



| Seal  
*Church of England  
Primary School*

# Head of School

Application Pack



# Seal CE Primary School

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## Letter from the CEO

Dear Applicant,

Thank you for expressing your interest in the extraordinary opportunity to become the Head of School at Seal CE Primary School. We are thrilled by your consideration as we believe this role offers an exciting chance to make a significant impact in the field of education.

Seal CE Primary School, proudly affiliated with the Inspire Academy Movement and is connected to our network of dynamic schools. Together, we are committed to providing students with a world-class education, endless opportunities, and transformative experiences. Our vision extends beyond conventional boundaries, allowing students the time and space to explore, understand, and pursue their true passions. We strive to empower them to recognise and unlock their full potential, fostering an environment of respect and compassion that positively shapes their lives and the lives of others.

Seal CE Primary School sets exceptionally high expectations for our students, and we are actively seeking passionate, like-minded colleagues who share our vision. As the prospective Head of School, you will embark on a rare and thrilling journey, collaborating closely with other talented leaders within our Trust to redefine what is possible in the education landscape.

If you are fuelled by a burning passion to create a better world through the transformative power of education, and if you possess the determination, vision, and leadership skills we are looking for, we encourage you to seize this opportunity and submit your application. This is your chance to be at the forefront of shaping education in Kent, contributing to a dynamic and innovative community that thrives on excellence. We eagerly anticipate the possibility of welcoming you to Seal and working together towards a future where education exceeds the boundaries of convention.

Liz Mitchell  
CEO  
Inspire Academy Movement



## About Seal CE Primary School

Seal CE Primary School is a two-form entry Church of England school located in the attractive village of Seal, near Sevenoaks. The school sits at the heart of a strong and supportive village community and is characterised by high levels of parental engagement, committed staff, and pupils who demonstrate confidence, resilience, and a positive approach to learning.

As a Church of England school, our distinctively Christian ethos informs every aspect of our work. We are guided by the belief that all members of our community are unique, valued, and capable of living fulfilling lives. This ethos promotes an environment in which pupils and staff are encouraged to support one another, strive for personal excellence, and develop as well-rounded individuals. Our values are reflected in relationships, behaviour, curriculum design, and the wider life of the school.

Seal CE Primary offers a unique, rich and engaging curriculum that seeks to provide meaningful, contextualised learning experiences. The school benefits from exceptional outdoor facilities, including two Forest School areas and a well-established community farm. These environments significantly enhance the curriculum, enabling pupils to develop a deep understanding of the natural world, strengthen their independence and problem-solving skills, and engage in high-quality experiential learning.

The wellbeing of pupils and staff is central to our culture and practice. We are committed to fostering a supportive working environment in which staff feel trusted, valued, and supported in their professional development. A strong ethos of collaboration and reflective practice is embedded across the school and further strengthened through our membership of the Inspire Academy Movement, which we joined in 2023.

Seal CE Primary School holds Gold status as a UNICEF Rights Respecting School, reflecting our commitment to ensuring that children's rights are understood and upheld throughout the school community. Our pupils come from a diverse range of backgrounds and with varied needs, and we take pride in providing an inclusive, nurturing environment in which every child is enabled to flourish academically, socially, emotionally, and spiritually.

Seal CE Primary School is a forward-looking, values-driven community with a clear commitment to excellence, inclusion, and the holistic development of every learner. We seek a Head of School who will uphold our ethos, contribute to our culture of professional growth, and lead the school confidently into its next phase of development.

# **School Vision and Values**

## **VISION**

At Seal, we draw inspiration from the Parable of the Mustard Seed, a tiny seed that grows into a mighty tree, symbolising the potential within us all to flourish and thrive. We believe that by nurturing this potential through the provision of an inspiring curriculum that is designed to equip all pupils and adults to become lifelong learners, we can create a thriving community where every member is empowered to grow, contribute and make a positive impact on the world.

The school has six Christian values of which the skills are taught within the curriculum. These values support the Christian vision which links to the Parable of the Mustard Seed.

### **Perseverance**

We understand that sometimes we find things challenging, but at Seal, knowing that God is with us, we are encouraged to keep going and never give up.

