



Inspiring, Challenging and Fun

# Head Teacher Candidate Pack



# Welcome from the Chair of Governors

**Dear Applicant,**

Thank you for your interest in becoming our new Headteacher at St Matthew's Primary School.

We seek to appoint an enthusiastic, dedicated and inspiring Headteacher, to lead and motivate a large staff team. Leading a large school such as St Matthews brings unique challenges and opportunities. We aim to appoint someone who will rise to them, build on current strengths and bring fresh perspectives.

Our school delivers excellent outcomes in statutory assessments, has recently been re-confirmed as "Good" in its latest Ofsted Inspection in March 2025, and prides itself on being a welcoming community where all children are encouraged to thrive whatever their background. The Governing Body is committed to finding a new Headteacher who will maintain and build upon this in the future.

We are a large primary school with 620 pupils currently on roll across 21 classes from Reception to Year 6, as well as Nursery provision. We have motivated team of experienced staff, enthusiastic and happy children who are willing to learn, and Governors and parents who are highly-supportive of the school.

If you would like to have a tour of the school, please email the Chair of Governors on **XXXX**.

**Aditi Vedi**  
**Co-chairs of Governors**

**Chris Jagger**

# School Context

The school is situated near the centre of the dynamic city of Cambridge, which is a world-class place to live and work, and attracts a remarkable diversity of children, including from highly-educated, deprived and international backgrounds. The school prides itself on providing the best possible mainstream education for children with special educational needs. This diversity and international outlook gives the school a vibrant ethos, which affords unique benefits and challenges to lead.

St Matthew’s is a large school with three-form entry from reception to year 6, additional nursery provision, and has approximately 620 children currently on roll. Our school feeds into the popular nearby Parkside School, as well as other prominent Cambridge secondary schools. The majority of pupils come from a relatively small catchment area, affording close ties to the local community, and those from out of catchment are often keen to secure places for their children in the school where possible.

Despite its size, we are committed to maintaining St Matthew’s as a happy and welcoming learning environment. We are constantly developing our curriculum and provide a wide range of exciting learning experiences, always aiming to put our children at the heart of our school to ensure they are happy and enjoy learning. We recognise that each child is different, and we strive for the best for all who come here.

Within our learning community, we place a great deal of emphasis on personal responsibility, respect, consideration and care for others. We aim to develop a supportive environment in which children can learn to work and play collaboratively. We believe that the values that we instil in our children make the school what it is. We have an experienced senior leadership team and maintain robust policies, including for safeguarding and behaviour.

Our Governing Body is supportive, active, experienced and committed to ensuring the school achieves its aims. The parents and local community are highly engaged with school life, and we regularly get a number of applicants for open governor positions and hold elections to determine parent governors. We also have a thriving PTA, who support the school with activities and generate significant additional resources.

Our outgoing headmaster has transformed the school over a 20 year period, leaving an excellent legacy. The school traditionally ran a budget surplus, but as in many schools, the increasing needs of pupils, coupled with St Matthew’s reputation for high-quality SEND provision, has pushed the school into a deficit, which will be a priority to manage in the short term.

Further information about our school may be found on our website.

Contextual data 2025-2026

Total	No.	Boys	Girls	FSM	EAL	PP	SEN	Service
	628	317	318	87	300	92	83	2
		(49.52%)	(50.48%)	(13.85%)	(47.77%)	(14.65%)	(13.21%)	(0.32%)

# Job Information

## Headteacher, St Matthew's Primary School

**Salary:** L21 (£84,699) to L27 (£98,106).

**Type of role:** Permanent, Full-time

**Closing date:** Midnight, Sunday 1st February 2026

**Interview dates:** Wednesday and Thursday 4th-5th March 2026

**Start date:** 01 September 2026

## Job Description

The Job description reflects the Headteachers' Standards published October 2020 and are built on The Teaching Standards (2011) which apply to all teachers, including Headteachers.

### Core Purpose and Responsibility

The core purpose of this role is to provide professional leadership and management of the school to achieve the highest of standards in all areas of the school's work, promoting and supporting the vision of the school.

