



Calverley CE Primary School

Headteacher Recruitment

January 2027

Calverley CE Primary School, Towngate, Calverley, LS28 5NF
Tel: 0113 257 5127 Email: office@calverleyce.co.uk Website: www.calverleycofeprimaryschool.org.uk



Letter from the Chair

Dear Applicant,

On behalf of the pupils, staff, and Governors of Calverley Church of England (Voluntary Aided) Primary School, I would like to thank you for your interest in the post of Headteacher.

Calverley CE Primary School is an oversubscribed 1.5-form entry school, set in the heart of the village of Calverley, with strong links to St Wilfrid's Church and the wider community. Our Christian ethos is central to all that we do and shapes a school culture that is inclusive and caring, role modelled by our trusted and empowered staff. Children are consistently supported to fulfil their social, emotional, and academic potential through the nurturing relationships established throughout the school community from the time they begin their learning journey with us. This nurturing ethos reflects the school's vision 'love, learn, care,' and was recognised in the 'good' outcomes and reports from both the Ofsted inspection of 2023 and SIAMS in 2019.

Our extensive grounds and unique outdoor environment provide rich opportunities for creativity, play and wellbeing. And, as the school looks ahead, a changing educational landscape and evolving pupil numbers also offer an exciting opportunity to think creatively about the future use of our buildings and learning spaces.

The Governing Body is seeking a strong, compassionate and aspirational leader who will bring people together and lead with clarity, warmth and high expectations. More information can be found on the school's website, and you are invited to visit school on Thursday 2nd July (1pm-3pm), Friday 10th July (9am-12pm), Thursday 16th July (all day), or Friday 4th September 2026 (all day).

We very much look forward to hearing from you and receiving your application.



Nicola Spalding
Chair of Governors



About Calverley

Calverley CE Primary school is situated in a wonderful, sought after village in north-west Leeds where most families live within walking distance of the school. The local area has a lot to offer its community. As well as the picturesque woodland, Victoria Park is a focal point of the village and, particularly in the warmer months, is a bustling hive of activity with its playground, tennis courts, football pitches and St Wilfrid's Cricket Club.

Our pupils are fortunate enough to have access to many out of school clubs in the village including dance schools, guiding / scouting and the local football team, Calverley United. Scenic walks along the Leeds-Liverpool canal are also easily accessed down the well-known Calverley Cutting. The village itself is steeped in history, being recorded as a settlement in the Domesday Book and even boasting its own medieval manor house, Calverley Old Hall, which dates back to the 14th century.



In addition to three village pubs, Calverley offers two Golf Clubs and great transport links to the surrounding areas, including the vibrant cities of both Leeds (8 miles away) and Bradford (5 miles away) – there's always something going on! The village has a regular bus service, two train stations within two miles and Leeds Bradford International Airport only a 20- minute drive away. Surrounding Calverley are the lovely areas of Horsforth, Farsley, Apperley Bridge and Rawdon, to name but a few.



Calverley Church of England (Voluntary Aided) Primary School

Headteacher

Contract Term: Permanent

Salary: L18-L24

Job starts: 1 January 2027

Closing Date: 12 noon, 8 September 2026

Shortlisting: 10 September 2026

Selection Interviews: 17 September 2026 and 18 September 2026



The Governing Body of Calverley Church of England (Voluntary Aided) Primary School is seeking to appoint an aspirational leader for the post of Headteacher.

Rated as "Good", in its latest Ofsted and SIAMS inspections, Calverley CE Primary School is a friendly, caring and popular school filled with happy, enthusiastic and talented learners, and equally happy, enthusiastic, talented and committed staff.

Calverley CE Primary School is an oversubscribed 1.5 form entry primary school which has strong links with St Wilfrid's Church and the local community. Our distinctive Christian vision and our 12 shared values – service, peace, perseverance, creation and creativity, reverence and respect, responsibility, trust, truth, friendship, humility, community and compassion – are foundational to the character and life of the school. We are keen to build on our success while continuing to take the school forward.

