

LADY ZIA WERNHER SCHOOL



enable



improve



impact



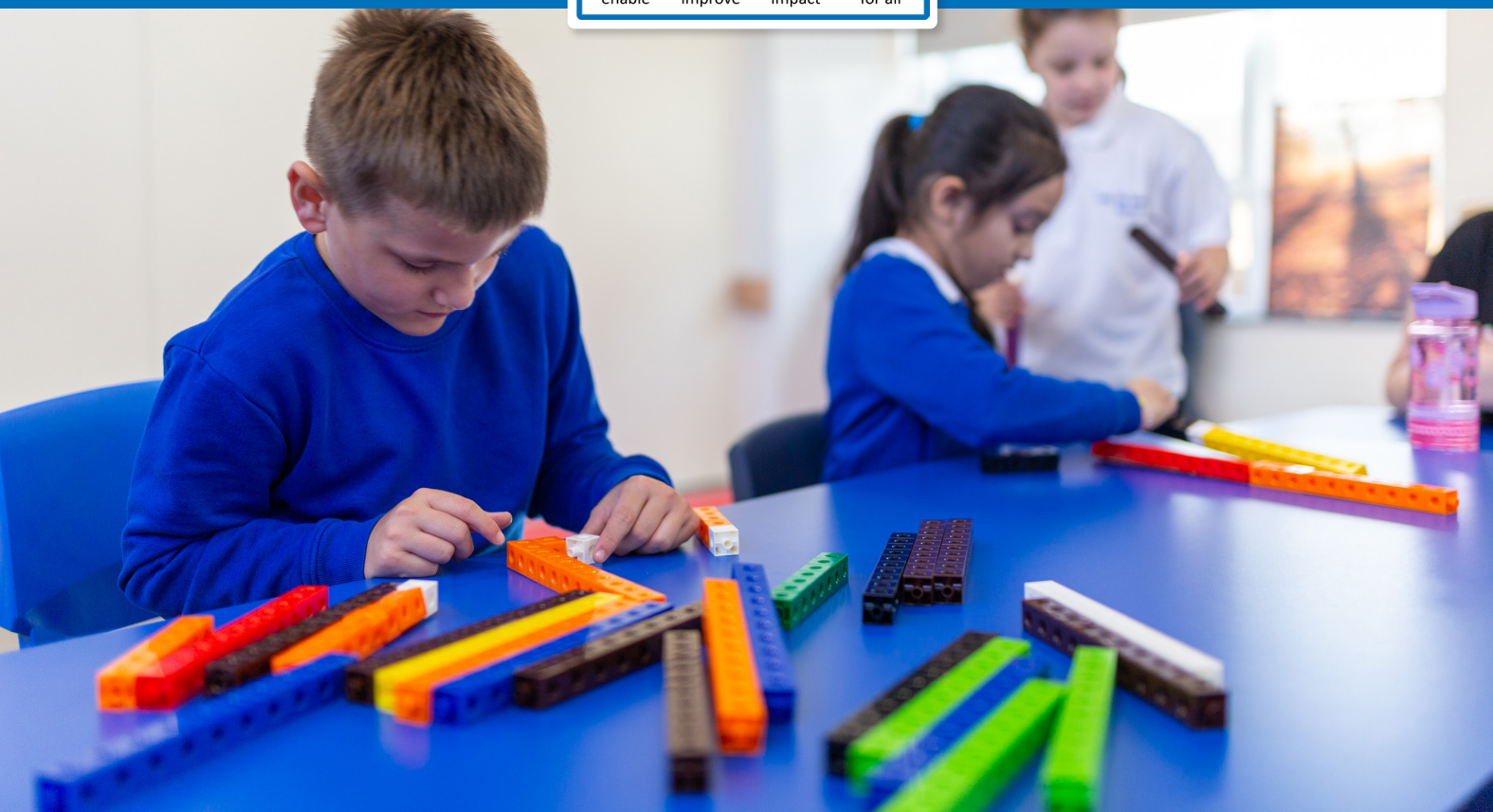
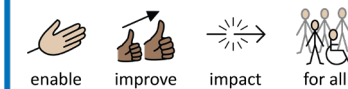
for all

# Headteacher Candidate Pack

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## Welcome

Dear Candidate

On behalf of the Board of Governors I would like to thank you for your interest in our Headteacher vacancy, which has arisen due to the retirement of our high performing Headteacher in August 2026.