### Key Responsibilities and Duties

To achieve success, the Headteacher will:

- Assume overall responsibility for the day-to-day running of the school.
- Be accountable and responsible for the effective administration, management and performance of the school
- Effectively lead learning and teaching
- Promote excellence, equality and high expectations for all pupils and staff.
- Work with the Local Authority and the wider school Leadership Team to continuously evaluate school performance and identify priorities for improvement.
- Effectively manage and deploy resources to achieve the school's aims.
- Develop strong distributed leadership within the school.
- Maintain and develop a safe and productive learning environment that is engaging and fulfilling for all pupils.
- Maintain and further develop parental and local community engagement
- Work effectively and transparently with the school's Governing Body
- Safeguard and promote the welfare of children.
- Develop strong working relationships with colleagues and contribute to collaborative working across all schools in the area.
- Promote the school and the wider organisation in a local and national context.

## **Specific Responsibilities**

### **Strategic Leadership and Management**

- Shape a vision and direction for the school, setting out the highest of expectations with a clear focus on pupil achievement, behaviour and safeguarding.
- Develop and implement a robust school development plan that directs rapid school improvement against agreed milestones.

### **Educational Leadership and Management**

- Inspire, motivate and influence staff and pupils to unlock their potential, taking a leading role in maintaining the highest standards of teaching, learning and pupil behaviour management.
- Ensure the curriculum is broad, balanced and enriching.
- Actively promote equality of opportunity by ensuring the school's curriculum provides the best possible education for all its pupils, taking into account ethnicity, gender, special education needs, disability, pupils learning English as an Additional Language, pupil premium eligibility, others with emotional needs that may affect learning.
- Identify and address any other barriers to learning.
- Maintain a consistent and continuous focus on pupils' achievement using data, benchmarks and feedback to monitor progress in every child's learning
- Secure excellent teaching through an analytical understanding of how pupils learn and the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' wellbeing
- Provide leadership and support for colleagues (teachers and support staff) with regard to teaching, learning and the curriculum.
- Assess, monitor and evaluate the quality of teaching standards and the delivery of the curriculum, in order to build on success and identify and act on areas of improvement.
- Manage the monitoring, analysis and evaluation of information and data to support school objectives, target setting, pupil attainment and achievement, and reporting to parents, students and governors
- Undertake a significant role in maintaining a high standard of pupil behaviour and discipline, within the framework of the school policy and support other staff as necessary.
- Liaise effectively with parents and carers to ensure at least good relationships between school and home in order to improve teaching, learning and behaviour.

### **People Leadership and Management**

- Lead reflective practice and inspirational professional development that enables staff to flourish.
- Develop effective professional relationships and good communication, which enable everyone in the school to achieve their potential.
- Motivate and work with others to create a shared culture and positive environment.
- Ensure that staff wellbeing is prioritised and workload is managed.
- Ensure effective planning, allocation, support and evaluation of work, establishing clear delegation

of tasks and responsibilities.

- Take a lead role in the selection and recruitment of the teaching and support staff in seeking to ensure the best available people are appointed.

### **Financial and Business Management**

Work with the Local Authority and School Business Manager to:

- Ensure budgets are set and managed within guidelines agreed with the Local Authority.
- Monitor and evaluate the impact of funding to support the progress and achievement of priority groups.
- Identify resources needed to meet the needs of SEND pupils and identify priorities for expenditure in collaboration with the SENDCo and other members of the leadership team.
- Implement all policies and strategies and ensure they are adhered to by members of staff.
- Manage and utilise the site and its facilities to their full value to the school and its community.
- Ensure that health and safety, equal opportunity and safeguarding policies are fully implemented and managed.

### **Other Duties and Responsibilities**

- To ensure the safeguarding of children and be a member of the DSL team.
- To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
- To prepare and present reports, as required to the Governing Body, LA officers, parents or outside agencies.
- To carry out duties and responsibilities in accordance with Health and Safety Policy and relevant Health and Safety legislation.
- To ensure that duties are undertaken with due regard to, and compliance with, the Data Protection Act, and other legislation with regard to GDPR.
- Working in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school in proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours.
- Taking appropriate action to identify, analyse, minimise and manage any risks to health, safety and security in the working environment and off-site school activities.

This job description will be reviewed periodically.

