



Kirkheaton
Primary School

play learn achieve

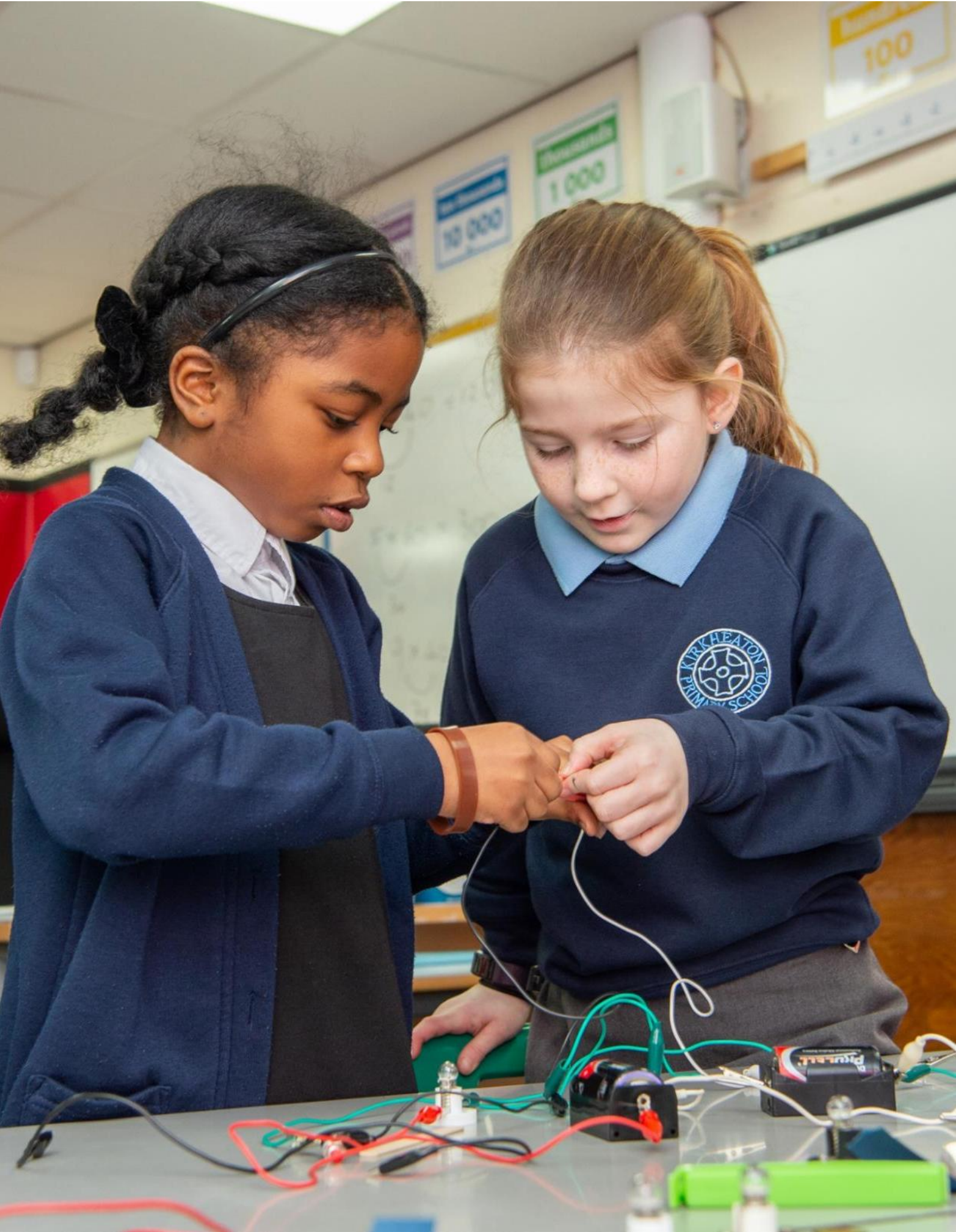


APPLICATION PACK

Headteacher

June 2026

Respect - Rights - Resilience - Responsibility





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Primary School**

play learn achieve

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- If you have any queries regarding the application process, please contact our HR on hr@spacademies.org
- **Closing date for applications:** 9am, 22nd June 2026
- **Interviews:** 30th June 2026



WELCOME

Dear Potential Colleague,

Firstly, thank you for your interest in leading Kirkheaton Primary School, a proud member of the highly regarded Trust, South Pennine Academies.