We are looking for a new, highly motivated and motivational Headteacher who will build on our outstanding successes with: strong leadership; exceptional strategic vision; and excellent tactical delivery.

At the end of this Candidate Pack you will find contact details should you wish to discuss the role further and also if you would like to arrange a visit to one or both of our school sites.

It is hoped that the information provided in this Candidate Pack plus any visits and conversations you have with us will encourage and enthuse you to apply for this exciting and challenging role.

We look forward, very much, to receiving your online application via MyNewTerm if you feel you have the values, ethos, skills, strengths, attributes, experience and potential that we are seeking.

Yours faithfully

Jim Horsted

Chair of Governors

## About Us

### Our Background

Founded in Stopsley (LU2 9AY) in 1964, our School is a maintained Luton community special school educating children in EYFS, KS1 and KS2.

In September 2023 we expanded to a 2<sup>nd</sup> site in Leagrave (LU4 9ND) in response to the growing local demand for SEND support and special schools.

By September 2026, it is anticipated that there will be approximately 295 pupils across the two sites with our capacity levelling off at circa 300 children.

Our children have severe or profound learning difficulties. Additional pupil needs can include physical, sensory and communication impairment, autistic spectrum disorder and complex medical needs.

Our School aims to enable all to be the best they can be. Our curriculum (identical across both sites) offers pupils engagement in differentiated teaching and learning, supporting pupil progress and achievement.

We celebrate success at all levels of education, equipping children for the next steps in life. This successful learning most effectively happens when the school, specialists and families work in strong partnership.

### Our Vision

Our vision is for us to be a special place of respect, passion, creativity and learning that seeks improvement and impact for all to enable pupil voice, curiosity, independence and happiness for today and tomorrow.

### Our Behaviours

In order to achieve our vision for our children, we

- Work constructively and positively as one cohesive team
- Actively listen to everybody and create non-judgmental space
- Have honest and open discussions and challenge with love
- Respect, encourage and support each other and team decisions
- Have a growth mindset that celebrates success and achievement
- Empathetically look after each other and enjoy relaxing together

### What We Offer

Our new Headteacher can expect from us

- An open, empathetic, supportive and challenging environment
- An egalitarian, collegiate, inclusive, positive and engaged team
- An already successful school that can become even more successful
- An opportunity for personal growth, development and achievement
- An attractive remuneration package including teachers' pension enrolment

### What We Seek

Our new Headteacher will

- Embody, exemplify and champion the school's core values, beliefs and ethos
- Lead, motivate and inspire our children and our staff to optimum success
- Engage with and positively influence our parents and other key stakeholders
- Enable the school's vision, aims and ambitions to be fully met or exceeded
- Build on our outstanding educational performance for the benefit of our children





## Job Description

<b>Job Title:</b>	<b>Headteacher</b>	<b>School Group:</b>	<b>Group 7</b>
<b>Spine Range:</b>	<b>29 to 35</b>	<b>Salary:</b>	<b>Competitive within spine range</b>
<b>Contract:</b>	<b>Standard permanent terms</b>	<b>Pension:</b>	<b>Teachers' Pension Scheme</b>
<b>Start Date:</b>	<b>1st September 2026</b>	<b>Medical:</b>	<b>Questionnaire required</b>

This job description is based on the National Standards of Excellence for Headteacher January 2015. The Teachers' Standards (2011, as amended), including the Personal and Professional Code of Conduct which applies to all teachers, provide a foundation upon which the standards for Headteacher are built.

All Headteachers are required to carry out their professional duties in accordance with the School Teachers Pay and Conditions Policy.