We are seeking a strong, compassionate and aspirational leader who will drive the school forward and lead with integrity, warmth and high expectations, who:

- Is committed to ensuring every child flourishes academically, socially and spiritually, and leaves school equipped to make a positive contribution to society.
- Models high professional standards and a commitment to nurturing a culture of care, mutual respect, and development.
- Is able to bring the curriculum to life in a vibrant and exciting way.
- Engages fully and becomes a key member of our school and wider community, bringing us together in a collaborative, positive environment underpinned by our shared values.
- Has a commitment to maintaining and developing the Christian vision and values of the school and promoting an understanding of other faiths and cultures.

In return, we offer:

- Children who love to come to school to learn, play, and grow.
- A dedicated and caring staff team committed to the children.
- A supportive, knowledgeable and engaged Governing Body.
- A close and active partnership with St Wilfrid's Church and the village of Calverley.
- A welcoming and involved school community.
- A unique outdoor space, enhanced through our OPAL (Outdoor Play and Learning) provision.
- Opportunities to work collaboratively within local, diocesan and professional networks.

Tours of the school are available and are welcomed you are invited to visit school on Thursday 2nd July (1pm-3pm), Friday 10th July (9am-12pm), Thursday 16th July (all day), or Friday 4th September 2026 (all day). Please contact the School Business Manager, Clare Hanna, on 0113 2575127 or office@calverleyce.co.uk to arrange.

All applications will be responded to following shortlisting.

A candidate pack which includes the Job Description and Person Specification and details of how to apply for the position can be downloaded from www.prospectsonline.co.uk

Please note that CVs are not accepted.

The school prides itself on being an equal opportunities employer and abides by Safer Recruitment Practices. We are committed to safeguarding and promoting the welfare of children. An online search will be carried out at shortlisting. All other Pre-employment checks including a DBS check, will be completed during the recruitment process.



Job Description

Hours: Full Time

Contract Type: Permanent

Reports to: The Chair of the Governing Body

Responsible for: All staff and pupils within the school

This Job Description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Headteacher will carry out. The post-holder may be required to do other duties appropriate to the level of the role.

Role Summary

The Headteacher will:

- Serve in the best interests of the school's pupils.
- Build positive and respectful relationships across the school and wider community.
- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Establish and promote a distinctive school vision, underpinned by core values and a moral purpose, focused on providing a world-class education in the context of the Christian ethos of the school.

Core Purpose

- Establish and sustain the school's ethos and strategic direction together with the governing body and through consultation with the school community.
- Establish and oversee systems, processes and policies so the school can operate effectively.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Make sure these school improvement strategies are effectively implemented.
- Monitor progress towards achieving the school's aims and objectives.
- Allocate financial resources appropriately, efficiently and effectively.
- Abide by the Framework for Ethical Leadership in Education and the Seven Principles of Public Life (The Nolan Principles).



Role Responsibilities

School Culture

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Inspire and motivate pupils, staff and members of the school community to excellent standards of achievement.
- Build positive and respectful relationships across the school community.
- Serve in the best interests of the school's pupils.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.

Teaching, Curriculum and Assessment

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence.
- Ensure teaching is underpinned by subject expertise.
- Effectively use formative assessment to inform strategy and decisions.
- Ensure the teaching of a broad, structured and coherent curriculum.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.

Behaviour

- Create a culture where pupils experience a positive and enriching school life.
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.

Additional and Special Educational Needs (SEN) and Disabilities

- Promote a culture and practices that enable all pupils to access the curriculum.
- Have ambitious expectations for all pupils with SEN and disabilities.
- Ensure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.
- Ensure the school fulfils statutory duties regarding the SEND Code of Practice.



Managing the School

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Manage staff well with due attention to workload.
- Ensure rigorous approaches to identifying, managing and mitigating risk.

Continuous School Improvement

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement.
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context.
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

Governance, Accountably and Working in Partnership

- Understand and welcome the role of effective governance, including accepting responsibility.
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Professional Development

- Ensure staff have access to appropriate, high standard professional development opportunities.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet own development needs.

