



# Cookridge Holy Trinity Church of England (A) Primary School

*The best for every child - a unique child of God*



**Headteacher Application Pack**

## *A message from the Chair of Governors*

Dear Applicant,

On behalf of the Governors, I would like to thank you for your interest in the position of Headteacher at Holy Trinity Church of England VA Primary School.

The Governors and school staff while celebrating and being immensely grateful for everything that our retiring Headteacher has done during her tenure are now looking forward to the next phase of our journey and are excited by the prospect of working with a new Headteacher and are committed to supporting the successful applicant once in post. The school wishes to appoint a highly skilled Headteacher to lead our happy and hardworking team. As Headteacher, you will work closely with governors to set the school's future strategic direction and, in doing so, you will demonstrate your commitment to pursuing excellence in every aspect of the life of the school.

The school is proud of its achievements and is determined to build upon its existing high standards of teaching and learning in the future. Governors are looking to appoint a Headteacher who can demonstrate:

- Excellent leadership knowledge and skills.
- A clear vision for enriching the school's distinctive Christian ethos.
- The ability and passion for raising educational standards.
- Willingness to build on the very good established links with the community and church.

The school's new Headteacher will be a leader who is passionate about teaching and learning, an individual who is committed to achieving excellent outcomes for pupils, and someone who will champion the interests of pupils, staff and the local community.

I hope that the following information will give you a vivid picture of our school with all its possibilities.

You are warmly invited to visit the school; you can find details of who to contact within the pack. I very much look forward to meeting you and receiving your application.

Yours faithfully,

*Paul Atkinson*

*Reverend Fr Paul Atkinson*  
Chair of Governors

## Our School

Our school is a Church of England Voluntary Aided Primary School situated in North Leeds in the suburb of Cookridge. We are 2 form entry with 399 pupils on role admitting 60 new pupils each year into reception. The school has attractive grounds, with a MUGA, Woodland, OPAL and sensory areas that are enjoyed by children and adults alike.

We have a strong team of staff who are committed to providing a high-quality learning environment where children can achieve, enjoy and excel in all areas of school life.

Our vision statement is:

***‘The best for every child - a unique child of God.’***

This simple statement refers to the fact that child at Holy Trinity School is loved and valued as being unique, as a result we want to offer every one of them the absolute best that we possibly can. This statement though extends beyond our school, because we value and love in common with our church, everyone in our community, which means our families, friends and neighbours. We hope by doing this we are setting a lifelong example for our children so they in turn learn to love their learning journey, each other, the school, their community and the world around them. We hope that this love leads them on to a future where they care and contribute to the world making it a much better place.

Teachers and support staff all work hard at Holy Trinity to maintain a safe and happy school where children are encouraged to become enthusiastic and lifelong learners.

Children are valued as members of the school community and have plenty of opportunities to have their say and get involved.

The school offers an enriched, broad and balanced curriculum and strives to give children lots of opportunities in music, arts and sport as well as excelling academically.

Parents are encouraged to be active partners in their children’s learning through effective communication, regular information about children’s learning and progress, homework activities and a strong emphasis on developing children’s learning skills from an early age.

Our school benefits from the support of a very active and committed Governing Body who aren’t afraid to challenge and who ensure that the school fulfils its duties and provides value for money. They challenge the school to ensure that children achieve high standards.

Everyone at Holy Trinity is proud to be a part of our church school family. We work closely with Holy Trinity Church, just up the road and we also have a strong partnership with the Diocese of Leeds who provide regular support, training and networks.

## JOB DESCRIPTION

### Ethics and Professional Conduct

This appointment is with the Governing Body of the school under the terms of the National Society Contract signed by the Governors as employees.

The headteacher will be expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the National Standards of Excellence for Headteachers and be responsible for providing the conditions in which teachers can fulfil them.

The appointment is subject to the current conditions of employment of Headteachers, contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation, including that of the Department for Education, and the terms of the National Society contract. In carrying out his/her duties, the Headteacher shall consult, where appropriate, with the Diocese, Local Authority, the Governing Body, the staff of the school, its pupils and the parents of its pupils.

