



TOGETHER WE WILL GIVE OUR
CHILDREN THE ROOTS TO GROW,
AND THE WINGS TO FLY



HEADTEACHER RECRUITMENT PACK

February 2026

St John's C of E VA First School
Christchurch Street East,
Frome
Somerset
BA11 1QG
Tel: 01373 462251

www.stjohnsfrome.co.uk

CONTENTS

- Key Dates & School Location
- Letter from Chair of Governors
- Introduction to Our School
- Governing Board
- What the Children Say
- Person Specification
- Job Description

KEY DATES AND CONTACT INFO

KEY DATES: APPLICATION

- Closing Date: Friday 13th March 2026 (midnight)
- Shortlisting: 16th March 2026
- Interviews: 23rd and 24th March 2026
- School visits: by prior arrangement only

We encourage candidates to visit our school. To arrange a visit please contact Jo Alexander, School Administrator, on 01373 462251.

CONTACT DETAILS

St John's Church of England VA First School
Christchurch Street East

Frome

BA11 1QG

www.stjohnsfrome.co.uk/

office@stjohnsfrome.co.uk



LETTER FROM THE CHAIR OF THE BOARD OF GOVERNORS

Dear Candidate,

Thank you for your interest in the position of Headteacher at St John's Church of England First School, Frome.

St John's is a fully inclusive, caring school where the needs of the children are central to all we do. Our motto, 'Together, we give our children the roots to grow and wings to fly,' drives us to help every child become the best version of themselves. We are proud of our Shared Values of Kindness, Empathy and Resilience which provide a foundation for children of all faiths and none and if you were to visit us, you will see these values in action.

At St John's, we believe in transparency. We are currently led by two dedicated Co-Headteachers, but we are now seeking to appoint a single Headteacher to lead us from September 2026.

The school is currently rated "Requires Improvement" by Ofsted and we are awaiting our next inspection. The staff team have been working tirelessly to address the areas raised. We are looking for a leader who is not daunted by this, but who is excited by the trajectory of improvement we are on.

Furthermore, the educational landscape in Frome is evolving. There is an active consultation regarding a transition from the current three-tier system to a two-tier system in 2028. To ensure the best future for our school, we have also been exploring joining the Bath and Wells Multi-Academy Trust. The new Headteacher will play a critical role in navigating these changes and shaping our identity for the future.

The type of person the school needs is a forward-thinking, resilient, and creative leader. You must be committed to raising standards and improving pupil performance while maintaining our strong community links. We are an enthusiastic Governing Body who will work alongside you - offering both high support and high challenge - to ensure St John's becomes the outstanding school our children deserve.

If you have the heart to care for our children and the head to lead our strategy, please complete the application form and email it to SSERecruitment@Somerset.gov.uk

We warmly invite you to visit St John's to get a feel for what makes us special. We look forward to meeting you.

Yours faithfully,
J. Hill
Jack Hill
Chair of Governors

ABOUT OUR SCHOOL

We are a fully inclusive Church of England first school for children aged 4 to 9 years in the heart of the vibrant market town of Frome, in Somerset. We are proud of our school and enjoy working together as a caring and respectful community of children, parents, teachers, and governors, giving our children ‘the roots to grow and the wings to fly’!

Although our school day is busy, there is always a sense of calm and purpose. We all strive to do our very best in everything we do. We value excellent character (being respectful, friendly, and honest) every bit as much as our academic effort (hard work, progress, and attainment). Equally important for all of us is a sense of enjoyment; we believe school should be fun!

Our school staff, parents and governors work together to help our children flourish as respectful, confident, and aspirational citizens who seek to positively contribute to the school community, local community, and the world beyond. Our aim is to ensure that each member of the school community feels valued, so we follow some simple rules

Frome has been named more than once as the Best Place to Live in the Southwest of England in The Sunday Times. Frome boasts a vibrant town centre with lots of independent shops and traders and a strong artistic community hosting the Frome Independent Market and the Frome Festival. Frome is known for its community spirit and local initiatives such as “The Compassionate Frome” project and ‘flatpack democracy’.