### The role of the Headteacher

The Headteacher's role is to embody the vision and leadership for the school enabling children and staff to achieve effective learning through ensuring outstanding education provision; and to inspire and influence others within and beyond the school through innovative and entrepreneurial approaches.

The Headteacher will

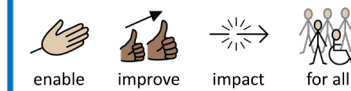
- Be an inspirational and visionary leader
- Evaluate school performance and identify priorities for improvement
- Impact on the quality of teaching and pupils' achievements
- Promote excellence, equality and high expectations
- Exercise strategic financial planning to ensure equitable deployment of budgets and resources
- Work effectively with the Governing Body
- Secure the commitment of the wider community
- Influence and shape the teaching profession

### Qualities and Knowledge

The Headteacher will work with the Governing Body and others to create a shared vision and strategic plan for the school that inspires and motivates pupils, staff and all other members of the school community and develops the ethos of the school in line with its core aims and values.

The Headteacher will

- Demonstrate through their action and behaviour, the ethos of the school and encourage all staff to act as positive role models
- Develop the vision for the school in consultation with parents, staff, governors and other stakeholders
- Work with the school community to translate the vision into agreed aims, objectives and strategic plans that will promote and sustain school improvement
- Develop policies and strategies to implement the aims and objectives



## Job Description

- Ensure that all staff promote excellence, equality and high expectations for all pupils
- Ensure the whole school community is engaged in systematic, rigorous self-evaluation of the work of the school and, working closely with the Governing Body, ensure that the school improvement priorities are identified as a result of this process
- Effectively manage the school budget by ensuring that planning, monitoring and reporting of the school's finances are undertaken in accordance with statutory and local requirements
- Maintain the inclusive ethos of the school culture and curriculum which take account of the richness and diversity of the school's varied communities
- In collaboration with members of the Strategic Leadership Team promote a high level of staff involvement, challenging, influencing and motivating others to fulfil their potential and create a shared culture and positive climate
- Demonstrate personal enthusiasm for and commitment to the learning process, giving and receiving effective feedback and acting to improve own performance
- Maintain professional links with universities in order to promote training and research opportunities related to the specialist teaching approaches adopted within the school.
- Initiate and support research and debate about effective learning and teaching and develop relevant strategies for appraisal
- Advise governors on developments in educational thinking and local and national initiatives that might benefit the school
- Maintain, support and develop effective working relationships with members of the school community for example, parents and local businesses and other stakeholders





## Job Description

### Pupils and Staff

The Headteacher has a central responsibility for raising the quality of teaching and learning and for improving pupil achievement within the school. The Headteacher will promote a successful learning culture which impacts on the achievement of all pupils and demonstrates high expectations for all.

The Headteacher will provide for the development of staff to ensure the acquisition of the necessary skills and knowledge which will promote equality, respect diversity and challenge stereotypes in order to promote the rights of children and young people.

The Headteacher will

- Create a positive culture in which everyone is valued and respected
- Listen and respond to pupils and those educating them to identify the pupils' stage of development, needs, experience, interests and aptitudes
- Be innovative in the development of a coherent and differentiated curriculum which is relevant to the needs and aspirations of all pupils and their future lives
- Monitor, evaluate and review classroom practice to maintain standards and promote strategies for school improvement
- Acknowledge excellence and challenge poor performance across the school
- Ensure that detailed and accurate data is collected and reviewed to identify the strengths and areas of development for the school
- Ensure individual staff's professional conduct and practice are clearly defined, understood and agreed and are subject to rigorous annual review and evaluation
- Ensure all staff take responsibility for reviewing their own practice and achievements, and through the Appraisal and Professional Job Review process set personal targets and take responsibility for their own personal development
- Develop leadership capacity within the school by identifying and nurturing future leaders
- Delegate leadership and management tasks and monitor their implementation
- Initiating and supporting research and debate about effective learning and teaching
- Seek opportunities to foster collaboration with other schools and organisations for the benefit of enhancing teaching and learning
- Maintain collaborative links with other Special Schools - for example the Special Schools Moderation and Assessment Group (SSMAG) and the Federation for Leaders in Special Education (FLSE)

### Systems and Processes

The Headteacher is responsible for providing effective organisation and management of the school and seeking ways to improve outcomes and performance based on rigorous self- evaluation. This includes ensuring a safe learning environment, which sets the safety of pupils and the whole school community at the heart of the school's working practices.

