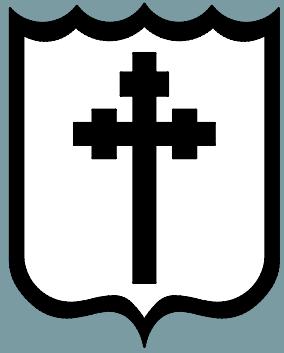


Headteacher Recruitment Pack

January 2026



ST. PHILIP'S
CHURCH OF ENGLAND
PRIMARY SCHOOL





Dear Applicant,

I am delighted that you are considering applying to lead the team at St Philip's Church of England (Voluntary Aided) Primary School. We are seeking to appoint an inspiring, motivating and strategically thinking Headteacher, with strong collaborative leadership skills, to be in post by September 2026.

St Philip's has a capacity of 210 pupils, with a current roll of 199 (plus a small but thriving pre-school). The school has a long tradition of serving the local Romsey Town community and strong links with the local parish church of St Philip's.

Our children are happy and well cared for. This is enhanced by a culturally diverse community which provides an embracing and inclusive experience for our pupils and parents.

The school was awarded "Good" status by Ofsted in November 2021. I am proud of our talented staff who worked hard to achieve that rating and have continued to do so since. Nevertheless, since then, a number of changes and pressures have presented challenges, which have put exceptional demands on our staffing and budget. We seek a Head with an appetite for wise management, who can lead our caring staff to continue the stabilisation and improvement that is already underway.

You will be aided in your role by a committed Governing Body who aim to balance support with intelligent accountability. The Governors will work with the Headteacher to continue to develop our school and the opportunities for our children. We recognise that leadership can sometimes be a lonely place and can reassure you that we will offer, and ensure you receive, the support you need from Governors, the Local Authority and our Diocese. You will also benefit from a committed PTA and an enthusiastic parent community.

As a church school, Christian values are central to our purpose and vision. Our last SIAMS inspection (January 2023) was graded "Good" - we are proud of our Christian heritage and the distinctive nature that this creates for our caring community.

We hope this pack will provide useful information about the school and encourage you to imagine yourself in the role of Headteacher. If you are excited about the opportunity of leading St Philip's with its supportive, forward-thinking team, strong community spirit and pupils who love to learn, please consider applying for this role. You can contact me at sfalk@stphilips.cambs.sch.uk with any queries, or to arrange a tour of the school.

Many thanks for your interest. We look forward to meeting you.

Dr Seb Falk
Chair of Governors





Dear Applicant,

I have been Vicar of St Philip's Church for a little over 3 years now but have known St Philip's School for the past 15 as both parent and local children's worker, and one of the gifts that I believe this school offers is its role in the local community of Romsey Town. Geographically we may be "Cambridge" but Romsey has its own identity and community feel. Here neighbours do genuinely want to get to know their neighbours! Local streets have street parties, there are local Allotment Societies, history groups, uniformed groups, many faith groups and every year 1000s of people flock to Mill Road Winter fair – a giant carnival that closes this busy commuter road turning it into a wonderful festival uniting the community. All this and the huge variety of other local groups help this part of Cambridge feel like a village in many ways, and the school has always been at the centre of that feeling. This is partly because it is the local school – it is not a school that parents have selected but one they come to because it is in their neighbourhood - that means it has wonderful diversity whilst holding everyone together with a common geographical connection.

If you are someone who has a real heart for connecting with the local community, this school, and all its stakeholders, will be right with you, and you will have a supportive and encouraging ally in the local church. St Philip's Church is a 10 minute (20 minute if you're in KS1!) walk up through the park and local streets to Mill Road. Our heart is, we believe God's heart, for the people here in Romsey, a huge number of whom are connected with the school; they go there, their family members go there, they went there as a child, they once worked there, they work there now... So many people are still linked with the school and have fond memories of it that there is a ready community with whom to connect.