OUR SCHOOL COMMUNITY

St John's School plays an active role in local life, participating in key seasonal traditions. This year, the school contributed to the town's remembrance commemoration and strengthened community links with a visit to a local residential care home and carol singing at the church. The children also recorded a special video Christmas card for the Town Mayor, you can see this here: <https://youtu.be/GR5p3VLi4Qo>

In addition to ceremonial events, the school has focused on supporting charitable causes. Contributions were made to Fair Frome through the Harvest Festival, helping to support the wider community. The students also took part in fundraising for Children in Need, creatively marking the occasion by constructing a Pudsey Bear outline entirely out of coins.



School Council

We have an active School Council at St John's - a formal pupil-elected council that allows our children to have an active say in the school issues that affect their school experience. Classes hold yearly elections with one representative per class, who meet fortnightly with the Headteacher to discuss pertinent issues and to provide a pupil perspective.

Friends of St John's

Our Parent Teacher Association - Friends of St John's – is a registered charity which brings together parents, families of children at St John's, teachers, and staff to enhance the children's time at the school. The Friends organises fun and engaging events, to provide opportunities and additional resources to enrich their learning, all the while celebrating our lovely school community.

Throughout the year, the Friends organise fun events for the children and their families to get involved with such as Christmas and summer fairs; Pumpkin and Easter egg hunts; Movie and quiz nights and design your own Christmas card. Money raised by the Friends has helped towards the purchase of a class set of laptops, playground equipment, cookers and trolleys and has contributed towards learning enrichment in each class

Local Community

We love our town and there is a real local community spirit in Frome. We are part of the [Frome Learning Partnership](#), which is made up of seventeen schools in and around Frome who work together for the benefit of children. We actively engage in local events that bring the community together, showcasing our school and its diversity.



Church

St John's School has strong links with its local church, the Church of St John the Baptist. Visits to the church are commonplace throughout the year, and not just confined to Christian festivals. Our daily acts of Collective Worship are mainly of a Christian character, but as a diverse and inclusive school, we also explore stories from other religions, faiths, and non-faiths - focusing on the moral messages that are relevant in the children's everyday lives.

Last term a Reader at the church worked in partnership with the school to start a School Choir. This has been successful and the Choir have taken part in the Carol Service and other events.

We have services held in St John's Church for Harvest, Christmas, Easter and at the end of the year and believe that this is an important time for our school community to meet. We sing hymns and songs and share an opportunity for daily reflection on spiritual and moral issues, promoting a common ethos with shared values, rooted in our church foundation.



GOVERNING BODY

We have an enthusiastic Governing Body, and we are actively seeking to recruit new members. We enjoy good relationships with our headteacher and the staff. We work closely with all members to improve outcomes for the children. We monitor the school development plan and fulfil our statutory duties in all areas.

We meet at least twice termly as a full board and link governors undertake termly visits and report back to the board. The members of the board have a wide range of skills and experience. We ensure the budget is used appropriately to ensure the best opportunities and support for all our children.