The Headteacher will

- Create an organisational structure that reflects the school's values and enables the management systems, structures and processes to work effectively in line with legal requirements
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities and ensure that learning is at the centre of strategic planning and resource management



## Job Description

- Support the Governing Body to understand its role and associated responsibilities and deliver its functions effectively – in particular, its functions to set school strategy to secure effective teaching and learning, standards of achievement and hold the Headteacher to account for pupil, staff and financial performance
- Assist the Governing Body in the development of school-based indicators as a basis for monitoring and evaluating educational performance and the best value use of resources
- Develop and present a coherent, understandable and accurate account of the school's performance to the Governing Body on a regular basis and in line with an agreed timetable
- Ensure the Governing Body are fully aware of their responsibility towards establishing and monitoring the systems and culture of the school, to promote and safeguard the welfare of children
- Take responsibility for establishing and monitoring the systems and culture of the school to ensure that child safeguarding practices are fully embedded
- Maintain collaborative working relations with specialist teams and multi- agency services within the Local Authority and beyond in order to secure a holistic approach to safeguarding and pupil welfare
- Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice
- Maintain distributed leadership throughout the school, developing teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making





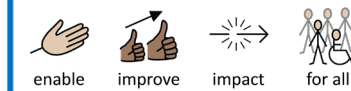
## Job Description

### The Self-Improving School System

The Headteacher will innovate and drive change through engagement with the internal and external school community, embracing the opportunity to influence the system and raise education standards. This will include collaborating with other schools, parents and carers, and other organisations to improve the life chances of all children and young people. The Headteacher will continue to develop and promote the Outreach Service.

The Headteacher will

- Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovative initiatives
- Establish the profile of the school and determine its capacity to work with other schools and organisations in a mutually supportive and challenging way
- Value internal and external accountability and understand its importance in securing the future of the school
- Keep abreast of current methodologies and research in education, including those which relate to the education of pupils with special educational needs as well as education in the wider sense, in order to inform practice and provide the basis for self-regulation and self-improvement
- Be open to new innovations with regard to leadership, governance and school improvement
- Maintain working partnerships with Further Education providers offering trainee teacher placements that will promote teaching children with SEND



## Job Description

- Maintain and develop the Outreach Team in order to build effective learning communities and support colleagues across the Local Authority and beyond to secure excellent achievements for all pupils
- Fully utilise the on-site training facilities to provide high quality training to professionals, parents and the wider community
- Promote and develop staff skills and knowledge through the provision of bespoke SEND training
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Develop and facilitate close working relationships with colleagues from Health and Social Care to identify pupil outcomes and ensure that the provisions identified in the pupils' Education, Health and Care Plans are addressed
- Seek opportunities to invite parents and carers, community figures, businesses and other organisations into the school to enhance and enrich the school and promote its value to the wider community
- Ensure learning experiences for pupils are linked into and integrated with the wider community through engagement within and beyond the school
- Inspire and influence others to value the importance of education for all young people and act as an advocate for pupils with special educational needs, championing their entitlement to an education that is broad, balanced and relevant





## Person Specification

The selection of shortlisted candidates for interview will be based on the extent to which each candidate's responses in their MyNewTerm online application meet, or do not meet, the essential and desirable attributes listed below. Please provide clear and concise evidence in your application of how you meet these essential and desirable attributes.