### **Independence**

At Seal, children are encouraged to take ownership of their learning. Each child is unique and matters to God.

### **Community**

Our Seal community is inclusive and welcoming. We work together to achieve great things for our school and local community.

### **Aspiration**

Children are encouraged to aspire to be the best they can be and to make the world around them a better place.

### **Respect**

We respect the rights of every child, no matter who or where they live. We believe that respect should be shown to everyone as we are all a gift from God.

### **Compassion**

Relationships within our Seal community show we all care for one another and are there to support during times of need.

# **Role Description**

The CEO and Governors of Seal CE Primary School are looking to appoint a new Head of School to our popular school. This is an exciting opportunity for either an experienced or aspiring Head to flourish within our growing Multi-Academy Trust.

As a newly formed MAT, this role is a fantastic opportunity for a passionate and inspirational leader to join us on our exciting journey.

If you are an existing Head, Deputy or a successful member of a leadership team with a proven track record of raising standards and thrive on challenge, we would be delighted to hear from you. We are appointing for September 2026.

## **Staff want our new Head of School to be...**

- A visible, hands-on presence in school life
- Staff want a Head who is routinely seen around the school and in classrooms, actively involved with children and staff, and present at touchpoints like arrival, lunch, and community moments
- Approachable, open and friendly
- Someone staff, pupils and parents can comfortably talk to; open, warm and easy to raise issues with
- Supportive, caring and empathetic—attuned to wellbeing
- A Head who shows care and understanding for children and adults, champions wellbeing, and fosters a supportive environment.
- Actively engaged with parents and the wider community
- Visible to parents, strengthens external relationships, and lifts the school's profile and reputation.
- Fair, respectful and trustworthy—an integrity-led role model
- Seen as fair and respectful with high integrity; someone others can trust and look up to.

## **Pupils want our new Head of School to be...**

- Understanding and will listen to them
- Keeps them safe
- Likes to laugh
- Will learn about their individual needs
- Will have fun with them and join in at discos
- Is calm but will be strict when needed
- Listens to both sides of the story and makes sure consequences are fair
- Enjoys going on school trips
- Makes music, especially singing, an important part of school life

# **Role Description**

**Parents want our new Head of School to be...**

- Able to build strong engagement with parents and the wider community
- Parents want a Head who is visible to families, builds strong relationships, welcomes engagement, and values the school community
- Supportive, caring and empathetic leadership
- Kind, nurturing, understanding, and who supports children, staff and families
- Approachable and personable
- Warm, friendly, human, and easy to talk to. Parents want a leader who is approachable to parents, children and staff and genuinely welcoming
- Child-centred and invested in pupils' experience
- Parents emphasised the importance of knowing the children well, prioritising wellbeing, behaviour and learning, and keeping children's best interests at the heart of decisions
- Visible and present in school life
- A Head who is seen around school, knows the families, welcomes children at the gate, attends events, and is actively part of daily school life

**We Offer....**

- Enthusiastic children who are happy, motivated, and proud of their school.
- A welcoming and safe learning environment with large grounds
- A team of supportive Trust Heads and Deputies that work collaboratively
- Supportive CEO and Executive Headteacher that are committed to your success
- Supportive Governors and Directors who are committed to working in partnership heads
- A pro-active Parent-Teacher Association which supports the school and wider community.
- A supportive central team to assist with day to day matters, allowing you to concentrate on the education of our children

What we will offer the successful candidate:

## **Values to Inspire**

### **Respect**

- 50% discount on wrap around care, Breakfast & After School Club
- 20% off Nursery fees

### **Independence**

- Opportunities to pursue educational areas of interest, leading school and trust wide initiatives
- We promote research driven learning for pupils and adults alike

### **Perseverance**

- Opportunities to develop own knowledge and skills
- Coaching sessions with external professionals

### **Community**

- A collaborative, friendly staff team
- Annual employee awards celebration
- Great school and Trust events

### **Aspiration**

- Leadership opportunities
- Opportunities for self-development

### **Compassion**

- An inclusive supportive leadership who cares, listens and empowers
- Paid time off for special family occasions

# **Job Description**

## **Purpose of the Job**

To provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school. Develop, implement and evaluate the school's policies, practices and procedures.

