



**Chadwell St Mary**  
Primary School



# Head of School Candidate Pack



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Helping schools / trusts appoint the best Senior Leaders

# Welcome

Dear Candidate,

We are delighted that you have expressed an interest in the Head of School position at Chadwell St Mary Primary School. This is a key role, offering the chance to work within a highly supportive Trust environment alongside the Executive Headteacher and wider staff. You will have the opportunity to drive continued improvement in a school providing an extraordinary experience for the pupils of the community it serves.

Chadwell St Mary is one of three primary schools that collaborate closely within SWECET, alongside our feeder secondary schools. The school is a happy and busy environment, supported by a dedicated staff, committed to achieving the best possible outcomes for pupils.

Situated in the heart of its community, on a spacious 2-acre site, the school boasts well-equipped classrooms and communal areas with a modern IT infrastructure. The school consistently outperforms all national benchmarks in relation to pupil outcomes.

The schools within our Trust share expertise and resources, working collaboratively to deliver an exciting, high-quality education for every child, whilst each maintains its unique identity. We are proud to be an inclusive, well-resourced, and community-focused Trust, with a pragmatic approach to raising standards and improving the life chances of every young person in our care. Finance, HR and IT are all covered as part of centralised provision.

Our Trust places great emphasis on the wellbeing of all staff, including senior colleagues with an established and comprehensive wellbeing charter. We offer a bespoke programme of CPD to ensure an effective induction and support ongoing professional growth. Staff wellbeing is further supported by a comprehensive health and wellbeing package, including Vitality family health insurance.

We are searching for a highly visible leader who excels in building positive and effective relationships with all stakeholders. The ideal candidate will foster trust, lead and manage with integrity and common sense, and continue to drive and enhance the quality of teaching and learning at the heart of the school's work.

The successful applicant will possess exceptional personal drive and commitment, strong emotional intelligence, and a clear understanding that effective teamwork is essential to providing an outstanding educational experience for every child.

This Head of School role has significant career development potential with support to develop the right candidate to a future headship role.

We warmly encourage you to visit Chadwell St Mary to meet our team and experience the school in action. Should you wish to have an informal, confidential conversation, we are more than happy to accommodate. Please contact Cressida Johns at Academicis via email [cjohns@academicis.co.uk](mailto:cjohns@academicis.co.uk) or by phone 01223 907979/07733 628155 to make arrangements.

Yours faithfully,



**Steve Munday**  
Chief Executive Officer



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# It's in our DNA

## Welcome to South West Essex Community Education Trust.

We are a multi-academy trust who are passionate about providing the best start in life for our pupils.

We are united in the belief that every young person needs and deserves an education that will maximise their future life chances. We place our pupils' needs at the heart of everything we do and support our colleagues in delivering high-quality education.

Our vision is to establish a national reputation for the quality of education we provide. Our schools are united by the things that make us both similar and unique – the DNA that ties us all together. The SWECET DNA is made up of the following components:



### Developing our people

We share best practices. We research. We are not afraid to ask our colleagues for help or to share our skills with others. We provide excellent training for our staff, and we hold ourselves accountable for the quality of the education we provide. We have clear measurable objectives that link to students' outcomes, and we are open to the scrutiny of others as advice and critique are key to the continued success of any learning community.

### Nurturing our differences

We respect the differences between our schools and all the members of our Trust. Diversity is a strength and we ensure that no one is excluded or left behind. Diversity allows us to grow and learn from one another.

### Aspiring for excellence

Our pupils are capable of amazing things and we always set the bar high to ensure they can achieve their full potential. We are committed to the success of the pupils and adults in our schools and believe we can, alongside other trusts, transform the national education system. Therefore, we celebrate the successes of our partners as we would our own. When we work together, anything is possible.



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# About Chadwell St Mary

Chadwell St Mary is a very happy, welcoming school with a positive ethos and a commitment to offering outstanding learning opportunities for all children on roll.

We are ambitious for our pupils and know that the experiences they have at school will shape their futures. All of our staff, parents and pupils are actively involved in school improvement as important stakeholders.

In November 2024, Ofsted inspectors reaffirmed the high quality of education, care and support that our school provides for your children every day. The inspection team indicated that our school is on a strong trajectory towards achieving an Outstanding rating (as per the framework at the time) in our next graded inspection. This means that they have recognised the exceptional progress and high standards we are delivering across all areas of school life. Their confidence in us is incredibly encouraging, and we will continue striving for excellence to ensure that we reach this milestone.