Kirkheaton Primary School was last inspected in November 2023 receiving a 'Good' grading in all elements. Pupils were described as 'happy to come to school because they enjoy their learning' and that 'the school prepares pupils well for their future lives. OFSTED also expressed how leaders take staff workload into account in their decision making and that staff are proud to work at Kirkheaton.

Our Trust has developed a culture where staff feel supported. At Kirkheaton staff turnover is low as a result.

Our motivation is to ensure our children feel valued, challenged and are well taught every day- many of our children face significant challenges and vulnerability and we take our responsibility seriously to support the academic, social and emotional development of every pupil. Positive relationships are at the core of what we do each and every day and these are

underpinned by our core values of rights; the right to be safe, the right to learn and the right to play. Our core rights are lived every day across the academy.

We are looking for a passionate, energetic, inspirational and dedicated candidate who has the ability and leadership expertise to make a significant contribution to Kirkheaton enabling our children to be the best they can be.

If this is a position that appeals to you, and you have the passion to make a positive impact, then we would very much like to hear from you.

I'm happy to discuss this role in more detail, please contact us at HR@spacademies.org or call 01484 503110 to arrange a time to speak with Kash Rafiq (Education Director) or me.

Yours sincerely,

Alison Black
Chief Executive Officer

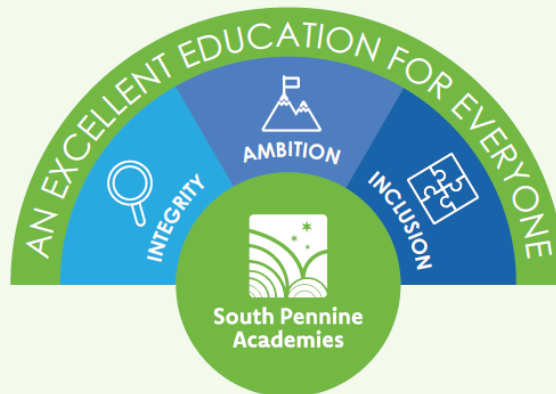


ABOUT KIRKHEATON PRIMARY SCHOOL

At SPA, we place **integrity, ambition and inclusion** at the heart of everything we do.

We are committed and passionate to making a positive impact on the communities we serve and believe through a high-quality education providing **an excellent education for everyone.**

SOUTH PENNINE ACADEMIES VISION, VALUES & COMMITMENTS



Culture

We build a culture of belonging where everyone feels valued and empowered.

Aspiration

We set high expectations enabling every student to excel academically and personally.

Life Chances

We champion inclusion and diversity to enhance life chances for all students.

Citizenship

We develop responsible citizens who make a positive impact.

Best Practice

We apply research-informed strategies to drive excellent teaching and improvement.

Partnerships

We harness collaboration to achieve shared success across schools and communities.

WHY JOIN US

1. Be part of a passionate committed team who know that every day they make a difference; together we have created an ethos and culture which we feel very proud of
2. Work with children who love learning and have well established learning behaviours
3. Work for a leadership team who have integrity and genuinely care about staff well being
4. Support our families who all want the best for their children
5. Be the creative educator that you are and bring yourself to the classroom
6. Benefit from a strong professional development offer
7. Be part of a trust who believe in improving life chances through education



HOW TO APPLY

Thank you for taking time to read about the academy and Trust. If you wish to apply you should:

- Complete the application form fully, via **My New Term** www.mynewterm.com ensuring all details are accurate and all declarations are signed.
- Please ensure you enclose at least **two professional referees** with one being your current employer and any other employers in the last two years (with professional email addresses if possible).
- Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of our Trust.
- Please ensure that you also include information on how you will develop the role and how your previous experience has equipped you for this.

The academy is committed to safeguarding and promoting the welfare of all students, and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring Service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process; please ensure your referees are prepared and aware of your application.



JOB DESCRIPTION

Headteacher

Reporting to: Director of Education/ Inclusion Director

Salary: L16 £77,280 – L22 £89,384

Term: Full time

Location: School Based

Job Purpose:

The Headteacher will be responsible for shaping a dynamic and inclusive educational environment that fosters high standards and academic excellence, personal growth, and community engagement. With a strategic mindset and a commitment to continuous improvement, the Headteacher will inspire staff, pupils, and families to achieve a shared vision of success. This role demands a transformative and visionary leader who drives innovation, champions equity, and cultivates a culture of high expectations, collaboration, and accountability, ultimately ensuring every pupil enjoys a positive school experience and is empowered to thrive and excel.