In terms of St Philip's School's Church School status, the community provides a really interesting mix of individuals to work with. As already stated, people do not choose to come to this school because it is a Church school and so we have no right to force faith on them – but our Church status does influence our ethics and our values which in turn influence how we function as a school and we believe that is a gift which blesses the whole community. I personally come into the school every week for whole school Collective Worship, to offer pastoral support to staff one lunchtime a week and host a staff prayer time before school once a week – as well as being available for "grill-a-Vicar" sessions or specific RE topic sessions. The school, and I, also have links with GenR8 who work with schools and churches offering engaging ways to connect with God and children's spirituality more generally, either through assemblies or prayer spaces (permanent and pop-up). And of course The Church Schools of Cambridge (CSoC) not only financially support the school in very significant ways but also offer wellbeing sessions, prayer spaces and sessions for exploring topics more reflectively. Currently the school also come to the church for end of term services, and other seasonal visits and the choir sing at the church for Mill Road Winter Fair. In the past the church has hosted prayer stations for school visits and offered meeting rooms for staff wanting to be off site and has also provided refuge in emergency during snow days!

There is a wealth of spiritual support to call on and willing people to work with, all of whom understand the complexities of this unique Church School and its place within the community.

One of the reasons I love being Vicar in this area is that it offers a community feel with the challenge of huge diversity within that community; diversity of socio-economic status, education, faith, nationality etc – this is not an homogenous community and yet it is small enough for many people to know each other and want to know each other. In our current world where divisive rhetoric seems dominant, teaching our children the value of learning about and respecting each other and working together for the benefit of all feels of vital importance and since St Philip's School is, so often, the point at which all our worlds meet – there is wonderful potential in helping our children navigate a different way through life. I look forward to working with you to fulfil that potential.

Revd Ruth Barry
Vicar St Philip's Church and Foundation Governor





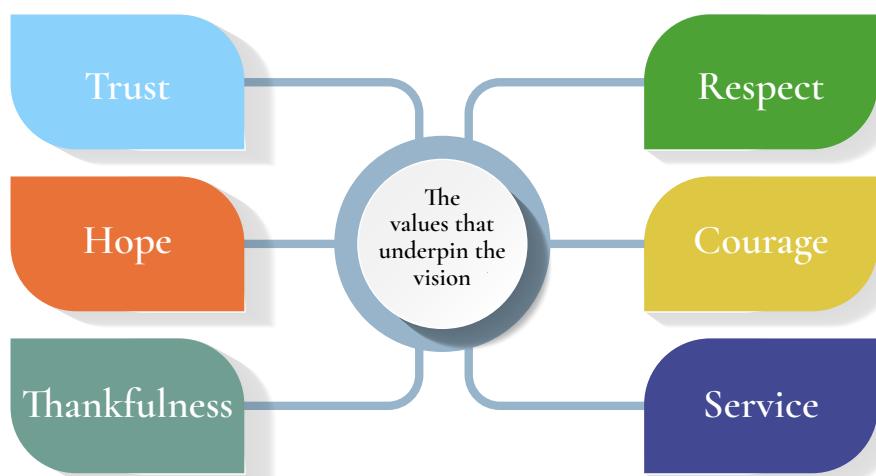
About St Philip's Primary School

Vision

At St. Philip's we strive to inspire confident children with high self-belief who also understand the power of believing in others. In this culture of compassionate love we build trust, where all are valued. We learn to show respect to all, growing in our sense of belonging with both hope and thankfulness. By becoming courageous learners and developing personal integrity, children of St. Philip's will flourish and take their place, serving as citizens of the world.

