

# HEAD OF SCHOOL RECRUITMENT PACK



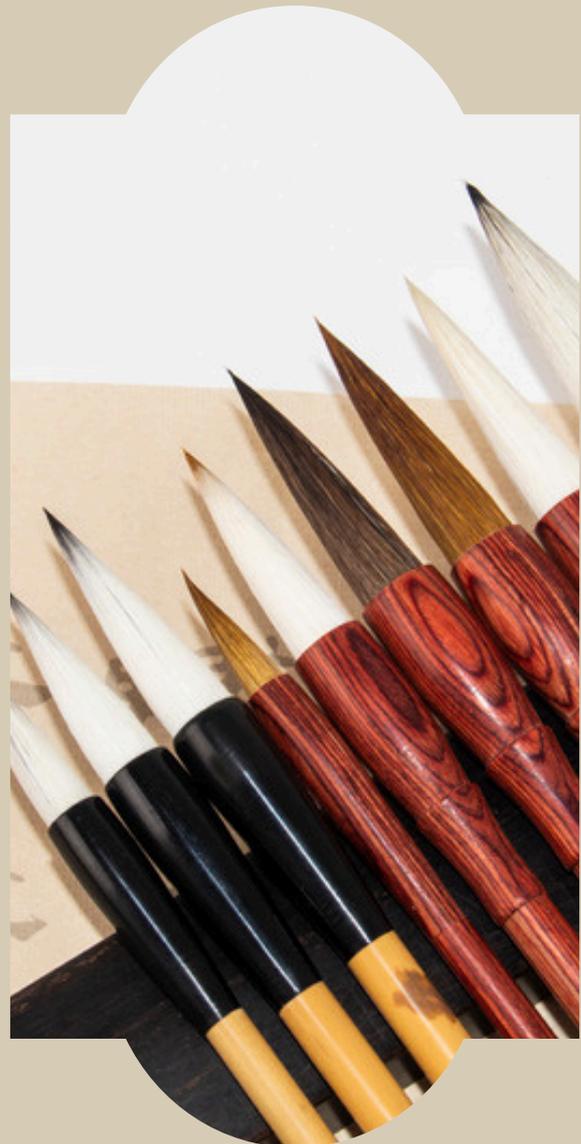
HOCKLIFFE LOWER SCHOOL  
BEDFORDSHIRE

FULL TIME | PERMANENT | L8-L14

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# WELCOME FROM CEO, PETER BARNES



Thank you for your interest in the Head of School role at Hockliffe Lower School. At Kingsbridge Educational Trust, we believe that every child deserves an exceptional education delivered with care, ambition and integrity. Our schools are united by a shared moral purpose: to improve life chances through high-quality teaching and inclusive practice.

Hockliffe Lower School is a valued member of our Trust family. It combines the warmth and community identity of a village school with the strength and support of Trust collaboration.

We are seeking a leader who will:

- Champion excellence in the classroom
- Nurture a culture of belonging
- Drive continuous improvement
- Develop staff and future leaders
- Work collaboratively across our Trust

This is an opportunity to lead with both autonomy and support – shaping the daily life of a school while contributing to wider Trust strategy.

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## **SAFEGUARDING**

Kingsbridge Educational Trust is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake enhanced DBS clearance and comply with all Trust safeguarding procedures.

# ABOUT HOCKLIFFE LOWER SCHOOL

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Hockliffe Lower School serves children aged 4-9 and sits at the heart of its village community.

As a small school, leadership is visible and impactful. The Head of School plays a central role in shaping culture, standards and community relationships.

The school is characterised by:

- Strong pastoral care
- Positive relationships
- High expectations of behaviour
- A commitment to inclusive practice
- Engaged families

## VALUES

Hockliffe is proud to be a Values School. It is this that determines the thinking and behaviour in school of all pupils and staff.

Through a Values-based Education, a positive culture for teaching and learning is created, which is based upon pupils and staff valuing themselves, each other and the environment.

*"Pupils are well cared for through the strong pastoral support they receive."*

*"Teachers have expert subject knowledge. They teach the curriculum well."*

Ofsted, March 2025



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# ABOUT KINGSBRIDGE EDUCATIONAL TRUST



## **BE ALL YOU CAN BE**

Kingsbridge Educational Trust is a growing multi-academy trust committed to:

- High academic standards
- Inclusive education
- Strong safeguarding culture
- Sustainable leadership
- Staff wellbeing and development

Our model combines:

- Clear Trust-wide expectations
- Collaborative curriculum development
- Centralised support (HR, finance, safeguarding, estates)
- Professional development networks

We believe in earned autonomy within aligned principles – our Heads of School lead their communities with clarity and purpose, supported by strong governance and executive leadership.

# JOB DESCRIPTION FOR HEAD OF SCHOOL

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## RESPONSIBLE TO TRUST LEADERSHIP/EXECUTIVE HEADTEACHER

### JOB PURPOSE

The Head of School will provide high-quality professional leadership and management to ensure the school delivers an outstanding education for all pupils. The postholder will lead the day-to-day running of Hockliffe Lower School, securing high standards of teaching, learning, behaviour, and safeguarding.

Working as part of the leadership structure within the Kingsbridge Educational Trust, the Head of School will contribute to the Trust's vision, collaborate with colleagues across the Trust, and support the development of a strong and inclusive school community.

The Head of School will promote a culture of high expectations, continuous improvement, and strong partnerships with families and the wider community.