The headteacher will be expected to always uphold and demonstrate the 'Seven Principles of Public Life'. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

The headteacher will be expected to uphold public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, the headteacher will be expected to:

- Build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position.
- Show tolerance for and respect for the rights of others, recognising differences and respecting cultural diversity.
- 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 leader of their school community and profession, the headteacher will be expected to:

- Serve in the best interests of the school's pupils.
- 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.
- Uphold their obligation to give account and accept responsibility.

- Know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities.
- Take responsibility for their own continued professional development, engaging critically with educational research.
- Make a positive contribution to the wider education system.

### Core Purpose:

- Provide effective professional leadership of the school in a way which reflects the school's Church of England foundation and enables adults and pupils to flourish.
- Lead by example, to inspire the whole school community to learn and aspire in an inclusive environment actively modelling and embedding into all areas of school life, the Christian vision and core Christian values of the school
- Ensure its success and improvement through the provision of high-quality education and learning for all.
- Ensure an inclusive environment for all that promotes safety, care and equality for all.
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.
- Secure, sustain and develop mutually beneficial partnerships with, for example, schools, Trust, external services, the Diocese and the Local Authority.
- Ensure a culture of high staff professionalism.
- Create a culture where pupils experience a positive and enriching school life.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
- Be accountable to the governing body, which is the employer

### Teaching

The headteacher will be 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 headteacher will be 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.
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

## **Behaviour**

The headteacher will be 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.

## **Additional and Special Educational Needs and Disabilities**

The headteacher will be 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 that 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.

## **Professional Development**

The headteacher will be 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.

## **Organisational Management**

The headteacher will be 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.

## Continuous School Improvement

The headteacher will be expected to:

- 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.
- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.
- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- Establish and sustain professional working relationship with those responsible for governance.
- Ensure that staff know and 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.

## Health & Safety

The headteacher will ensure:

- Ensure that all staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

## PERSON SPECIFICATION

Title of Post	HEADTEACHER		
Date	January 2025		
<p>The Selection Panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the following criteria through the application/reference/interview or tasks. Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.</p>			
Church School Commitment	Essential/ Desirable (E/D)	How Identified	
	1 Commitment to maintaining and developing the Christian vision and values of the school and promoting an understanding of other faiths and cultures.	E	Application Form Selection process
	2 A practising Christian, who is a communicant member of the Church of England or other mainstream Christian denomination 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 church and school. A faith reference from your Vicar, Minister or Priest will be required in addition to two standard references (Equality Act 2010: Genuine Occupational Requirement).	E	Application Form Selection process References
Qualifications	Essential/ Desirable (E/D)	How Identified	
	1 Qualified teacher status	E	Application Certificates
	2 Degree or Management Qualification	E	Application Certificates
	3 N.P.Q.H	E D	Application Certificates
	4 C of E PQH	D	



	5	NCSL/CWDC Safer recruitment certificate (Required within the first year of Headship)	D	Application Certificates
Professional Development and Experience		Essential/Desirable (E/D)	How Identified	
	1	Successful senior leadership role within the Primary phase	E	Application Selection process References
	2	Successful primary teaching experience	E	Application Selection process References
	3	Recent and relevant professional development, including safeguarding	E	Application References Certificate
	4	Experience across more than one phase of primary education	E	Application and Selection process
	5	Leadership experience in more than one school	D	
	6	Experience, at a senior level, of successful Ofsted and SIAMS Inspections	D	
	7	Experience of working in a diverse range of schools	D	
Knowledge, Skills and Abilities		Essential/Desirable (E/D)	How Identified	
	1	Up to date knowledge of national initiatives and developments in Early Years and primary education	E	Application and Selection process
	2	Ability to motivate, lead and engage pupils, staff, parents/ carers and governors	E	