'An Aspirational Community, Held Together with Love'

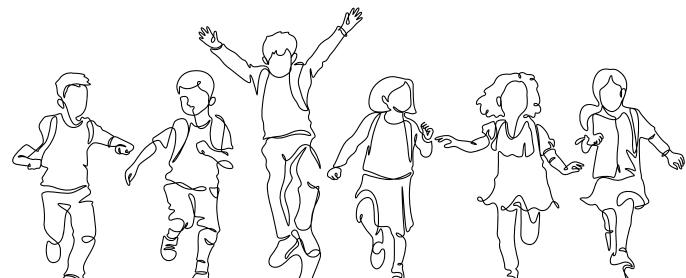
Our school vision permeates all we do at St. Philip's. Every thought, decision and interaction is informed by the school's vision. It has been developed in conjunction with our community to reflect and serve them.



Organisation

Until recently the school's Published Admission Number was 45; this has recently been reduced to 30 per year group. There are currently 199 pupils on roll (plus a small but thriving pre-school) St. Philip's serves the diverse Cambridge community. 46% of our pupils have English as an additional language, 31% are in receipt of Pupil Premium funding, whilst 18% are on the SEN register, of whom 20% have an EHCP or an ENCNA.

In the 2025/26 academic year we have one Reception class, two classes in Key Stage 1, two lower Key Stage 2 and three upper KS2.





About St Philip's Primary School

To meet the needs of busy working local families, we have an all-day Pre-school; this currently has 18 children on roll. Wraparound care is provided by Premier Education, which also offers holiday clubs on the school site. Both the Pre-school and Wraparound service enable integrated care and support, while providing an environment that enhances pupils' experience.

Teachers work closely together and are well supported by a strong team of teaching assistants, a family worker, midday assistants and office staff. We have a committed group of governors with a range of experience, who work collaboratively with the Senior Leadership Team.

The SLT is led by the established Deputy Headteacher (currently Interim Headteacher), an Assistant Headteacher and a SENCO without direct teaching duties.

What are staff looking for in a Headteacher?

The staff prize the community that is St Philip's. It is the key strength to the friendly and caring environment for children and families, in which everyone is included and nurtured so they can flourish. Therefore, our Headteacher must show clear leadership to build on the evident team spirit and grow the school at every level towards our goals.

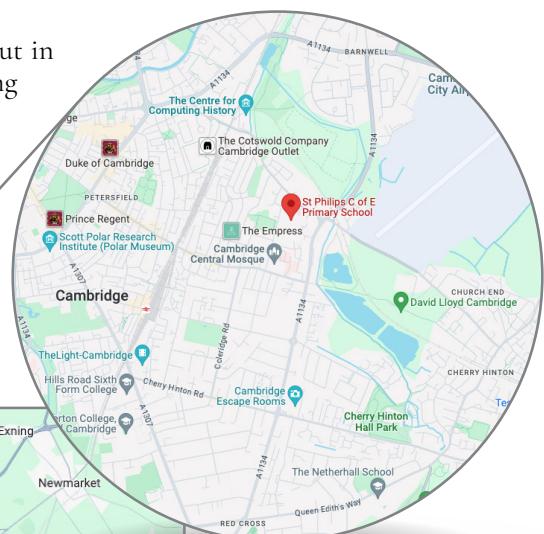
The staff goal for the medium term is that St Philip's is a thriving, inclusive school within our community, in which all children and staff flourish. This will be evidenced in low staff turnover and more stability across the key activities along with good educational outcomes. The headteacher must relate effectively to pupils, to parents/carers and to staff at every level.

Our Location & Community

St Philip's serves the vibrant community of Romsey Town, within the city of Cambridge. It is an exciting place to live, full of opportunities for social, educational, cultural and sporting activities. It has all the benefits of a city, but is compact, with plenty of green space. Transport connections are good, with the fastest trains to London taking under 50 minutes.

Within the city, the ward of Romsey has a special character. Largely laid out in the Victorian era to support the nearby railway station, it has a very strong community, and its population is growing as former industrial sites along the railway are converted into high quality housing developments for Cambridge's burgeoning population. Through the ward runs Mill Road, well known within Cambridge and beyond as a culturally rich street full of attractive shops and places to eat and drink.

St Philip's Church, closely linked to the school, are several churches serving the local community.





