



Headteacher Information Pack

Be Nice, Work Hard, Never Give Up!

www.greenleasprimaryschool.co.uk

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About Our School

Greenleas Primary and Nursery School is a place where children truly lie at the heart of everything we do. We are immensely proud of our school – a warm, welcoming and inclusive community where every child is valued, supported and inspired to thrive.

At Greenleas, we are more than a school – we are a family. Strong relationships underpin all aspects of school life, creating an environment where children feel safe, respected and happy. Our pupils enjoy coming to school, develop a genuine love of learning and are encouraged to be the very best they can be.

We take great pride in our inclusive ethos. Our whole community works together to ensure that every child reaches their full potential. Pastoral care and wellbeing are central to our approach, ensuring that children are supported not only academically, but emotionally and socially too.

We are excited to offer a strong start for our youngest learners through our developing nursery provision, ensuring children begin their educational journey with confidence, curiosity and a sense of belonging.

A unique and highly valued part of our school is our Deaf Resource Base (DRB), which forms part of Wirral's Local Offer for children with Special Educational Needs and Disabilities. Our Deaf pupils are fully included in all aspects of school life, learning alongside their peers while also benefiting from specialist support when appropriate. This includes speech and language therapy, British Sign Language (BSL) teaching, and targeted curriculum support.

We are proud to promote a positive Deaf identity. Deaf pupils work with specialist teachers, including a Teacher of the Deaf and a Deaf BSL teacher, and the wider school community embraces this rich cultural diversity. All pupils have opportunities to learn BSL through clubs, assemblies and everyday interactions, further strengthening our inclusive and respectful environment.

The Deaf Resource Base enhances the strong inclusive values already embedded at Greenleas, making our school a place where difference is celebrated and everyone belongs.

Our Pupil Admission Number (PAN) is 45. Therefore at Greenleas, we have no choice but to consider an organisational model which includes mixed aged classes.

During the life of the school there have been a number of different ways that mixed aged classes have been organised. The arrangements are primarily based on the professional judgements of class teachers and the Senior Leadership Team and consider what is in the best interests of individual children and classes as a whole at that time. We always want the best for our children. Our staff in Key Stage 1 and Key Stage 2 are very experienced and are aware of the complexities of teaching mixed classes. They work extremely hard to ensure that teaching is always effective.

Our current structure is:

- Nursery from 2 years of age – up to 25 children per session
- 2 EYFS classes: Up to 45 children
- 3 Year 1/2 classes: Up to 30 children in each, 90 in total
- 3 Year 3/4 classes: Up to 30 children in each, 90 in total
- 3 Year 5/6 classes: Up to 30 children in each, 90 in total



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Greenleas Primary and Nursery School
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Wallasey
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Tel No: 0151 639 1225

Headteacher: Mrs Sharon Edwards

E-mail: schooloffice@greenleas.wirral.sch.uk

Website: www.greenleasprimaryschool.co.uk

Dear Prospective Applicant,

As Chair of Governors I thank you for the interest you have shown in Greenleas Primary and Nursery School, and in the key post for Headteacher. On behalf of the Governing Board, I am delighted that you are considering joining our community. We believe this is a wonderful opportunity for an inspirational leader to become part of a happy, welcoming and ambitious school. We are looking for an outstanding leader to guide our pupils, staff and families on the next steps of our school community's journey.

At Greenleas we are committed to ensuring that every child is able to reach their full potential within a loving, caring environment. We place equal importance on academic excellence and the social and emotional development of the whole child, and we are very proud of the special atmosphere found in our school. Our aim is to nurture confident, compassionate and curious learners.

As a Governing Board, we are seeking to appoint a Headteacher with a proven record of inspirational and successful leadership – someone who will continue to ensure the delivery of high-quality teaching and learning for our children, whilst working closely with our dedicated staff and the wider school community. We are looking for someone who understands the vital importance of strong partnership with parents, as well as the distinctive role the school plays in the development of our children. The successful candidate will build upon the firm foundations already in place whilst also being forward looking, and lead our school with ambition and integrity.

In summary, the Governors, children and parents are looking to appoint an exceptional leader with the vision and skill to maintain and further enrich our wonderful school. We hope that, by reading the information pack and reflecting on how your skills and experience match those we are seeking, you will feel inspired to apply for this fulfilling and rewarding role. We encourage you to visit the school to meet our staff team, our wonderful children and tour our school site.

Opportunities to visit the school will be on Tuesday 21st April at 10am, Monday 27th April at 1:30pm and Friday 1st May at 10am. Please contact the school office to organise your visit. During these pre-arranged visits, you will receive a warm welcome from our headteacher, staff and children. They will answer any questions you may have about the school and the leadership of Greenleas Primary and Nursery School.

We look forward to receiving your application and learning more about your vision, experience and leadership.

Yours faithfully

Mr B Clark
Chair of Governors



Role Overview and Application Process

Due to the retirement of our longstanding and respected Headteacher, we are looking for an exceptional new leader who will embrace our values, build on our many successes and lead our school forward with energy, vision and care.

Headteacher: Greenleas Primary and Nursery School

Start Date: 1st September 2026

Salary Band: £73,105 - £83,860 (Group 2: Leadership Scale: L15-L21)

Contract Type: Permanent

Role Overview:

We are seeking an exceptional leader who shares our vision, values and commitment to excellence. This is a wonderful opportunity to lead a happy, ambitious and caring school where relationships, inclusion and wellbeing are at the forefront.