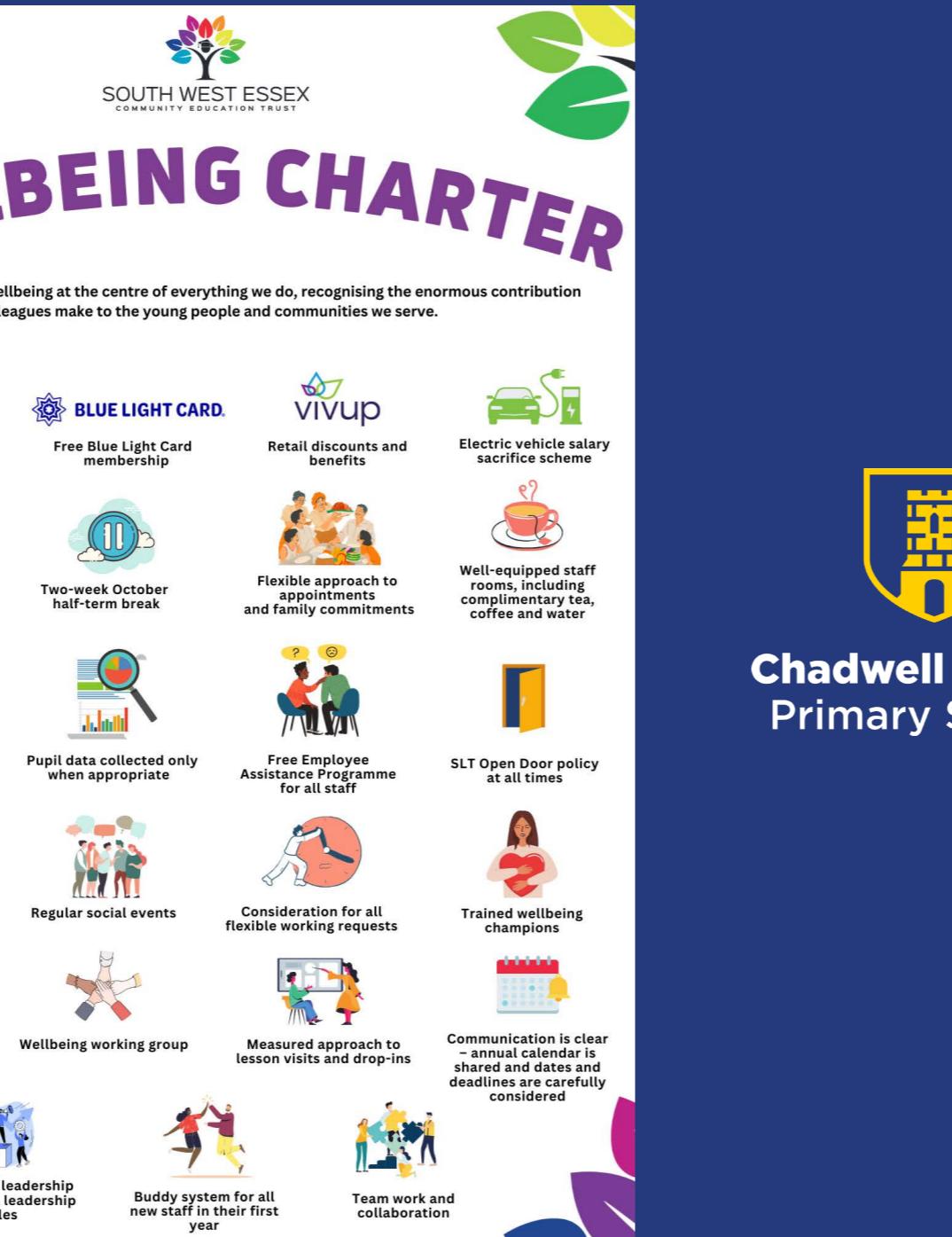
*Pupils are rightly proud of their school. They are happy because they learn in a kind and orderly community. The school is ambitious for all pupils. Staff have very high expectations of pupils' behaviour and learning. As a result, pupils have exemplary relationships with each other, and many achieve very well.*

## Why work for SWECET?

**Our colleagues and their personal development are at the core of our Trust. Providing exceptional training inspires and enables our team to provide the highest standards of care and education for the pupils in our schools.**

As a member of the SWECET team, you'll be joining a community of passionate and creative people who work hard to achieve their potential and the potential of our young people. Our staff's wellbeing is hugely important and we are committed to ensuring our colleagues are supported to be their very best.

We are always looking to recruit ambitious and exciting colleagues to join our Trust and help provide the education our communities deserve.