About St Philip's Primary School

Between the church and the school is Romsey Recreation Ground, a popular park where many of our pupils play after school and where the school and PTA hold sports days and community events. Among the newest additions to Mill Road, just around the corner from the school, is the Cambridge Mosque, winner of several awards for its stunning architecture and sustainability.

Our Buildings & Facilities

The school occupies an enclosed site down a quiet driveway close to Romsey Recreation Ground and is surrounded by houses and allotments. The main school buildings date from 1986, with an extension to provide three additional classrooms and an enlarged staff room built in 2009. The front part was extensively refurbished and remodelled in 2024.

At the heart of the school is the large hall, which adjoins an attractive atrium, onto which many of the classrooms open. The Reception and Pre-School children have their own wing, with a calm, well equipped play area full of opportunities to develop physical skills and enjoy nature. There is a large general playground, with a trim trail, football goals and other equipment.

Curriculum

The Ofsted inspectors in November 2021 praised the school's 'ambitious and relevant curriculum'. The core subjects are rigorously and creatively taught, with a recent reform of the phonics programme yielding good results. Pupils are encouraged to practise metacognition to begin to take ownership of their own learning.

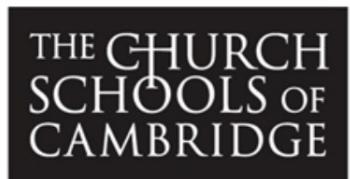
Each subject is championed by a leader who ensures that the curriculum is up-to-date and effectively resourced, and who supports the teaching team in its delivery. The school is focused on pupils' personal development, and the PSHCE programme is augmented by termly Values Days, where pupils learn in varied ways about looking after themselves and others in society. They are also encouraged and supported to make their voices heard through the School Council.

Pupils engage in a range of creative opportunities, both woven into the curriculum and available as extra-curricular clubs at lunchtimes or after school. Clubs can range from choir and musical theatre to taekwondo, football and art. Many clubs are free, staffed by parents/carers and other volunteers, and we are keen to welcome more volunteers into the school, as well as to ensure that creative opportunities are as broad and rich as possible.

Church Schools of Cambridge

St Philip's is one of four CofE primary schools owned and actively supported by the Church Schools of Cambridge trust (CSoC); the Trust also has a quarter share in the St Bede's secondary school. First founded around 1703, the Trust's vision is to "grow Christian environments where children can learn and flourish." St Philip's and two others are currently local-authority-maintained Voluntary Aided schools and the fourth is an academy, part of the diocesan multi-academy trust.

The Trust owns the land and school buildings. It is financially strong and not only contributes to the maintenance and development of the fabric of the school, but also provides additional grants to support pupil needs, staff and leadership development, and special initiatives. It supports the RE curriculum with workshops, exhibitions and materials. St Philip's has benefited from the Trust by over £150,000 in recent years. For more information see the Trust's website: www.csoc.org.uk





About St Philip's Primary School

CSoC appoints half of the school's Foundation Governors. The other half are appointed by the Diocese of Ely, which also assists the school through the Diocesan Board of Education. Other non-Foundation governors represent parents/carers, staff and the local authority.

Parental Involvement

St Philip's encourages parents and carers to be actively involved in their children's education, and in the wider life of the school. Parents and carers are welcomed in as volunteers, running clubs and supporting school trips.

There is a very active PTA, which aims to build relationships between parents/carers, teachers and other community members. It campaigns to raise funds to support school events and equipment and has successfully bid for external funding. It also organises regular and popular events such as fêtes, bake sales and fun runs.

What are Parents and Carers looking for in a Headteacher?

Parents and carers who would like to see a stable, inspiring, emotionally intelligent leader who:

- creates a caring, inclusive and nurturing environment
- values both wellbeing and academic growth
- engages and motivates staff
- is visible and approachable
- sets a clear, forward-looking vision for St Philip's.

