

# Headteacher Recruitment Pack

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# Welcome from the Chair of Governors

Thank you for your interest in the role of Headteacher at Lambs Lane Primary School. We are currently a maintained school within Wokingham Borough, but have an Academy Order and are expecting to convert and join the Orchard Learning Alliance in Autumn 2025. This role will become vacant on 1st September 2025, on the retirement of our long-serving Headteacher, and I am grateful to both Wokingham Borough Council and the OLA for their support in managing this recruitment.

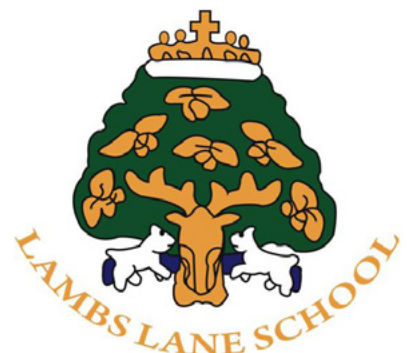
Lambs Lane is a one-form entry primary school Spencers Wood, in the South West of Wokingham Borough. Our motto, "Reach out and Shine," encourages everyone involved with the school to help every one of our children to get the most out of their time with us. We have a Resource unit for up to ten pupils with complex needs, and are particularly proud of our Flagship School status with Inclusion Quality Mark. It is a privilege to Chair a Governing Body with a good balance of skills and experience, and an excellent working relationship with the SLT.

Spencers Wood has a growing population of primary-age children, so we expect our PAN to remain secure in future. The school has a village feel, with rural areas to the South and West, but easy access to urban facilities and transport links in Reading to the North and Wokingham to the East.

Lambs Lane is rated Good by Ofsted, with our last inspection in 2022. In our drive for further improvement, we have been a long-standing member of the Schools Learning Alliance. We have been heavily involved throughout the process of creating the Orchard Learning Alliance from a nucleus of SLA member schools and, after working under a Trust Partnership Agreement with the OLA for the last two academic years, look forward to joining them fully this Autumn. We already see many of the benefits of OLA membership from our TPA, and their CEO's welcome expands on the full benefits that the successful candidate can expect from early in their tenure.

I would encourage you to look through our website [www.lambslane.wokingham.sch.uk](http://www.lambslane.wokingham.sch.uk) and the OLA's [www.orchardlearningalliance.com](http://www.orchardlearningalliance.com), and to contact us on [admin@lambslane.wokingham.sch.uk](mailto:admin@lambslane.wokingham.sch.uk) or call 0118 988 3820 to arrange a visit to Lambs Lane. I look forward to receiving your application, and to meeting you during the assessment process, which we expect to run soon after the Easter holiday.

**James Birtwistle**  
**Chair of Governors**



# Our Trust

The **Orchard Learning Alliance** is a family of 10 schools which came together in 2022 as equal partners to create a new multi academy trust based on a common set of values and principles. We believe that education has the power to transform lives and that by working together, as a family of schools, we will enhance the life chances of all our children by equipping them with the knowledge, skills and confidence to thrive. Our mission is to promote learning excellence and social justice through exceptional schools, and our formation has been guided by these principles:



- **Autonomy:** each school must retain its own unique identity within its own community.
- **Alignment:** we aim to align systems and practice through consensus to achieve higher quality and efficiency.
- **School Improvement:** must always be at the heart of our culture.

We are working in partnership with our Regional Director of Education on a phased growth strategy. Currently we have four schools in the Trust while another six schools, including Lambs Lane, are in a Trust Partnership Agreement. We anticipate that these six schools, all of which have Academy Orders, will convert and join the Orchard Learning Alliance between April and October 2025.

**As part of the OLA and currently under the Trust Partnership Agreement Lambs Lane benefits from:**

- ✓ A supportive network of experienced Headteachers and school leaders
- ✓ Regular support and challenge from our team of School Support Partners
- ✓ Wider networking and collaboration through the Schools Learning Alliance
- ✓ Bespoke support with finance, budget setting, premises and digital services
- ✓ Centralised setting of statutory policies

We recognise that our Trust exists because the leaders and Governors of our schools chose to come together, and this process has therefore, been one of co-design and co-production. We are dedicated to carrying this ethos forward, ensuring we remain embedded in, and continue to support, our school communities.

The new Headteacher of Lambs Lane will join a strong and supportive network and will contribute to the further development of our Trust.

**Tom Bartlett**  
**Chief Executive Officer**



**ORCHARD**  
**LEARNING ALLIANCE**

# Lambs Lane Primary School

## *Reach Out & Shine*

### About our school

#### Vision and Values

Lambs Lane is an inclusive and welcoming school, and all pupils are known and valued as individuals. The school creed is the focus point for our behaviour expectations of the whole school community and inspires us to:

- Care for everyone and everything
- Follow instructions with thought and care
- Show respect and good manners at all times

This happens alongside a well-developed curriculum entitlement that aspires to provide memorable and enjoyable learning experiences.