Key Responsibilities:

Leadership

The Headteacher will:

- have overall responsibility for the strategic management and operational activity of the academy.
- ensure the vision for the academy is in line with the Trust's vision, clearly articulated, shared, understood and acted upon effectively by all staff.
- Promote excellence, equality and high expectations of all pupils.
- secure high expectations across all pupils and staff groups and high standards of respect, conduct and engagement.
- demonstrate the vision and values of the Trust in everyday work and practice.
- provide enthusiastic, innovative and consistent leadership to the academy and its leadership team.
- motivate and work with all stakeholders to create a shared culture and positive climate for all.
- work positively with the community to ensure the best possible outcomes for pupils.
- implement rigorous and sustainable policies and strategies in order to transform the outcome for pupils at the academy.
- Promote positive and respectful relationships across the school community, and a safe, orderly and inclusive environment.
- ensure that pupils are healthy, stay safe, enjoy and achieve maximum potential, achieve economic and personal well-being once they leave the academy.

- develop the reputation of the academy, locally, regionally and nationally.
- act as a member of the LAB.
- support the Local Academy Board (LAB) and obtain legal advice, via the Trust central team, on their behalf when necessary.
- introduce appropriate innovation in line with educational developments and management best practice in a rapidly changing environment.
- ensure that strategic planning takes account of the diversity, values and experience of the academy and its wider community including other academies in the Trust.
- contribute to the development of the Trust's strategic plan, policies and procedures.
- recruit students and staff, in line with statutory requirements.
- manage a complex organisation effectively and ensure the successful implementation of change.
- ensure that the academy is meeting all statutory requirements as laid down in the academy's financial handbook and funding agreement.

Quality of Education

The Headteacher will:

- ensure an academy ethos in which pupils are supported to become confident, happy and well-rounded young adults who show good manners, work hard and are honest in all they do.
- ensure that a modern, up to date curriculum is developed and implemented and that curriculum deliver is translated into effective learning and assessment practice.
- encourage and promote innovation in educational provision through the commissioning and delivery of services, ensuring that the academy can meet changing needs and demands consistent with government guidelines and requirements.
- meet the statutory requirements of the National Curriculum and assessment procedures, providing a broad, effective and relevant curriculum.
- be relentless in securing highly effective teaching and secure high expectations across all staff groups.
- ensure that high quality provision is available to all pupils regardless of race, religion, sexual orientation, gender, disability, economic background or special educational needs.
- develop a culture where students feel safe, confident and can attain their maximum educational outcomes.
- maximise the opportunities for all students through continuous academy-wide focus on students' achievement, using data and benchmarks to monitor progress in every child's learning.
- ensure high quality teaching and learning is at the heart of strategic planning and resource management.
- establish creative, responsive and effective approaches to teaching and learning.
- work closely with the Directors on developing higher attainment in the Trust.
- empower pupils to take an active part in their own learning and to take personal responsibility for improving their future opportunities and educational experience.
- implement strategies which secure high standards of behaviour and attendance.
- monitor and evaluate the quality of teaching and standards of learning and achievement.
- establish an academy culture which promotes aspiration within the school community and celebrates success and achievement.
- challenge underperformance at all levels and ensure effective corrective action, support and review.

- build an effective partnership with parents and the wider community to support and enhance the achievement and personal development of all students.

Developing yourself and working with others

The Headteacher will:

- treat people fairly, equitably and with dignity and respect to create and maintain a positive culture.
- build a collaborative learning culture within the academy and actively engage with other academies in the Trust.
- develop and maintain effective strategies and procedures for staff induction, professional development and performance management in line with agreed local and national policy and procedures.
- ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and responsibilities.
- develop and maintain a culture of high expectations for self and others.