Additional Sources of Support

No Headteacher should feel alone in shouldering the burden of leadership, and you would benefit from multiple sources of support at St Philip's. The CSoC Heads meet regularly, and are supported by a Diocesan Regional Advisor, who visits the school at least once each term. CSoC has also provided grants for coaching and leadership development. In addition, the school receives advice and support from Cambridgeshire County Council, which includes extensive opportunities for professional development and training, including "New to Headship" training, alongside more general wellbeing and mental health support.

There is a strong Headteacher community in the area, with schools organised in clusters. St Philip's is part of the "Schools South of the River" cluster; its Headteachers meet on a regular basis, and one of them represents the cluster on the Cambridge Primary Headteachers' Forum. There are termly conferences for all Headteachers within Cambridgeshire.





Job Description

Our school vision permeates all we do at St. Philip's. Every thought, decision and interaction is informed by the school's vision. It has been developed in conjunction with our community to reflect and serve them.

Core Responsibilities

Work to implement the School vision – specifically:

1. To provide outstanding professional leadership and management for St Philip's Primary School
2. To ensure the highest possible quality and breadth of education for our children
3. To manage teaching and learning as the school's lead professional
4. To ensure the learning environment is safe, productive and inspiring for children and staff
5. To strengthen relationships and build partnerships with parents, carers and the local community
6. To work effectively with the governing body, providing accountability in all areas
7. To promote equality of opportunity for all children and families, respecting diversity and ensuring that all members of the school community feel safe and welcome
8. To lead the school's distinctive status as a Church of England school.

The above responsibilities will be delivered in the following four areas:

1. Leadership and Management

The Headteacher will work effectively with the Senior Leadership Team, staff and governors, to:

1. help set the school's strategic direction
2. recruit, retain and deploy high quality staff appropriately for the school's aims
3. manage staff fairly and effectively, ensuring that all staff are supported, valued and motivated to work as a team
4. ensure school buildings and facilities are maintained and developed to meet the school's current and future needs
5. work with senior staff to propose and monitor budgets whilst delivering sound financial management
6. provide strong, values-driven leadership that welcomes diverse views, both offers and accepts challenge
7. model and motivate the whole school community to meet high behaviour standards that support staff and children's safety, wellbeing, and learning
8. lead by example while remaining fully approachable and visible across the school.

2. The Curriculum and Teaching & Learning

The Headteacher will be responsible for developing and maintaining a rich curriculum, and ensuring high standards of teaching and learning, so that every child can reach their full potential. This will include:

1. overseeing the curriculum to ensure that it is purposeful, ambitious and inclusive, responding to the needs of different cohorts and engaging children in the love of learning
2. monitoring and evaluating the quality of teaching, using effective appraisal mechanisms to ensure that teaching is of the highest quality right across the curriculum
3. monitoring pupils' learning and progress, using targets and data as appropriate to improve attainment for all children
4. developing a curriculum in which core and non-core subjects are supported and resourced to provide pupils with a rich education
5. ensuring that PPG and SEND children are supported, monitoring progress and implementing interventions where necessary
6. ensuring that all pupils are supported and stretched appropriately and find learning both enjoyable and challenging
7. making a rich and varied educational experience available to all pupils by including a variety of extra-curricular opportunities.



Job Description

3. Community, Partnerships and Stakeholder Relationships

The Headteacher will show the highest standards in representing the school to all individuals and groups within and outside the school. This will include:

1. working closely with parents and carers, ensuring that they are kept informed of their children's progress, feel included in the school community, and are supported to work with the school in pupils' best interests
2. increasing and enhancing opportunities for parents and carers to be involved in the life of the school, including volunteering
3. working closely with parent/carer groups, particularly the PTA, in the school's best interests
4. establishing and maintaining partnerships with other local schools, including the other church schools belonging to the Church Schools of Cambridge (CSoC) trust, in order to share and maximise best practice and support pupils' smooth transitions from nursery and onwards to secondary school
5. developing links with the local community and wider city in order to cement the school's place at the heart of the community
6. promoting an honest and positive image of the school, supporting parent choice and providing information through the school website.