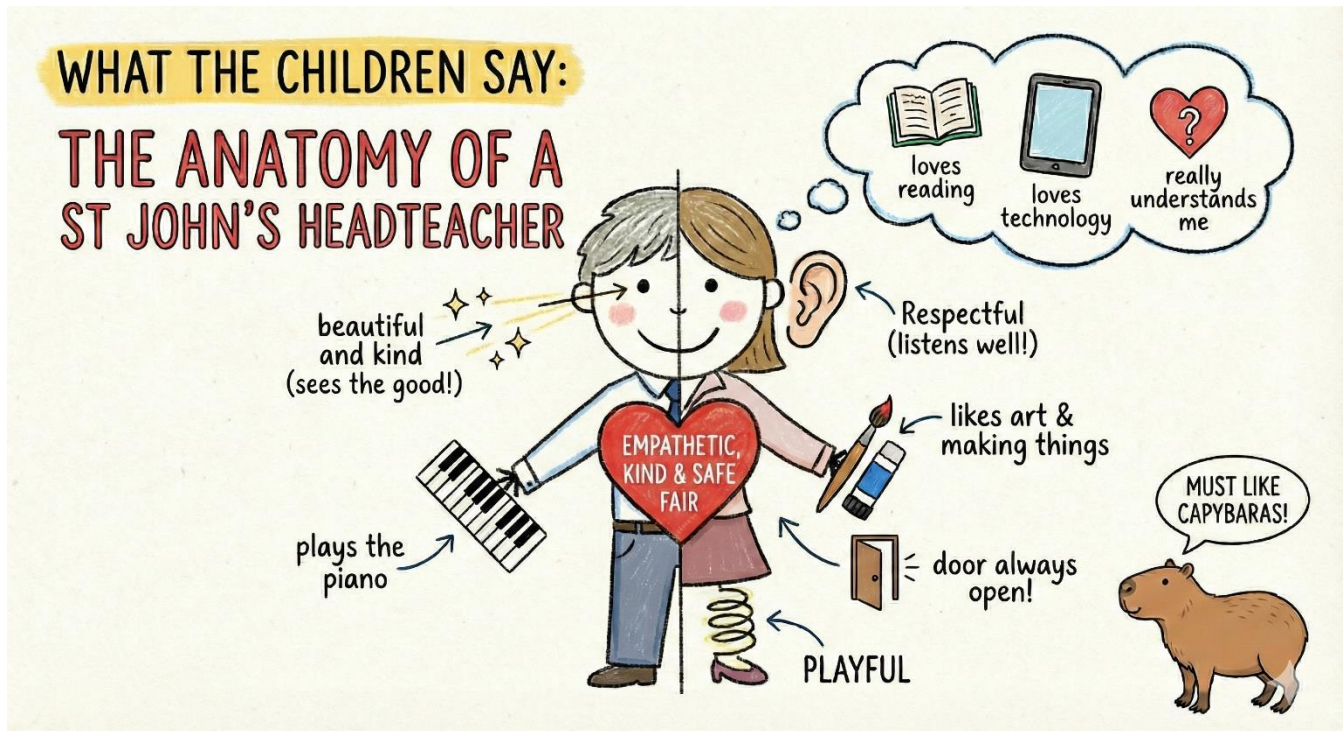
The governors enjoy spending time with the children in school and accompanying them on external visits.

Board Members

- Mr Jack Hill – Chair of Governors (Parent Governor)
- Mr Damon Hooton – Vice Chair of Governors (Foundation Governor)
- Mr Craig March – Parent Governor
- Mrs Mandy Hulme – Foundation Governor
- Mr Alan Burgess – Foundation Governor
- Mrs Janet Caudwell – Associate Governor
- Mr Micheal Bartlet – LA Governor
- Mrs Nicole Simenton – Staff Governor
- Mrs Teresa Gilbert – Headteacher
- Mrs Sam Nicol – Clerk to the Board of Governors

WHAT THE CHILDREN SAY

It's important to us that our children have a voice. We wanted to find out what was important to them, so we asked the children what they were looking for in a new Headteacher and this is what they came up with:



Job Description and Personal Specification - Headteacher

Reports to: Chair of Governors

Job purpose

Working with the Governing Board, the Headteacher will provide vision, leadership and direction for the school and will ensure that it is managed and organised to meet its aims and objectives. The Headteacher will also seek to maintain and develop the relationships that have been created with the wider community.

The Headteacher is accountable to the Governing Board for ensuring the educational success of the school and they are responsible for the quality of teaching and learning. They should create an inspiring and productive teaching and learning environment in which staff and pupils are engaged and can thrive. They are also expected to demonstrate consistently high standards of personal and professional conduct.

Main Responsibilities and Duties

The Headteacher shall carry out their professional duties in accordance with the most up to date School Teachers' Pay and Conditions Document (STPCD), Headteacher Standards and the Burgundy Book.

The following duties are to be carried out in consultation with, as appropriate, the Governing Board, the staff and parents.

Shaping the Future

Our Head will work with the Governing Board to create a shared vision and strategic plan, which inspires and motivates pupils, staff and other members of the school community. This vision is founded on core educational and Christian values and will take into account stakeholder values and beliefs. This strategic planning process is crucial to sustaining school improvement and developing the full potential of all its pupils. The new Head will be expected to:

- Consult, develop, implement, monitor, review and evaluate policies for the delivery of the overall aims and objectives, ensuring these take account of national and global trends, local and school data, and inspection and research findings.
- Create an ethos which provides a collaborative educational vision of excellence - which secures effective teaching and successful learning for pupils including sustained improvement in their spiritual, moral, cultural, mental and physical development.
- Ensure the commitment of all those involved in the school to its vision, aims and objectives.
- Ensure that the management and organisation of the school supports its vision and aims and objectives.