Headteacher Person Specification



Qualifications		
Holds a degree level qualification or equivalent.	E	A, P
Holds Qualified Teacher Status (QTS) or other recognised teaching qualification.	E	A, P
Holds a Professional Qualification or working towards gaining a NPQH or CEPQH or equivalent.	D	A, P
Experience		
Successful Senior leadership of a primary school setting (age range 5 to 11 years).	E	A, I
Experience of developing, reviewing the school's strategic plan, together with the Local Governing Body/Trustees, ensuring that key objectives are used to develop school improvement plans.	E	A, I
A proven track record of building and implementing a culture of high performance, accountability and ethical standards from all staffing groups across the school.	E	A, I
Experience of raising attainment, setting high expectations and continually raising standards of teaching and learning.	E	A, I
Able to implement a climate of learning which enables the best outcomes for all pupils.	E	A, I
Experience in evaluating and using a range of data to improve pupil outcomes.	E	A, I
Experience of building successful partnerships with a wide range of stakeholders.	E	A, I

Headteacher Person Specification



Leadership Qualities		
Abides by the Framework for Ethical Leadership in Education and the Seven Principles of Public Life (The Nolan Principles).	E	A, I
Ability 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.	E	A, I
Ability to champion a culture which is inclusive, supportive, promotes diversity and equality, with ambitious expectations for all pupils.	E	A, I
Creates a culture where SEND pupils experience a positive and enriching school life regardless of age ability aptitude or SEND across all phase groups.	E	A, I
Is a visible and high-profile role model with a professional approach that demands excellence, confidence, trust and respect through inspiring and empowering staff to succeed.	E	A, I
Ensures staff have access to high-quality, sustained professional development opportunities to raise standards of teaching and learning for all pupils.	E	A, I
Ensure rigorous approaches to identifying, managing and mitigating risk.	E	A, I
Able to communicate a vision to a wide range of audiences and inspire others.	E	
Committed to safeguarding, inclusion and promoting the welfare of all stakeholders.	E	A, I
Knowledge and Skills		
Up-to-date knowledge and understanding of the National Curriculum and experience of curriculum design at the relevant age range (5 to 11 years).	E	A, I
Up-to-date knowledge of national policy, legislation, financial frameworks and school governance in an academy setting.	E	A, I
Knowledge and application of setting high expectations and monitoring progress to continually raise standards of teaching & learning and outcomes for pupils across all subjects and phase groups.	E	A, I
Operates with financial astuteness, within a clear set of principles centred on the school's vision.	E	A, I
Ability to analyse and interpret comparative data, establishing benchmarks and set targets for improvement.	E	A, I
Ability to embed clear quality assurance systems that drive consistency and improvement in performance across the school.	E	A, I

Headteacher Person Specification



Church School Commitment		
Commitment to maintaining and developing the Christian vision and values of the school and promoting an understanding of other faiths and cultures.	E	A, I
Practising Christian, who will actively live out and embed the Christian vision and core Christian values of the school, in accordance with the tenets of the religious denomination of the school (i.e. belonging to a church in membership of Churches Together in Britain and Ireland).	D	A, I
Personal Qualities		
Committed to achieving the best outcomes for all pupils.	E	A, I
Committed to promoting the ethos and values of Calverley C of E Primary school.	E	A, I
Able to work effectively under pressure.	E	A, I
Able to prioritise work and demands effectively.	E	A, I
Able to delegate duties across the wider leadership team effectively.	E	A, I
Committed to maintaining confidentiality and protecting data at all times.	E	A, I
Committed to safeguarding.	E	A, I
Committed to equality, diversity and inclusion.	E	A, I
Commitment to uphold the 7 principles of public life at all times.	E	A, I
Committed to tackling the climate.	D	A, I

Equality

Calverley CE Primary School welcomes pupils and staff from a wide range of backgrounds.

We believe that their different cultures, talents and life experiences bring richness and vibrancy to school life and help to create an environment that supports us all in learning from each other.

We take seriously our duties to eliminate discrimination, promote equality of opportunity and foster good relations between people of all backgrounds. This duty is set out in the Equality Act of 2010, which covers sex, race, disability, religion or belief, sexual orientation, gender reassignment and pregnancy or maternity.

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.



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