This job description sets out the main duties to be covered in respect of remuneration at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

The above represents the key priorities and accountabilities for the role of Headteacher, but it is not an exhaustive list.

## Person specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Evidence of recent &amp; continuous professional development</li> <li>• Further professional development in a relevant field e.g. NPQH</li> <li>• Designated Safeguarding Lead</li> </ul>	<ul style="list-style-type: none"> <li>• Good honours degree</li> <li>• Relevant management training</li> <li>• Safer Recruitment Qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Evidence of recently leading successful strategic school improvement</li> <li>• Evidence of successfully preparing schools and leading schools through Ofsted inspections</li> <li>• Experience of implementing successful school self-evaluation processes, which clearly inform school improvement</li> <li>• Line management of a large number of staff; including experience of successfully undertaking appropriate HR processes; such as managing performance · Strong leadership of staff training, including INSET days</li> <li>• Significant Senior Leadership team experience.</li> <li>• Evidence of major whole school responsibilities and experience of turning policy into effective and successful practice.</li> <li>• Leadership of a significant area or phase including responsibility for raising standards across the whole school.</li> <li>• Evidenced ability to collaborate with a range of professionals and stakeholders to increase the quality of education provided</li> </ul>	<ul style="list-style-type: none"> <li>• System leadership NLE / supporting developments through teaching schools ·</li> <li>• Ofsted Inspector training</li> <li>• Experience of successful staff development including ECTs, SCITTs etc.</li> <li>• Evidence of effective use of Pupil Premium to greatly improve outcomes for disadvantaged pupils and SEND</li> </ul>
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> <li>• A clear understanding of the features of effective teaching and learning and evidence of enabling others to improve teaching and learning</li> <li>• Knowledge of current child protection</li> </ul>	<ul style="list-style-type: none"> <li>• Persuasive and confident communication in a variety of settings</li> </ul>

	<p>guidance and a commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.</p> <ul style="list-style-type: none"> <li>• Able to deploy resources and manage a school budget effectively and efficiently.</li> <li>• Seeks continual improvement with an eye to new ideas and innovative solutions at all times.</li> <li>• Up-to-date knowledge of statutory regulations and guidance relating to the post.</li> <li>• Manage change effectively, inspire, motivate and develop people.</li> <li>• Proven ability to ensure a school gathers accurate, valid, and timely pupil progress data. Moreover, evidence of enabling progress information to be well used to drive further progress.</li> <li>• A thorough understanding of the Primary Curriculum &amp; relevant Frameworks</li> </ul>	
Personal Characteristic	<ul style="list-style-type: none"> <li>• Strong vision and purpose</li> <li>• Demonstrate excellent teamwork and team development with effective delegation and accountability structures.</li> <li>• Able to communicate effectively – verbal, written and public speaking.</li> <li>• Involves and gains the commitment of staff to work towards the school's vision.</li> <li>• Flexible in approach and positively welcomes change.</li> <li>• Empathetic and a child centered approach.</li> <li>• Ability to employ a range of strategies to maintain resilience to pressure.</li> <li>• Determination and resilience to deliver an ambitious school improvement strategy</li> </ul>	



# Applications

In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application. Applications must be received no later than the end of 1st February 2026. Applications received after this date and time will not be considered.

## Shortlisting

Applicants will be advised whether they have been shortlisted by Sunday 15th February 2026.

## Interviews

The selection process will consist of a range of panel discussions, tasks and presentations. Shortlisted candidates will receive further details to support preparation. The provisional dates for the interview process are Wednesday and Thursday 4-5th March 2026. This will be confirmed after shortlisting.

## References

We 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.

## Notification of outcome

The successful candidate will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

## Taking up post

The successful candidate will take up post on Tuesday 1st September 2026, however a comprehensive handover will be offered. Should you require any additional information, please contact Christopher Jagger, Co-chair of Governors, [cjagger@stmps.education](mailto:cjagger@stmps.education).

## All staff are required to undertake employment checks which include:

- References (for all staff and volunteers)
- Right to work in the UK (ID check)
- Qualification checks
- Barred List check
- DBS check (for all staff and volunteers)
- Childcare Disqualification check (primary only)
- Online Search checks
- Health checks

## **Safeguarding Statement**

St Matthew's Primary School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

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.



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