4. Accountability, Governance, and Respect

The Headteacher will be accountable to internal stakeholders and external agencies for the school and its work. In particular, they should:

1. ensure that the school is fully compliant with all its legal responsibilities, particularly those concerning the safety of staff and pupils
2. present a coherent and accurate account of the school's performance as appropriate for school governors, parents, the local authority, local community and Ofsted
3. work positively and in a timely fashion with the governing body to implement the school's vision and monitor performance
4. work in partnership with St Philip's Church, CSoC, the diocese of Ely and the local education authority
5. create conditions in which pupils, staff and the school community feel free to speak up and be heard if they have concerns or ideas for improvement
6. model the school's vision, Christian values and ethos at all times.

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

Criteria	Qualities
Qualifications & Experience	<ol style="list-style-type: none">1. Qualified Teacher Status or DfE recognised teaching qualification2. Successful experience as Head or Deputy Head of a primary school (State or Independent)3. NPQH4. Evidence of recent and relevant CPD relating to school leadership and management, curriculum, teaching and learning, safeguarding, finance and H&S5. Clear understanding of up-to-date safeguarding procedures and ability to promote and safeguard the welfare of pupils
Qualities & Knowledge	<ol style="list-style-type: none">1. Lead by inspiring, motivating and managing through teamwork2. Lead by example with integrity, creativity, resilience and clarity3. Communicate the school vision, working with Governors to drive the strategic leadership4. Knowledge and experience of a range of teaching, learning and assessment strategies that meet the needs of all pupils5. Effectively use pupil data and evaluation of teaching and learning to establish priorities for school improvement6. Knowledge of SEND needs and managing systems of support7. Approachable and visible to children and parents8. Self-motivated with good organisational and IT skills and the ability to prioritise, and deploy resources and delegating workloads effectively9. Inquisitive and able to think creatively, solve problems and make sound decisions10. Value diversity, the unique place every individual has and the contribution they make to our learning community
Relationships with Pupils & Staff	<ol style="list-style-type: none">1. Lead professional development and ensure the wellbeing of all staff2. Have high standards and expectations for all children irrespective of any disadvantage by understanding how to use effective monitoring and evaluation to develop teaching and learning3. Able to build and develop effective working relationships by encouraging a culture of openness and accountability
Faith Commitment	<ol style="list-style-type: none">1. Committed to leading the development of a distinctive Church school ethos based on Christian values





Key Dates & Application Process

Key Dates

School Visits

Monday 26th January to Friday 30th January

- Our Chair, Dr Seb Falk, is available to meet candidates to tour the school in the week commencing Monday 26th January. Please contact to organise: sfalk@stphilips.cambs.sch.uk

Closing Date for Applications

Saturday 31st January at 11:59pm

- Please complete the application form and attach your personal statement. Your personal statement should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application. All applications must be made through My New Term.
- Please note, CVs will not be accepted as an application.
- Applications received after the advertised date and time will not be considered.

Shortlisting

Tuesday 3rd February

- We will contact soon after Tuesday 3rd to let you know if you have been shortlisted for interview or not. You will receive further details via email to support your preparation.

Assessment Day

Wednesday 11th February (St Philips Primary School, 2 Vinery Way, Cambridge CB1 3DR)

- The assessment day selection process will consist of a range of tasks, presentations and an interview with a panel.

Notification of Outcome

- All candidates will be notified of the outcome by Friday 13th February.

Start Date

- The successful Headteacher will be required to take up the post on 1st September 2026, or earlier by negotiation.





Key Dates & Application Process

Safeguarding

St Philips Primary School is committed to safeguarding children and young people. Our policy and practice is in line with the Department for Education's most recent 'Keeping Children Safe in Education' Guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the school or who is who is likely to be perceived by the children as a safe and trustworthy adult. Safer recruitment practice includes scrutinising applicants, online checks, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.