Finance and Human Resources

The Headteacher will:

- create a structure which reflects the Academy's values and enables the supporting systems structures and processes to work effectively in line with legal requirements and SPA's KPIs.
- produce and implement clear, evidence-based improvement plans and policies for development of the academy.
- provide the Finance Director with an up-to-date ICFP which accurately reflects the curriculum delivery needs of the academy based on student numbers.
- collaborate with the principals and the Director of Education to ensure that the academy work force meets the needs of the academies and the expertise needed.
- work in partnership with the Directors and Trust's wider team in the management of finance and human resources to achieve the Academy's/Trust's goals and priorities.
- manage the setting of annual performance management targets for senior staff and review progress against them in line with agreed policy and procedures.
- oversee the implementation of a robust performance management framework across the academy in line with the Trust's vision and goals.
- manage and organise the academy environment effectively in liaison with the Trust's wider team.
- promote and develop a safe working practice culture to ensure staff and students are supported and safe.
- ensure that all activities are conducted in accordance with legal requirements and regulations and that policies and procedures are consistent with 'best practice' and recognised codes of probity.
- recruit, manage and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- ensure that all resources are organised and managed to provide the best possible outcomes for students.
- ensure that development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.

Securing accountability

The Headteacher will:

- develop a collective ethos in the academy and its wider partnership which enables everyone to work collaboratively, share best practice, celebrate success and accept responsibility for outcomes.
- ensure individual staff accountabilities and responsibilities are clearly defined, communicated, understood and agreed and are subject to a robust and rigorous review and evaluated in accordance with statutory performance management policy and procedures.
- work with the Trust's Directors and the Trust's wider team, providing objective advice and support to the LAB to enable them to meet their responsibilities.
- develop and implement a suitable quality assurance system in collaboration with the Director of Education
- present a clear, coherent and accurate account of performance to a range of audiences including the Trust's Directors, the LAB, parents and carers.
- promote the status and the ethos of the Trust with all stakeholders.

Strengthening community

The Headteacher will:

- promote and develop a culture and curriculum which takes account of the richness and diversity of the community and celebrates the differences.
- create and promote positive strategies for challenging discrimination.
- collaborate with other agencies to provide a holistic approach to the well-being of staff, students and their families.
- create and maintain effective partnerships with parents/carers to support and improve the opportunities for all students and their communities.
- co-operate with relevant agencies to ensure communities are safe environments where students and their families have opportunities to thrive.

General

The Headteacher will:

- be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.
- participate in training and other learning activities and performance development as required.
- ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
- ensure strict confidentiality in all areas of work.
- work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
- ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
- understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare,

reporting any concerns to the Designated Safeguarding Officer at once.

- always comply with the Trust's policies and procedures.
- undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Efficient and effective use of resources

The Headteacher will:

- work with the Finance Director on the formulation of the annual budget in order that the academy secures its objectives and remains within the Trust's financial KPIs.
- plan, manage and monitor the curriculum within the agreed budget, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control.
- manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum, high quality teaching and health and safety requirements.
- ensure that the allocation of high-quality teaching and use of accommodation provides a positive learning environment that promotes the highest achievement for all.
- monitor and evaluate the overall provision of value for money.
- Seek to ensure adequate resources for the academy.

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- To uphold the Trust's policy in respect of child protection and safeguarding matters.
- S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The post holder is required to support and encourage the ethos and objectives, policies and procedures of the trust and each academy as agreed by the board of directors and local governing bodies.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification at any time after consultation with the post holder.
- The post holder may be required to perform any other reasonable tasks after consultation with the post holder.
- All staff members are required to participate in the trust's agreed appraisal scheme.

Please note, this job description should be read alongside the 'National Standards of Excellence for Headteachers' October 2020, which the Trust has adopted.

[Headteachers' standards 2020 - GOV.UK](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/462222/Headteachers_standards_2020.pdf)

PERSON SPECIFICATION

E = Essential
D = Desirable

A = Application Stage
I = Interview and Assessment stage
R = References

Relevant Experience

Successful senior leadership within a primary or secondary setting resulting in significant improvements	E	A, R
A record of implementing change programmes to raise standards in teaching and learning, quality of provision and improve outcomes for students	E	A, I, R
Recruiting, retaining and developing a skilled and effective team and motivating the team to achieve its full potential	E	A, R
A demonstrable track record of strategic and innovative thinking and translating this into effective outcomes for students and staff	E	A, R
Experience of working collaboratively and in partnership with a wide range of partners	E	A, R
Experience of effective financial and resource management	D	A, I, R
Experience of creating and sustaining positive relationships with a wide range of internal and external stakeholders	E	A, I, R