3	Knowledge of effective school evaluation and strategic planning to bring about sustained school development	E	
4	Ability to communicate effectively (both orally and in writing) to a variety of audiences	E	
5	Ability to develop and support effective partnership working	E	
6	Skills to evaluate and improve learning through excellent teaching and student support	E	
7	Excellent organisational skills	E	
8	The ability to develop a curriculum which promotes equity and pupils' academic achievement alongside their personal development (spiritual, moral, social, cultural, creative and physical) and well-being	E	
9	Knowledge and skills to lead high quality collective worship	E	
10	Knowledge and experience of how to set and manage budgets to support school improvement	D	

	11	Knowledge and understanding of equality and diversity issues and how they can be effectively addressed in schools	E	
	12	Knowledge of effective procedures for managing and promoting students' positive behaviour	E	
	13	Knowledge and understanding of data analysis and the important impact this can have on student achievement	E	
	14	Knowledge and understanding of how to maximise the positive impact of progressive IT applications in an educational setting	D	
	15	Knowledge and experience of working to the SEND code of practice	E	
	16	Knowledge of effective inclusion practice	E	
	17	Knowledge and experience of implementing effective attendance and safeguarding policy and procedures	E	
<b>Personal Attributes</b>		<b>Essential/ Desirable (E/D)</b>	<b>How Identified</b>	
	1	Commitment to inclusion, meeting the needs of all children, including the vulnerable, those with special needs/ disabilities and potential high achievers	E	Application and Selection process

2	A commitment to continuing professional development	E	
3	A commitment to working positively with members of the Local Governing Committee to establish effective and transparent governance	E	
4	Adaptability to changing circumstances and new ideas	E	
5	A strong understanding and focus on staff well-being	E	
6	Excellent interpersonal skills, approachable to all members of the school community	E	
7	Appetite and stamina for challenging work	E	
8	A solution-focused mindset and determined “no excuses” approach to raising standards	E	
9	Commitment to upholding the school’s ethos, values, policies and procedures	E	
10	A developed educational philosophy	E	
Equal Opportunities	Essential/ Desirable (E/D)	How Identified	

	1	Acceptance of, and commitment to, the principles of the school's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the pupils and community	E	Application and Selection process
	2	Commitment to equal opportunities policies relating to all protected characteristic in an educational context	E	
<b>Safeguarding</b>		<b>Essential/ Desirable (E/D)</b>	<b>How Identified</b>	
	1	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Application Selection process and completion of an Enhanced DBS check
	2	Has appropriate motivation to work with children and young people and can relate to them	E	
	3	Displays commitment to the protection and safeguarding of children and young people	E	
	4	Good knowledge and understanding of the importance of safeguarding pupils and the welfare of staff and the action to take to support this	E	
	5	Experience of working as a Designated Safeguarding Lead (or deputy)	E	
<b>Personal Circumstances</b>		<b>Essential/ Desirable (E/D)</b>	<b>How Identified</b>	

1	Legally entitled to work in the UK	E	ID and Enhanced DBS and criminal background check
2	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/ young people/ vulnerable clients/ finance	E	
3	Willingness to complete a Pre- Employment Health Declaration if appointed.	E	Health Declaration

## THE APPOINTMENT PROCESS

This appointment is for a full time/permanent Headteacher. The Start date is September 2025

**Salary:** Leadership Scale L18-24

### School Visits:

Are welcomed and you are most welcome to visit the school as part of your consideration and in advance of applying. Please note that all visits will be informal and will not be part of the selection process and will not have any bearing on our short listing, interview, selection, and recruitment process.

Please contact Mrs Tracy Atkinson at the school on 0113 2253040 or [tracy.atkinson@holytrinty.leeds.sch.uk](mailto:tracy.atkinson@holytrinty.leeds.sch.uk) if you would like to arrange a visit.

### Timeline:

- Closing date for applications: 12 noon on Monday 24<sup>th</sup> February.
- Shortlisted candidates will be notified via email: Wednesday 5<sup>th</sup> March
- Interview days: Thursday 13<sup>th</sup> March and Friday 14<sup>th</sup> March.