Teaching and Learning

Our Head will assume central responsibility for raising the quality of teaching and learning and for pupils' progress and achievement, setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. Pupils will experience a positive learning culture and become effective, enthusiastic, independent learners committed to life-long learning. They will:

- Determine, organise and implement a broad, flexible, challenging, appropriate and progressive curriculum for the school and implement an effective assessment framework.
- Create and maintain an environment and code of behaviour which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline.
- Secure and sustain effective teaching and learning throughout the school by monitoring and evaluating the standards of teaching and learning, ensuring that appropriate standards of professional performance are established and maintained and that underperformance at all levels is challenged and addressed.
- Assess, monitor and evaluate the curriculum in order to identify and act upon areas for improvement and to develop a personalised learning culture within the school which promotes independent learning.
- Produce and revise, as appropriate, a School Development Plan (SDP) relevant to the needs of the school, the development of the pupils and within the potential resources available to the school.
- Monitor and evaluate the quality of teaching and learning in the school, including those pupils with special educational needs, using data to support and implement strategies for ensuring inclusion, diversity and access.
- Develop and maintain effective partnerships with parents, carers, the community, other schools, clergy and the local worshipping communities. Extend pupils' learning experiences, their achievement and personal development, by creating effective links with business and industry, and promote outdoor learning through trips, residential visits and related opportunities.
- Participate, to such an extent as may be appropriate, in the teaching of pupils in the school, including the provision of cover for absent teachers.

Developing self and working with others

Our Head will build a professional learning community that enables others to achieve their full potential through effective performance management and continuing professional development in order to achieve the highest standards. This role will help staff equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them. The Head will also be committed to their own CPD. They will:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and engage with other schools to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Lead professional development of the staff by example, ensuring that all staff have access to advice, training and development opportunities appropriate to their needs, including needs identified through performance management systems in accordance with the policies of the Governing Board and the School Development Plan as appropriate.

- Ensure that professional duties and conditions of employment as set out in local and national conditions of service for Head Teachers, teachers and support staff are fulfilled.
- Develop and maintain a decision-making structure providing opportunities for staff participation and establish channels of communication including the use of formal procedures to solve problems and resolve conflict.
- Foster and maintain relationships with organisations representing teachers and support staff.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is not of the highest standards.
- Regularly review your own practice, set personal targets and take responsibility for your own personal development.
- Manage your workload and that of others to allow an appropriate work/life balance.

Managing the Organisation

Our Head will ensure the school, its staff and resources are organised and managed to provide an efficient, effective and safe learning environment while achieving maximum value for money. They will also be expected to build a successful organisation through effective collaboration with other schools.

The new Head will:

- Create an organisational structure which reflects the school's values and enables its management systems, structures and processes to work effectively in line with legal requirements.
- In consultation with the Governing Board, set appropriate priorities for expenditure, allocate funds and ensure effective administration and management of all resources including staff.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Ensure the security and effective supervision of the school buildings and their contents and of the school grounds ensuring that such resources are managed to meet the needs of the curriculum and to comply with all relevant Health and Safety Regulations.
- Manage, monitor and review the range, quality, quantity and use of all available resources including technology in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

Accountability

Our Head will be accountable to a wide range of groups, particularly pupils, parents, carers, governors, the Local Authority, St John's Church and the Bath and Wells Diocesan Education Board. They will be accountable for ensuring pupils enjoy and benefit from the high quality education, for promoting collective responsibility within the whole school community and contributing to the educational profession more widely. The head is legally and contractually accountable to the Governing Board for the school, its environment and all its work. They will:

- Comply appropriately with the requirements of the Governing Board in respect of the strategic management and direction of the school.
- Present a coherent, understandable and accurate account of the school's performance in a form appropriate to a range of audiences including governors, parents and carers,

maintaining and providing adequate and appropriate records, statistical data and returns.