Skills, Abilities & Knowledge

Think strategically, analytically and creatively	E	A, I
Excellent communication skills and proven ability to listen to, understand and work effectively with the school community.	E	A
Deal with complexity and uncertainty, with a clear growth mind-set	E	I
Building and sustaining a learning community within a diverse workforce	E	I
Ensure effective practice and research evidence is used to improve outcomes for children and young people.	E	I
Knowledge and understanding of education policies and practices relating to the education and training of students	E	A, I
The ability to provide inspirational and strong leadership and create an ethos in which the highest achievements are reached by all members of the Academy community	E	A, I
Demonstrate, enthusiasm, commitment, passion and ambition to	E	A, I

lead the delivery of high-quality learning and teaching, raise student and staff aspirations and inspire students to develop to their full potential		
The ability to analyse and use data to establish benchmarks and to set and achieve challenging targets for improvement	E	A, I, R
Ability to initiate and maintain innovative curriculum design and delivery to stretch the learning of all students	E	A, I
Ability to create strong, proactive and effective relationships with parents and the local community	E	A, I
Ability to act as both lead and team member, in fostering leadership potential in all	E	I
A commitment to social mobility and improving the life chances of all our students	E	A, I

Qualities

A commitment to safeguarding and promoting the physical and emotional health and well-being of students	E	A, I, R
A belief in the right of students to a high-quality education, raising standards of achievement by recognising the value and worth of each individual, providing teaching, learning and enrichment which stretches each student and supports them to become fulfilled, confident adults	E	A, I
The ability to implement the MAT vision, supported by a clear strategic plan, targets and goals for the Academy	E	A, I, R
Secure effective pastoral care, student welfare and significantly reduce instances of unacceptable behaviour	E	A, I, R
Able to employ the appropriate leadership style(s) and approach to develop staff and secure an ethos of harmony and mutual respect	E	A, I, R
Listen, reflect and communicate effectively	E	I
Resonance and emotionally intelligent	E	I
Tenacity, resilience and drive	E	I, R
A sense of humour	E	I





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Education

First degree or equivalent	E	A
QTS	E	A
Additional Post Graduate Study	D	A
Recent and relevant professional development	E	A
NPQH or working towards	D	A

SAFEGUARDING NOTICE

Important Safeguarding Notice/ Statement of Intent

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:

- **Deter:** From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- **Identify and Reject:** It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- **Induct:** Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers. Academy is committed to safeguarding and promoting the welfare of all students and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process, please ensure your referees are prepared and aware of your application.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

As part of our shortlisting process, in accordance with KCSIE Guidance, an online search will be completed on all shortlisted candidates.

Equality

Our Trustees and Kirkheaton Primary school are committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourable on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. Any behaviour, comments or attitudes that undermine or threaten an individual's self-esteem on these grounds will not be tolerated.

We aim to provide equal access to high quality educational opportunities and to ensure that everyone feels that they are a valued member of the school community. We seek to provide a safe and happy environment where all can flourish and where cultural diversity is celebrated.

Disabled applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

Privacy notice

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) (EU 2016/679) and the provisions of the Data Protection Act 2018 (DPA 2018). This policy applies to all personal data, regardless of whether it is in paper or electronic format. For further information please see the full privacy policy on our school website.



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Huddersfield, HD5 0HR
Telephone: 01484 548049, Email: office@kirkheatonprimary.com
Website: kirkheatonprimary.com



PARTNERS OF THE SPA TRUST

South Pennine Academies is a charitable multi academy trust established in 2012. We currently work with eleven primary and secondary converter and sponsored academies located in Calderdale, Kirklees and Oldham. Our highly regarded SCITT, Huddersfield Horizon, develops approximately 60 new teachers each year.

The team at South Pennine Academies are committed to delivering school improvement through the development of effective partnerships with our academies, the communities we serve and external organisations. Our academies are an integral part of their local communities. We value the diversity and distinctive opportunities that working within our local communities brings. Development of local solutions to meet local needs is a key aspect of our work.

BENEFITS OF BEING PART OF OUR TRUST:

- **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression.
- **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, Health Assured, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will writing service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies.
- **Flexible Days** – Our Trust operates a Scheme which allows all staff up to 2 days paid time off during term time for life events



Spring is here!

And the Rabbit-Bunnies are busy planting seeds. All except for Flora who is growing something very special. What can Flora be up to?

"Flora and her family are just right companions for every child in bedtime."
The Booklist

"The pictures are colorful, warm and beautiful."
Daily Reader

A wonderfully warm and funny story about Flora's family life, to follow the hugely popular Flora's Blanket, by award-winning Debi Gliori.

£4.99
9 781284 912256

Flora's Flowers

Debi Gliori