Disability Adjustments

St Philips is an equal opportunities employer; we will ensure that all our recruitment and selection practices reflect these commitments. We want to ensure that all candidates can fully participate in our recruitment processes and demonstrate their full potential. Requests for adjustments will be reviewed carefully and treated in confidence. The information that you share with us as part of this request will not affect how your application proceeds.

References

In line with safer recruitment guidance, references will be requested after shortlisting. We will require two satisfactory references before a job offer is confirmed, one of which must be your line manager / Headteacher / Chair of Governors in your present or most recent employment. Please remember to check that your referees are available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

Pre-Employment Checks

Alongside satisfactory references, all staff are required to undertake employment checks which include:

- Right to work in the UK (ID check)
- Qualification checks
- Barred List check
- Childcare Disqualification Check
- Online Search
- Health Checks

Disclosure & Barring Check

All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the school with upfront disclosure of all unspent convictions, cautions, reprimands or warnings.

A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy subsequently comes to light.

Get In Touch

 St Philip's Church of England Primary
School 2 Vinery Way,
Cambridge,
Cambridgeshire,
CB1 3DR

 01223 508 707

 office@stphilips.cambs.sch.uk



Job Advert

Location _____ Vinery Way, Cambridge, CB1 3DR
Contract Type _____ Permanent
Contract Term _____ Full Time
Salary _____ L11 to L21 (£66,368 to £84,699
Closing Date _____ 31st January 2026
Interview Date _____ 11th February 2026
Start Date _____ September 2026 (sooner/later by negotiation)

St Philips is entering an important new phase in its development. With a clear commitment from governors to sustained improvement, we are seeking an ambitious and resilient Headteacher who can provide strong, values-led leadership and drive positive change for our pupils, staff, and community.

About St Philips

St Philip's CE Primary School is Voluntary Aided and single FE. We have a wonderful mix of small community feel and huge diversity within the thriving, bustling city of Cambridge. Our Christian values reflect our respect for and support of everyone. Our main aim is to nurture children to become courageous learners and develop personal integrity, so they flourish and take their place, as citizens of the world

You will be joining a vibrant and welcoming school – an exciting place to work with children from a wide range of backgrounds within a tight-knit community. Our staff are extremely well-motivated, as well as compassionate; they work hard deliver a first-class education. The school has a team of dedicated Governors who are committed to bringing positivity as well as support to the school as it continues the next chapter of its journey.

What we offer

- a strong culture of responsive pupils who demonstrate our values
- a highly committed staff, looking for a firm and fair leader
- Christian values which show care for everyone, of any faith or none
- a strongly supportive governing body willing to tackle the key issues
- direct support for the Head through a local Trust, networks and both LA and Diocese.

Visit us

Our Chair, Dr Seb Falk, is available to meet candidates to tour the school in the week commencing Monday 26th January. Candidates are welcome to contact him directly with any queries about the role: sfalk@stphilips.cambs.sch.uk

Application Process & Key Dates

Applications are to be made via My New Term using the application form and a supporting statement. Please ensure a focus on the supporting statement, which will be taken into consideration. Please note, CVs will not be accepted as an application.

- School Visits Monday 26th to Friday 30th January
- Closing Date Saturday 31st January
- Assessment Days 11th and 13th February

In line with safer recruitment guidance, references will be requested after shortlisting. Please ensure your referees are aware of your application.

Disability Adjustments

St Philips is an equal opportunities employer. We want to ensure that all candidates can fully participate in our recruitment processes and demonstrate their full potential. Requests for adjustments will be treated in confidence. The information that you share with us as part of this request will not affect how your application proceeds.

Safeguarding Statement

St Philips is committed to safeguarding the wellbeing of our pupils and young people. All successful candidates will be subject to an enhanced DBS check. Further information about the disclosure can be found by clicking the button.

Web Link