<b>Number on Roll</b>	206	<b>% of Disadvantaged</b>	23%
<b>% of EHCP</b>	7%	<b>Minority Ethnic Background</b>	32%

#### Context

Lambs Lane is a one-form entry school serving a semi-rural community on the outskirts of Reading. The school has a Resource for up to 10 pupils with complex needs, who are fully integrated into the mainstream classes. Our focus on providing an educational experience that meets the needs of individuals, families and the local community has seen us achieve IQM Flagship Status and we actively promote inclusive practices through our collaboration with other schools.

#### Current Priorities

As a school team, we have been focusing on improving the delivery of our wider curriculum offer to ensure consistency, retention of knowledge and skills as well as fun! We also continue to develop our behaviour curriculum to ensure that all of our pupils are supported to grow those important pro-social skills that allow them to thrive in an increasingly complex society.

Our pupils have a particular interest in climate change and sustainability and are keen to develop the school's practices in this area.





# Job Description

## Overview

The core purpose of the Headteacher is to provide professional leadership and management for a school. This will promote a secure foundation from which to achieve high standards in all of the school's work. To develop the potential of all pupils, the Headteacher will ensure that the school focuses on personalised learning. The school's culture promotes excellence, equality, consistency and high expectations, and the Headteacher has a key role in setting this ethos, with results which create confident and successful learners and responsible citizens.

The Headteacher is the leading professional in the school, accountable to the local Governing Body and MAT leadership and trustees.

The Headteacher provides vision, leadership and direction for the school and ensures it is managed and organised to meet the aims and targets.

The Headteacher, working with others, is responsible for evaluation of the school's performance to identify the priorities for continuous improvement; raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives, and for the day-to-day management, organisation and administration of the school.



The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with schools, other services and agencies for the children, the Local Authority, higher education institutions and employers. Through such partnerships and other activities, Headteachers collaborate with others to raise standards locally, and also play a key role in contributing to the development of the education system as a whole. Drawing on support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment, which is engaging and fulfilling for pupils.

Lambs Lane Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects every member of staff and volunteers to share this commitment.



The Headteacher carries out duties in line with the conditions of employment as set out in the current School Teacher's Pay and Conditions document, the National Standards for Headteachers and the policies and procedures of the Governing Body.

# Job Description

## Main Purpose

To provide professional strategic leadership of Lambs Lane Primary School which, secures its continued success and improvement, ensuring high quality education for every pupil with excellent standards of learning and achievement.

## Qualities and Knowledge

- Hold and articulate clear values and moral purpose, focused on providing an excellent education for every pupil at Lambs Lane Primary School.
- Demonstrate optimistic personal behaviour, and positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.
- Lead by example – with integrity, creativity, resilience and clarity – using the expertise and skills of the whole school community within the school and beyond.
- Sustain current knowledge and broad understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- Communicate the school's vision and drive strategic leadership, empowering all pupils and staff to excel.
- Excellent communication and interpersonal skills with an ability to communicate effectively to a wide range of different audiences.



## Pupils and Staff

- Demand ambitious standards for every pupil, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- To create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Ensure that teaching methods consider each pupil's needs and are modified and adapted to ensure high level of engagement and success for every child.

# Job Description

## Pupils and Staff

- Promote the moral, cultural, mental and physical development of all pupils and staff.
- Encourage pupils to show kindness, empathy, compassion and value diversity.
- Encourage pupils to be confident, independent, risk taking and resilient, displaying a thirst for learning.
- Maintain an educational culture where best practice is shared within and between schools in the SLA, drawing on and conducting relevant research and robust data analysis.
- Ensure an ethos where all staff are motivated and supported to develop their own skills and subject knowledge and support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard
- Hold all staff accountable for their professional conduct and practice.
- Ensure staff well-being and celebrate success.

## Systems and Processes

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Maintain and ensure a rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Welcoming strong governance across the MAT, and actively support the Governing Body to understand its role and deliver its functions effectively, to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the schools' sustainability.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct role and responsibilities and hold each other to account for their decision making.

## Self-improving School System

- Create an outward-facing school which works with other schools (both in and out of the MAT) and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
- Ensure effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Shape the current and future quality of the teaching professional through high quality training and sustained professional development for all staff.
- Inspire and influence others – within and beyond the school – to believe in the fundamental importance of education and to promote the value of education.





# Person Specification

The Governing Body, staff, and children at Lambs Lane Primary School are looking for an applicant who is forward thinking, highly motivated, and inspirational for both staff and children alike. They will have experience of successful leadership in a primary school setting. They will be enthusiastic, dynamic and resourceful in their approach to shape the development of the school and its staff, will demonstrate a commitment to building a school community, and have a genuine interest in the highest level of pastoral care.