Shortlisted candidates will be informed of the schedule for the interview process and what they need to prepare for the interview. Unsuccessful candidates will be informed by letter.

### Applications

Please apply using the application form attached to this document. CVs are not acceptable.

Application Forms should be returned to:

Cookridge Holy Trinity C of E (A) Primary School

Green Lane

Cookridge

LEEDS LS16 7EZ

Alternatively, they may be emailed to: [Dave@bywaterkent.co.uk](mailto:Dave@bywaterkent.co.uk)

### Interview Process

Selection activities will be conducted on the first day of the interview process and will be carried out by a selection panel of Governors on behalf of the full Governing Body. External advisers will be supporting the process throughout.

At least three of the panel have undertaken training on Safer Recruitment.

### Safeguarding

Our school has an equal opportunities policy for selection and recruitment in accordance with our safeguarding policy. The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share our commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other pre-employment checks, including references.



Cookridge Holy Trinity  
Church of England (A) Primary School

**Green Lane Cookridge LEEDS LS16 7EZ**  
**Telephone 0113 225 3040**  
[www.holytrinity.leeds.sch.uk](http://www.holytrinity.leeds.sch.uk)

**HEADTEACHER**  
**Full Time / Permanent**  
**Leadership Scale L18-24**  
**Required September 2025**

At Holy Trinity School we have a strong belief encompassed in our motto: The Best for every child, a unique child of God. Therefore, the Governors are looking for an inspirational, passionate and committed Headteacher, who will join us on the next stage of our journey, which is to ensure that Cookridge Holy Trinity C of E (A) Primary School continues to grow and thrive as we provide broad and rich learning experiences for all our children, rooted in our Christian Values.

Holy Trinity is a two-form entry school with 400 pupils on roll situated in a residential area on the north-western border of the city of Leeds. We have strong links to our parish church and the local community.

**What we are looking for:**

We want you as Headteacher to offer a clear vision and strong leadership to take the school to the next level, as you inspire, challenge and motivate a dedicated and passionate staff team, building on our existing strengths, as well as bringing new ideas to develop outstanding teaching and learning. You will bring experience of focused, successful and sustained school improvement, as you work closely with Governors and Senior Leaders in the assessment, monitoring and evaluation of pupils' progress, attainment and wellbeing. You will also help to sustain and develop the school's Christian ethos as you continue to build upon the very good and well-established links with both Holy Trinity Church and the community.

Applicants, therefore, must recognise the distinctive aims and ethos of a Church of England Aided School and should be a committed communicant member of the Church of England or other mainstream denomination. (Equality Act 2010 occupational requirement).

**We can offer you in return:**

Dedicated and hard-working staff, who have high standards and expectations for all students.  
Children who are enthusiastic, confident, and endlessly curious.  
Parents who are advocates for the school and are keen to support their children's learning.  
Supportive Governors who are aspirational for the school.



## Commitment to safeguarding

Holy Trinity School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. Appointments made are subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history and an online search will be conducted. This includes only information publicly available online.

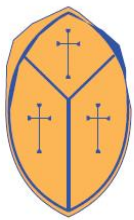
We passionately believe that a diverse workforce where everyone feels welcomed and valued will be a better place for children and our staff. We want a staff body which reflects the population of Leeds.

Visits to the school are warmly welcomed. Please contact the School Business Manager, Mrs. Tracy Atkinson, on the school telephone number, to arrange a suitable time.

Closing date: Monday 24 February 2025, 12.00 noon Shortlisting date: Week commencing 3<sup>rd</sup> March

Interview dates: Thursday 13<sup>th</sup> and Friday 14<sup>th</sup> March 2025

Cookridge Holy Trinity C of E (A) Primary School is committed to safeguarding and promoting the welfare and safety of all our children and young people and we expect staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service check.



# Cookridge Holy Trinity Church of England (A) Primary School

*The best for every child - a unique child of God*



Thank you for your interest in our role of Headteacher and we look forward to receiving your application.