- Be accountable for health and safety performance within the school.
- Be responsible for controlling costs and ensuring budget commitments are met.
- Ensure compliance with all financial policies and procedures.
- Cooperate with auditors and implement their reasonable recommendations.
- Be responsible for delivering value for money through adherence to the procurement processes and purchasing limits.

Safeguarding Children

- Ensure all policies and procedures adopted by the Governing Board are fully implemented and followed by all staff.
- Secure sufficient resources and allocate appropriate time to ensure the designated person and other staff discharge their responsibilities including taking part in strategic discussions and other inter-agency meetings and allow them to contribute to the effective assessment of children.
- Allow staff and volunteers to raise concerns about poor or unsafe practice with regard to children and address them sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

Working environment

Most of the work will take place in the school environment, there will also be some work undertaken off the school site, including educational visits.

Job Specification

This section outlines the key skills and experience we are looking for. The selection panel will assess each applicant against the criteria, expecting applicants to demonstrate knowledge and understanding of each area and show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context.

KEY CRITERIA	ESSENTIAL
Qualifications and Experience	• Qualified teacher status (NPQH desirable). • Proven successful leadership as a Head Teacher, Deputy Head or Assistant Head. • An experienced primary teacher, able to relate well to children across the whole primary range. • Evidence of recent and relevant professional and personal development. • Good understanding of whole school development process. • Experience of managing budgets or finances. • Ability to determine priorities and implement them effectively. • Experience of working collaboratively across schools. • Ability to lead and inspire collective worship.
Personal Qualities	• Passionate about education. • Excellent communication skills. • Excellent interpersonal skills.

	• Exceptional organisational skills. • Honesty and integrity. • Personal resilience. • Good sense of humour.
Shaping the future	• Evidence of successfully and creatively leading change and innovation. • An ability to think and plan strategically and communicate and implement a coherent vision. • Ability to use data (including financial) to evaluate, inform and prioritise school improvement. • A wide knowledge of current and proposed education policies, priorities and legislation and the legal framework within which schools must operate.
Teaching and Learning	• Identify, achieve and model high standards of teaching and learning and continue to raise levels of attainment and progress for all. • Experience of developing a differentiated, challenging, broad and creative curriculum to pupils with a diverse range of social, emotional, cultural, intellectual, spiritual and physical needs. • Demonstrate a clear focus on those needing additional support including Pupil Premium and those with additional and specialist needs and disabilities. • Demonstrate successful experience in evaluating and using data to plan and improve pupil performance. • Maintain an ethos of the highest standards of pupil behaviour and attendance.
Developing self and working with others	• Ability to inspire, lead and work collaboratively with others within the school and with external partners including other schools, the LA, external providers and other professionals. • Evidence of valuing, supporting and encouraging the professional development of all staff members. • Be a visible role model in the school and an ambassador for the school in the wider community. • Offer high level interpersonal and management skills, and be an outstanding communicator – able to listen, understand and inspire with children and adults alike. • Provide evidence of building and nurturing a strong, positive, open and collaborative team culture that can both challenge and inspire all staff to work effectively together to deliver school improvement. • Build, develop and maintain effective relationships with parents, carers, governors, and all members of the school and wider community to enhance the education of all students.

Managing the organisation	• Be able to manage the school efficiently and effectively on a day-to-day basis, delegating management tasks and monitoring their implementation as appropriate. • Ability to create, implement, review and evaluate a strategic school improvement plan. • Ability to deliver effective: strategic financial planning, financial management, value for money. • Evidence of effective performance management.
Accountability	• Ability to use a range of evidence including performance data, to support, monitor, evaluate and improve aspects of school life including challenging poor performance. • Ability to engage the school community (including Governors) in systematic and rigorous school self-evaluation.
Knowledge	• Up to date knowledge of current educational issues, including their implications and potential impact.
Safeguarding Children	• Recent up to date safeguarding training • Advanced Child Protection training level 2 desirable. • Sustain a safe, secure and healthy school environment to safeguard the welfare of children and staff. Demonstrate experience of dealing with child protection and safeguarding issues.

We love our school - we hope you do too!