1 = Application Form    2 = Interview    3 = Test    4 = Proof of Qualification    5 = Practical Exercise

Essential (E) - without which candidate would be rejected    Desirable (D) - useful for choosing between candidates

Attributes		Essential / Desirable	How Assessed
<b>Qualifications</b>	Qualified Teacher Status or PGCE	E	1, 4
	Evidence of recent and relevant CPD in an accredited area of training or leading to a further professional qualification	E	1, 2, 4
	Degree	D	1, 4
	NPQH	D	1, 4
	Accredited Post graduate training in SEND	D	1, 4
<b>Experience</b>	Leadership in a SEND setting	E	1, 2
	Teaching in a specialist or SEND setting with experience of the primary phase	E	1, 2
	Leading whole school initiative(s)	E	1, 2
	Resource management including financial and human	E	1, 2
	Senior leadership	D	1, 2
	Experience of working in partnership with other schools	D	1, 2
	Multi-professional working	D	1, 2
	Experience of teaching in a multi-cultural environment	D	1, 2
	Experience of headship in a special school setting	D	1, 2
<b>Skills Abilities and Knowledge</b>	Demonstrable ability to improve the quality of learning and teaching	E	1, 2, 5
	Demonstrable knowledge and understanding of outstanding SEND classroom practise	E	1, 2, 5
	Demonstrable ability to use performance data to drive school improvement	E	1, 2, 3
	Demonstrable ability to motivate, develop and inspire staff	E	1, 2
	Demonstrable ability to manage change to support whole school improvement including the effective use of appraisal	E	1, 2
	Ability to articulate a clear vision for the school, develop coherent strategies to support the vision, create consensus and lead implementation	E	1, 2, 5
	Ability to be an effective member of the school team and provide appropriate leadership	E	1, 2, 5
	Interest in networking and collaboration with other schools (both mainstream and special)	E	1, 2, 5



## Person Specification

Attributes		Essential / Desirable	How Assessed
<b>Skills Abilities and Knowledge</b>	Ability to ensure robust financial and resource management	E	1, 2, 3
	Ability to set a budget and work within the available budget	E	1, 2, 3
	Understanding of local SEND issues	D	1, 2
	Understanding of national SEND issues	D	1, 2
<b>Competencies</b>	Commitment to the protection and safeguarding of children and young people and knowledge of associated legislation	E	1, 2
	Clear evidence of appropriate attitudes to the use of authority and maintaining discipline.	E	1, 2
<b>Personal Qualities</b>	To be a visible and effective communicator across the school and beyond	E	1, 2
	To proactively engage with all stakeholders and value their contributions	E	1, 2
	To be committed to a pupil and family centred approach and be responsive to the changing needs of the pupils and families	E	1, 2
	To demonstrate a commitment to supportive and distributive leadership	E	1, 2
	To be committed to personal and professional development	E	1, 2
	To be an effective advocate for SEND	E	1, 2, 5
<b>DBS Requirement</b>	Must be DBS registered or eligible for DBS registration	E	1, 2

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of their work, in particular those relating to: Equal Opportunities; Health and Safety; and Data Protection.

In addition to candidates' ability to perform the duties of the post, as set out in the above job description and person specification, the interviews will also explore issues relating to safeguarding and promoting the welfare of children including: motivation to work with children and young people; ability to form and maintain appropriate relationships and personal boundaries with children and young people; emotional resilience in working with challenging behaviours; and attitudes to the use of authority and maintaining discipline.



## How to Apply

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Alpha Parish at Academicis, our recruitment partner, on [aparish@academicis.co.uk](mailto:aparish@academicis.co.uk) or by phone on **07733 628155 / 01223 90979**.

### **CLOSING DATE:**

Monday 19th January 2026

### **SHORTLISTING:**

Wednesday 29th January 2026

### **INTERVIEWS:**

First week of February 2026 - date TBC



Lady Zia Wernher Stopsley (LZWS) | Ashcroft Road | Stopsley | Luton | LU2 9AY  
Lady Zia Wernher Legrave (LZWL) | Strangers Way | Legrave | Luton | LU4 9ND