The Head of School is expected to demonstrate consistently high standards of principled and professional conduct and is expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them. Strategic responsibility for the school lies with the Executive Headteacher and/or CEO in conjunction with the Head of School.

## **Ethics and Professional Conduct**

The Head of School upholds public trust in school leadership and maintains high standards of ethics and behaviour, both within and outside school. The headteacher is expected to:

- Build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position
- Show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law
- As a leader of the school community and profession, a Head of School is to:
  - a. Serve in the best interests of the school's pupils
  - b. Conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen
  - c. Uphold their obligation to give account and accept responsibility
  - d. Know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
  - e. Take responsibility for their own continued professional development, engaging critically with educational research
  - f. Make a positive contribution to the wider education system

## Culture and Ethos

### School Culture

The Head of School is expected to:

- Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- Ensure a culture of high staff professionalism

### Behaviours

The Head of School is expected to:

- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- Implement consistent, fair and respectful approaches to managing behaviour
- Ensure that adults within the school model and teach the behaviour of a good citizen

### Professional Development

The Head of School is expected to:

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

## Curriculum and Teaching

### Teaching

The Head of School is expected to:

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- Ensure effective use is made of formative assessment

## Curriculum and Assessment

The Head of School is expected to:

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

## Additional and special educational needs

The Head of School is expected to:

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice

## **Organisational Effectiveness**

### **Organisational Management**

The Head of School is expected to:

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness, and probity in the use of public funds
- Ensure staff are deployed and managed well with due attention paid to workload
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- Ensure rigorous approaches to identifying, managing, and mitigating risk.

\*\* A Head of School will undertake any other duties which from time to time will be required and be relevant and commensurate with the post as deemed necessary by the CEO, Executive Headteacher or Governing Body/Trust.

# Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> <li>Qualified teacher status</li> <li>Degree</li> <li>National Professional Qualification for Headship (NPQH) or be expecting to complete within 2 years</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Substantial and successful leadership and management experience in a school</li> <li>Teaching experience</li> <li>Involvement in school self-evaluation and development planning</li> <li>Demonstrate experience of successful line management and staff development</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>Data analysis skills and the ability to use data to set targets and identify weaknesses with Senior Leadership Team</li> <li>Understanding of high quality teaching based evidence and the ability to model this for others and support others to improve</li> <li>Identifies emerging talents in current and aspiring leaders, leading to clear succession planning</li> <li>Understanding of school finances and financial management</li> <li>Effective communication and interpersonal skills</li> <li>Ability to communicate a vision and inspire</li> <li>Ability to build effective working relationships and work as part of a team</li> <li>Proven track record of overcoming disadvantage for vulnerable pupils</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Models the importance of British Values and ensures the highest standards of integrity, respect and tolerance from all staff, pupils and stakeholders</li> <li>Shows a commitment to the Rights Respecting Agenda</li> <li>A commitment to ensuring the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>Ability to work under pressure and prioritise effectively</li> <li>Commitment to maintain confidentiality at all times</li> <li>Shows respect and sensitivity towards cultural and religious differences</li> <li>Demonstrates commitment to safeguarding and promoting the welfare of children</li> <li>Demonstrates resilience at all times, especially under pressure</li> <li>Inspires and influences others to believe in the importance of education in our children's lives, and encourages them to value education</li> </ul>

# **Application process**

Please contact [lpaulden@inspiream.org.uk](mailto:lpaulden@inspiream.org.uk) or call 01732 762388 to arrange a school tour with the Executive Headteacher.

All applications must include a letter of application against the job description and person specification.

Closing date for applications: Friday 6<sup>th</sup> March 12 noon

Date interviews to be held: Wednesday 18<sup>th</sup> and Thursday 19<sup>th</sup> March

Start Date: 1<sup>st</sup> September 2026

All applicants need to have the Right to Work in the UK to be considered for this role.

Seal Primary School is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service.



