- Deal effectively with staff under-performance, in line with relevant policies;
- Support the Local School Committee in creating and maintaining good working relationships amongst all members of the School and local community;
- Motivate and support staff by identifying and addressing areas for development and building on their strengths to support School succession planning;
- Promote the highest standards of courtesy and mutual respect amongst all members of the School community;
- Ensure that all staff carry out their professional duties in accordance with their job description, Trust and national guidance and regulations;
- Encourage initiative, teamwork and working in partnership;
- Develop and strengthen leadership across the School.

Securing Accountability

- Work with the CEO, Board of Trustees and the Local School Committee, providing information, objective advice and support to enable the Trust to meet its responsibilities;
- Develop and present a coherent and accurate account of the School's performance to a range of audiences including the CEO, Board of Trustees, Local School Committee and parents and carers;
- To provide suitable reports for and be present at, all Local School Committee meetings;
- Develop a School ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;



- Ensure individual staff accountabilities are clearly defined, understood, agreed and subject to rigorous review;
- Effective fulfillment of all responsibilities outlined within this document.

Strengthening Community

- Build a culture and curriculum, within the context of the Trust and School's vision, which takes into account the richness and diversity of the local and wider communities;
- Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of children and their families;
- Maintain and develop effective partnerships with parents and carers to support and improve children's achievement and personal development;
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enrich the children's experiences.

Safeguarding

- Ensure that all safeguarding policies and practices fully meet the latest Trust and national guidelines and are published as required;
- Ensure all staff are fully trained and aware of their particular responsibilities;
- Cooperate and work with relevant agencies to protect children.

National Standards for Headteachers

- The Headteacher will carry out their professional duties in accordance with and subject to, the National Conditions of Employment for Headteachers and Education and Employment legislation.

Additionally:

- To undertake such tasks as may be reasonably required by the CEO and Trust for the benefit of the school, subject to consultation.
- The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.
- Contribute to and support the overall aims and ethos of the Trust and provide best outcomes for pupils.

This job description will be reviewed at least annually as part of your Performance development programme.

Spiral Partnership Trust actively encourages and supports the safeguarding and protection of all its pupils. This post is subject to enhanced DBS disclosure.

Person Specification

	Essential	Desirable
Qualifications and Professional Development	<ul style="list-style-type: none"> • Qualified Teacher Status • Evidence of Continuing Professional Development relating to leadership/curriculum development 	<ul style="list-style-type: none"> • Commitment to the NPQH or further professional qualification
Experience	<ul style="list-style-type: none"> • Successful leadership experience to at least Deputy/Assistant Head level • Successful teaching experience within the Primary age range 	<ul style="list-style-type: none"> • To have taught across the entire primary age range.
Strategic Leadership	<ul style="list-style-type: none"> • Ability to provide clear educational vision and direction • Ability to inspire and motivate all stakeholders • Evidence of developing effective strategies for school improvement • Ability to work in partnership with senior leaders and LSC Committee members • Use of assessment data management systems to improve standards • Ability to set challenging targets for children and staff • Ability to analyse and use pupil data on attainment and progress to raise standards • Secure knowledge of the Ofsted Framework • Understand the principles of effective teaching and learning 	<ul style="list-style-type: none"> • Strategic Leadership experience across EYFS, KS1 and KS2

	Essential	Desirable
Leading Teaching and Learning	<ul style="list-style-type: none"> • Successful experience of monitoring, evaluating and improving the quality of teaching and learning • Understanding the role and impact of assessment in children’s learning • Secure knowledge of statutory requirements relating to curriculum and assessment • Experience of leading curriculum innovation • Successful experience of effective learning behaviours 	<ul style="list-style-type: none"> • Successful experience of integrating British Values into school life
Leading and Managing Staff	<ul style="list-style-type: none"> • Ability to lead, manage and motivate across the school community • Ability to establish positive working relationships • Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams • Successful experience of identifying the need for, and leading, in-service training • Experience of taking a lead role in performance management of staff including leading lesson observations • Experience of dealing with staff when performance gives cause for concern 	<ul style="list-style-type: none"> • Experience of working with Local School Committee Members
Managing Resources	<ul style="list-style-type: none"> • Ability to manage, monitor and review available resources, ensuring value for money. • Ability to effectively deploy staff to meet the needs of the school. 	<ul style="list-style-type: none"> • Budgetary management at whole school level • Experience of recruiting and deploying staff

	Essential	Desirable
Personal Skills and Qualities	<ul style="list-style-type: none"> • Strong commitment to raising standards • High expectations of self and others • Ability to establish and maintain positive relationships, including with parents • Ability to remain positive and enthusiastic, including when under pressure • Good communication skills • Empathy with children 	<ul style="list-style-type: none"> • Effective computing skills for both teaching and management





Why work for Spiral?

Working as a part of Spiral Partnership Trust offers a rewarding and supportive professional environment, underpinned by a strong commitment to both staff wellbeing and school improvement.

As a Trust, we recognise that our people are our greatest asset and we are dedicated to ensuring that all colleagues feel valued, supported and empowered to thrive in their roles.

One of the distinctive benefits of working with us is the provision of three "Spiral Days" each year. These days can be taken during term time, offering valuable flexibility and the opportunity to prioritise personal wellbeing, family commitments, or professional reflection. This reflects our belief in promoting a healthy work-life balance and sustaining long-term career satisfaction.

We also offer enhanced pay scales across all roles, currently set above nationally agreed levels. This demonstrates our commitment to recognising the professionalism, dedication and impact of our staff, ensuring they feel fairly rewarded for the vital work they do.

In addition, staff have access to the Education Mutual Employee Assistance Programme, providing confidential support, advice and resources across a wide range of areas, including wellbeing, mental health and financial guidance. This ensures that colleagues can access professional support whenever it is needed.

Our strong school improvement offer is central to the Trust. Staff benefit from high-quality professional development, access to experienced leaders and opportunities to collaborate across our family of schools. By joining Spiral Partnership Trust, you become part of a forward-thinking organisation dedicated to shaping a better future for both pupils and staff.