## Qualifications and Experience

- A proven Headteacher or experienced and successful Senior Leader committed to inspirational learning and teaching.
- Qualified Teacher Status.
- Can evidence a significant commitment to continued professional development.
- Has proven successful primary teaching experience.
- Experience of strategic financial planning, operational budget management, best value principles and creativity in the use of limited resources.
- Knowledge and experience of working within a Multi-Academy Trust is desirable.

## Shaping the Future

- Demonstrable ability to build and articulate shared vision and engage people to ensure a continued successful future.
- Experience of working effectively in partnership with the Governing Body to enable the school to realise its vision.
- Ability to think and act strategically to plan for the future.
- Develop collaboration across schools with shared values.
- A keen interest in developing climate action plan and sustainability.

## Leading, Teaching and Learning

- Evidence of providing inspirational, reflective and nurturing leadership to all staff.
- Experience of developing a broad and enriching curriculum, in which all pupils engage in their own learning and encourages them to become life-long learners.
- Can demonstrate an understanding of how children learn and the effective use of teaching methods to establish a creative, responsive and reflective approach to secure excellent learning outcomes for every child.

# Person Specification

- Has a proven track record of monitoring, evaluating and improving the quality of teaching and learning with high standards and expectations.
- Acknowledge excellence and challenge poor performance across the school for both pupils and staff.
- Can demonstrate the ability to use data, benchmarks and monitor progress and to set and achieve ambitious challenging targets which identify areas for improvements for every child.
- Is committed to and has a vision for ensuring inclusion and diversity to ensure equal opportunities for all.
- Is committed to promoting the moral, cultural, mental and physical development of all pupils and staff.

## Managing Organisation

- A confident and inspirational leader, who listens to and values the views of others, with a positive working relationship, with pupils, parents/carers, staff, and Governors.
- Encourages a caring feel to the school, where people are listened to and laugh together.
- Maintain a school ethos that enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for all outcomes.
- Experience of efficient and effective day to day running of the school to ensure a safe, secure, and healthy environment for all.
- Resilient and able to deal with demanding situations, maintain discipline, manage conflict, and make difficult decisions.
- Approachable and visible to staff, pupils, and parents/carers.
- Excellent communication and interpersonal skills with an ability to communicate effectively to a wide range of different audiences.
- Self-motivated with a high level of organisational skills and the ability to delegate and prioritise workload effectively.
- Demonstrates a commitment to safeguarding and ensuring the welfare and wellbeing of staff and pupils.
- Evidence the ability to produce, implement and review a strategic school development plan.





# Person Specification



## Strengthening the Community

- Evidence of leading by example to promote the school's vision and values for the pupils, staff, Governors, and parents/carers of the school.
- Demonstrate a commitment to engaging with parents/carers and the wider community in a collaborative manner
- Values diversity and the unique place and contribution every individual makes to the learning community.
- Involve parents/carers and the community in enriching the learning experience of pupils.
- Can work with feeder pre-schools, secondary schools, and others to ensure effective relationships and transitions.

## Accountability

- Ability to review, evaluate and present a coherent, understandable, and accurate account of the school's performance to stakeholders.
- Have an understanding of the Ofsted Framework and statutory requirements.
- The ability to reflect on personal contribution to school achievements, and take account of feedback from others.



# Stakeholder Views

Good sense of humour

Our children from Year 2 & 5 would like a Headteacher who is...

Helpful

Kind-hearted

Continue with Lambs Lane traditions

Not strict but fair and kind

Considerate, thoughtful and listens to children

Caring about the Lambs Lane creed

Healthy and likes children to do sports

Calm

Lots of positivity

Respectful to everyone

Parent Views- Parent qualities they value in a Headteacher...

Sets high standards for behaviour

Visible

Listens

Continue with High Tea

Doesn't change too much

Good communicator

Strong Values

Compassionate

Aspirational

Respectful

Approachable

Staff Views- Staff qualities they value in a Headteacher...

Firm but fair

Diplomatic

Realistic regarding workload



# Stakeholder Views

Staff qualities they value in a Headteacher...

Approachable with a good understanding of emotional wellbeing

Team player

Cheery with a good sense of humour both with children and staff

Would be ideal if they had experience in a specialist Sen setting

Good leadership skills

Inspirational

Problem solving

Empathy

Visionary thinking with commitment to continual growth of Lambs Lane and its staff

Well respected by both pupils and staff

Good organisation skills

Open door policy

Moral - model how staff and children should behave

Resilient

Approachable - engages with children , celebrates everything

Holds regular meetings - be seen around school

Passion for Education

Being prepared to help in all years - adaptable

People person

Creative thinker around problems

Good time management

# Stakeholder Views

Staff qualities they value in a Headteacher...

Firm boundaries with  
parents

Understanding of  
teachers quirks

Strong with behaviour  
- visibly deal with  
inappropriate pupil  
behaviour

Warm, Kind , calm and  
honest

Well respected by  
both pupils and  
staff

Clear vision

Strong communication  
skills

Mentor



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