The graphic features the South West Essex Community Education Trust logo at the top. Below it, the words 'WELLBEING CHARTER' are written in large, bold, purple letters. A subtitle reads: 'At SWECET we place wellbeing at the centre of everything we do, recognising the enormous contribution colleagues make to the young people and communities we serve.' The central part of the graphic is a grid of 20 icons, each with a brief description of a benefit for staff. The icons are arranged in four columns and five rows. The descriptions include: Health initiatives, including discounted gym membership, cycle2work scheme and free annual flu jabs; Free Blue Light Card membership; Retail discounts and benefits; Electric vehicle salary sacrifice scheme; Annual wellbeing day off, bespoke for each member of staff; Two-week October half-term break; Flexible approach to appointments and family commitments; Well-equipped staff rooms, including complimentary tea, coffee and water; Career development is encouraged and facilitated, supported by a personalised CPD plan; Pupil data collected only when appropriate; Free Employee Assistance Programme for all staff; SLT Open Door policy at all times; Christmas break 3-weekend rule; Regular social events; Consideration for all flexible working requests; Trained wellbeing champions; Well-resourced classrooms; Wellbeing working group; Measured approach to lesson visits and drop-ins; Communication is clear – annual calendar is shared and dates and deadlines are carefully considered; Dedicated leadership time for all leadership roles; Buddy system for all new staff in their first year; Team work and collaboration.



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# Job Description

<b>JOB TITLE:</b>	Head of School	<b>REPORTS TO:</b>	Executive Head Teacher
<b>SALARY:</b>	<b>£67,796.00 - £74,532.00 Annually (FTE) (with potential enhancement for exceptional candidates)</b>		

## JOB PURPOSE

To lead and manage the school day-to-day and to work in partnership with the Executive Head Teacher to strategically lead the school.

## KEY CORPORATE ACCOUNTABILITIES

- Commitment to the Trust and school's vision and values;
- To maintain awareness of and commitment to the Trust's Equality, Diversity and Inclusion in Employment Policy in relation to both, employment and service delivery and to observe of conduct which prevents discrimination taking place;
- To comply with all Trust policies and procedures including the Code of Conduct, Safeguarding Policy and E-Safety Policy;
- Undertake safeguarding training at least annually, with further updates as required;
- To fully comply with the Health and Safety at Work Act 1974, the Trust's Health and Safety Policy and all locally agreed safe methods of work;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of team development needs; and
- At the discretion of the Executive Head Teacher, such other activities as may from time-to-time be agreed and are consistent with the nature of the job description herein.

## PRINCIPAL ACCOUNTABILITIES

### SHAPING THE FUTURE

The Head of School will ensure that their leadership demonstrates commitment to promoting and developing the existing good practice through the search for excellence in all areas of its work.

### Main tasks / actions

- Work within the SWECET Trust to articulate and promote an educational vision and values for the school which take account of the school's vision and of the diversity, values and experiences of the school and the communities it serves.
- Share this vision and the related values with all members of the school community, securing their understanding and commitment to acting upon them effectively.
- Model the vision and values in everyday work and practice.
- Translate the vision and values into agreed objectives, ensuring that the school's planning, policies and procedures promote sustained school improvement.
- Motivate and work with others to create a shared culture and a positive climate consistent with the agreed educational vision and values of the school.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and nurture human wholeness.



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# Job Description

## LEADING LEARNING AND TEACHING

In partnership with the Executive Head Teacher, the Head of School leads a learning community; search for excellence is given expression in learning and teaching which recognise pupils' individual worth. The Head of School will lead the school community in promoting positive attitudes to learning amongst pupils and staff.

### Main tasks / actions:

- Demonstrate the principles and practice of effective teaching and learning.
- Ensure a consistent and continuous school wide focus on pupils' achievement which reflects the agreed vision and values, using data and benchmarks to monitor progress in every child's learning.
- Lead in accessing, analysing and interpreting information to inform planning for improvement.
- Initiate and support research and debate about effective teaching and learning.
- Develop relevant strategies for improvement.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive, and effective approaches to learning and teaching in line with the schools agreed educational vision and values, which are embedded in a culture and ethos of challenge and support where all pupils understand their individual worth, can become engaged in their own learning and achieve success.
- Demonstrate and articulate high expectations, promoting individual and community aspirations by establishing challenging targets for the whole community.
- Implement strategies which secure high standards of behaviour and attendance and which reflect the school's agreed values in their response to the needs of vulnerable individuals.
- Determine, organise and implement a diverse and flexible curriculum which takes account of the needs and aspirations of all pupils.
- Implement an effective assessment framework.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils and staff.



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# Job Description

## DEVELOPING SELF AND WORKING WITH OTHERS

The Head of School's relationships with pupils, parents/carers, trustees and staff should demonstrate a belief in their unique contribution as individuals, valued and respected by all. They will recognise and act upon their own potential for growth and that of others.