### Safeguarding Leadership

- Provide clear leadership for the school, ensuring the Trust's vision and values are embedded in all aspects of school life.
- Contribute to the development and implementation of the school improvement plan.
- Work closely with the Executive Headteacher and Trust leaders to ensure alignment with Trust priorities.
- Lead school self-evaluation and ensure continuous improvement.

### Teaching & Learning

- Ensure consistently high standards of teaching and learning across the school.
- Lead the development of an ambitious and inclusive curriculum that meets the needs of all pupils.
- Use assessment information effectively to raise standards and close attainment gaps.
- Support staff development through coaching, mentoring and professional learning.
- Welfare Service, keeping attendance policies up to date and ensuring adherence to them.

## **Staff Leadership & Development**

- Lead, motivate and inspire staff to achieve the highest standards.
- Promote a culture of collaboration, professional growth and accountability.
- Manage performance and professional development of staff.
- Contribute to recruitment, induction and retention of high-quality staff.

## **Safeguarding and Pupil Wellbeing**

- Ensure safeguarding and child protection procedures are robust and effective.
- Promote a safe, inclusive and supportive environment for all pupils.
- Champion pupil wellbeing, behaviour, attendance and inclusion.
- Ensure statutory responsibilities are met.

## **School Operations**

- Oversee the day-to-day management and organisation of the school.
- Ensure effective systems are in place for behaviour, attendance and safeguarding.
- Work with Trust leaders to manage resources effectively and ensure value for money.
- Ensure compliance with statutory and Trust policies.

## **Community and Partnerships**

- Build strong relationships with parents, carers and the wider community.
- Represent the school positively within the Trust and the local area.
- Promote collaboration with other schools within the Kingsbridge Educational Trust.
- Strengthen links with local services and partners.



# PERSON SPECIFICATION

<b>Qualifications &amp; Professional Development</b>			
	Essential/Desirable	Application	Interview
Qualified Teacher Status	E	✓	
Degree or equivalent qualification	E	✓	
Evidence of leadership training (e.g. NPQSL, NPQH or equivalent experience)	E	✓	✓
Evidence of continuing professional development	E	✓	✓
NPQH (or working towards)	D	✓	
Evidence of safeguarding training at DSL level	D	✓	
Further relevant postgraduate study	D	✓	
<b>Leadership Experience</b>			
	Essential/Desirable	Application	Interview
Successful senior leadership experience (e.g. Assistant Headteacher, Deputy Headteacher or equivalent)	E	✓	✓
Proven track record of improving pupil outcomes	E	✓	✓
Experience of leading school improvement initiatives	E	✓	✓
Experience of performance management and staff development	E	✓	✓
Experience of working with governors	E	✓	✓
Experience in a small primary or lower school context	D	✓	
Experience within a Multi-Academy Trust	D	✓	
Experience of leading across more than one phase or key stage	D	✓	

# PERSON SPECIFICATION

<b>Strategic Leadership &amp; School Improvement</b>			
	Essential/Desirable	Application	Interview
Strong understanding of curriculum design and implementation	<b>E</b>	✓	✓
Ability to use data intelligently to drive improvement	<b>E</b>	✓	✓
Secure understanding of effective teaching and learning	<b>E</b>	✓	✓
Clear knowledge of assessment and standards in primary education	<b>E</b>	✓	✓
Commitment to inclusive practice and improving life chances	<b>E</b>	✓	✓
Understanding of safeguarding responsibilities and statutory requirements	<b>E</b>	✓	✓
Experience of working and leading staff teams	<b>E</b>	✓	✓
Experience of leading curriculum review and development	<b>D</b>	✓	
Experience of successful Ofsted inspection preparation	<b>D</b>	✓	
Experience of embedding inclusive provision for SEND and disadvantaged pupils	<b>D</b>	✓	
<b>Operational Leadership</b>			
	Essential/ Desirable	Application	Interview
Ability to lead day-to-day school operations effectively	<b>E</b>	✓	✓
Strong organisational and prioritisation skills	<b>E</b>	✓	✓
Clear understanding of behaviour systems and positive culture-building	<b>E</b>	✓	✓
Experience of implementing safeguarding systems and procedures	<b>E</b>	✓	✓

# PERSON SPECIFICATION

Ability to work effectively within Trust-wide frameworks and expectations	E	✓	✓
Experience of budget monitoring	D	✓	
Experience of managing staffing structures in a small school	D	✓	
<b>Personal Qualities &amp; Values</b>			
	Essential/ Desirable	Application	Interview
Leads with warmth, compassion and high expectations	E	✓	✓
Demonstrates integrity, resilience and professional courage	E	✓	✓
Builds high-trust relationships with staff, families and pupils	E	✓	✓
Clear communicator with strong interpersonal skills	E	✓	✓
Collaborative mindset and willingness to contribute to Trust strategy	E	✓	✓
Commitment to staff wellbeing and professional growth	E	✓	✓
Visible and values-driven leadership presence	E	✓	✓
Demonstrates system leadership beyond their own setting	D	✓	
Evidence of coaching and mentoring emerging leaders	D	✓	
<b>Safeguarding &amp; Ethos</b>			
	Essential/ Desirable	Application	Interview
Deep commitment to safeguarding and promoting the welfare of children	E	✓	✓
Strong moral purpose and commitment to inclusive education	E	✓	✓
Alignment with the values and strategic direction of Kingsbridge Educational Trust	E	✓	✓
Commitment to equality, diversity and inclusion	E	✓	✓