### Main tasks / actions

- Treat all people fairly, equitably and with dignity and respect to create and maintain a positive culture in line with the school's agreed vision and values. Manage conflict effectively, seeking positive outcomes.
  - Build a collaborative learning culture within the school community and actively engage with other schools, especially the federated schools, to build effective learning communities.
  - Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
  - Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, including clear delegation of tasks and devolution of responsibilities.
  - Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.
- This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**



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# Person Specification

Attributes		Essential	Desirable
Qualifications and Professional Development	Qualified Teacher Status	<input type="checkbox"/>	
	Evidence of Continuing Professional development relating to school leadership/curriculum development	<input type="checkbox"/>	
	NPQH or further professional qualification		<input type="checkbox"/>
Experience	Successful leadership experience to at least Deputy/Assistant Head level	<input type="checkbox"/>	
	Successful teaching experience within the EYFS/Primary age range	<input type="checkbox"/>	
	Advanced skills/Leading Practitioner status		<input type="checkbox"/>
Strategic Leadership	Ability to provide clear educational vision and direction	<input type="checkbox"/>	
	Ability to inspire and motivate all stakeholders	<input type="checkbox"/>	
	Evidence of developing effective strategies for school improvement	<input type="checkbox"/>	
	High level of involvement with school improvement planning	<input type="checkbox"/>	
	High level involvement in monitoring and evaluation procedures leading to clear impact	<input type="checkbox"/>	
	Ability to work in partnership with senior leaders and trustees	<input type="checkbox"/>	
	Ability to set challenging targets for children and staff	<input type="checkbox"/>	
	Ability to analyse and use pupil data on attainment and progress to raise standards	<input type="checkbox"/>	
	Secure knowledge of the current Ofsted Framework	<input type="checkbox"/>	
	Understand the principles of effective teaching and learning	<input type="checkbox"/>	
	Strategic Leadership experience across EYFS, KS1 and KS2		<input type="checkbox"/>
	Use of assessment data management systems to improve standards		<input type="checkbox"/>
Leading, Teaching and Learning	Successful experience of monitoring, evaluating and improving the quality of teaching and learning	<input type="checkbox"/>	
	Understanding the role and impact of assessment in children's learning	<input type="checkbox"/>	
	Secure knowledge of statutory requirements relating to curriculum and assessment	<input type="checkbox"/>	
	Experience of leading curriculum innovation	<input type="checkbox"/>	
	Successful experience of developing effective learning behaviours	<input type="checkbox"/>	
	Successful experience of integrating British values into school life		<input type="checkbox"/>
Leading and Managing Staff	Ability to lead, manage and motivate across the school community	<input type="checkbox"/>	
	Ability to establish positive working relationships	<input type="checkbox"/>	
	Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams	<input type="checkbox"/>	



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Attributes		Essential	Desirable
Leading and Managing Staff	Successful experience of identifying the need for, and leading in-service training	<input type="checkbox"/>	
	Significant experience of taking a lead role in performance management of staff including leading lesson observations	<input type="checkbox"/>	
	Experience of dealing with staff when performance gives cause for concern	<input type="checkbox"/>	
	Experience of working with Trustees (or Governors)		<input type="checkbox"/>
Managing Resources	Successful experience of managing budgets	<input type="checkbox"/>	
	Ability to manage, monitor and review available resources, ensuring value for money	<input type="checkbox"/>	
	Budgetary management at whole school level		<input type="checkbox"/>
	Experience of recruiting and deploying staff		<input type="checkbox"/>
Personal Skills and Qualities	Strong commitment to raising standards	<input type="checkbox"/>	
	High expectations of self and others ability to establish and maintain positive and enthusiastic, including when under pressure	<input type="checkbox"/>	
	Good communication skills	<input type="checkbox"/>	
	Empathy with children	<input type="checkbox"/>	
General	Effective computing skills for both teaching and management		<input type="checkbox"/>
	Awareness of and commitment to equality and how equalities and inclusion policies are implemented in schools	<input type="checkbox"/>	
	Knowledge about the importance of health and safety and the role of the individual in promoting and safeguarding the welfare of the pupil	<input type="checkbox"/>	
	Good understanding of and commitment to safeguarding procedures	<input type="checkbox"/>	



# 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 Cressida Johns at Academicis, our recruitment partner, on [cjohns@academicis.co.uk](mailto:cjohns@academicis.co.uk) or by phone on **07733 628155 / 01223 907979**.

**CLOSING DATE:**

Tuesday 14th April 2026

**SHORTLISTING:**

Thursday 16th April 2026

**INTERVIEWS:**

Tuesday 21st April 2026



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