We are looking for a Headteacher who will:

- Champion every child and ensure they achieve their very best
- Nurture our inclusive, family-focused ethos
- Value and develop our dedicated staff team
- Build strong partnerships with parents, governors and the wider community
- Lead with warmth, integrity and ambition

In return, you will be joining a school community that is proud, supportive and fully committed to working alongside you. The Governing Body is dedicated to providing strong support and constructive challenge, ensuring that you can lead with confidence and clarity.

If you are passionate about making a difference and ready to lead our school into its next chapter, we would love to hear from you.

We warmly welcome visits to our school and would be delighted to show you what makes Greenleas such a special place. Opportunities to visit the school will be on:

Tuesday 21st April at 10am

Monday 27th April at 1:30pm

Friday 1st May at 10am

Please contact the school office to organise your visit. [Tel: 0151 639 1225](tel:01516391225)

Applications should be addressed to Mr B Clark, Chair of Governors, and submitted to recruitment@greenleas.wirral.sch.uk

The closing date for applications is 12 noon on 7th May 2026.

Shortlisting will take place on 8th May 2026. Successful candidates will be invited to interview, which will be held over two days during the week commencing 18th May 2026.

Greenleas Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants will be considered on the basis of suitability for the post regardless of sex, race or disability.

Any offer of employment will be subject to receipt of an enhanced disclosure from the Disclosure and Barring Service.

In line with Keeping Children Safe in Education, as part of our pre-employment due diligence, we will undertake general online searches for all shortlisted candidates. This may include social media websites and video platforms. Online searches will only examine data that is publicly available. Any areas of concern will be discussed during the interview process.



Greenleas Primary and Nursery School Person Specification – Headteacher

Qualifications		Essential or desirable	Stage Identified
1	Qualified Teacher Status with degree level education or equivalent.	E	App
2	Evidence of further relevant study such as National Professional Qualification for Headship (or working towards this) or evidence of other successful post-graduate education/leadership study.	E	App
3	Designated Safeguarding Lead Training.	D	App
4	Safer Recruitment and Prevent Training.	D	App
Experience		Essential or desirable	Stage Identified
1	Substantial and successful experience in a senior leadership role in a primary school.	E	App/Int
2	Successful experience of working effectively with governors, families, other educational bodies and the wider community.	E	App/Int
3	Proven experience of planning, implementing and evaluating school improvement and the development and implementation of statutory policies and procedures.	E	App/Int
4	Evidence of experience and success at managing and leading staff through appraisal and providing professional challenge to bring about school improvements which have positively impacted on outcomes for all children.	E	App/Int
5	Experience of creating effective staffing structures and team building.	E	App/Int
6	Have secure knowledge of the primary curriculum, including Early Years and of statutory requirements relating to curriculum and assessment.	E	App/Int
7	Experience and competence in tracking and analysis of pupil progress data to improve teaching and learning and to raise standards and close gaps.	E	App/Int
8	Evidence of successfully championing inclusion, ensuring the needs of all learners are met with ambition, precision and compassion.	E	App/Int
9	Demonstrate a clear understanding and rationale for behaviour management and a proven track record of leading the implementation of effective strategies to support a positive learning environment.	E	App/Int
10	Successful experience of working with, and engaging positively with, parents/carers to promote the Greenleas 'family' ethos of the school.	E	App/Int
11	Led or contributed to the strategic planning of financial and other resources to impact on improving outcomes for children.	E	App/Int
12	Experience of collaborating with a range of external agencies in the protection and safeguarding of children to maintain a safe environment for the whole school community.	E	App/Int
13	Have worked in or with other schools as a leader to improve outcomes.	D	App/Int
14	Experience in planning and evaluating the impact of Pupil Premium strategies to improve outcomes for disadvantaged.	D	App/Int

Knowledge and Skills		Essential or desirable	Stage Identified
1	The ability to develop and communicate a clear vision for the future development of Greenleas, securing commitment from all stakeholders.	E	App/Int
2	To have an up-to-date understanding of national policy, curriculum developments, and statutory and legal framework within which schools operate, including the Ofsted Framework and safeguarding practices and procedures.	E	App/Int
3	A strong understanding of SEND legislation and inclusive practice and how it is applied to inform effective provision in school.	E	App/Int
4	The ability to lead, motivate and inspire others; providing professional leadership and managing people to work as individuals and as part of a team	E	App/Int
5	Up to date knowledge of current research, strategy and developments in education, including evidence of a commitment to CPD.	E	App/Int
6	The ability to drive excellent pastoral care, behaviour and attendance for the whole school community	E	App/Int
7	The ability to nurture an environment that celebrates success and promotes strong relationships and a sense of belonging.	E	App/Int
8	The ability to promote strong relationships between staff and parents/carers, dealing sensitively with people and any conflicts.	E	App/Int
9	Confident and competent using a variety of digital platforms and systems for administration, communication and curriculum purposes.	E	App/Int
10	A willingness to develop knowledge relevant to the Deaf Resource Base through ongoing collaboration with the LA and professional development	D	App/Int
11	An understanding of health and safety requirements	D	App/Int
12	Knowledge and understanding of strategic financial planning and budgetary management	D	App/Int
Special Requirements		Essential or desirable	Stage Identified
1	A highly visible presence and a good role model who inspires confidence and trust, empowering and motivating all stakeholders.	E	App/Int
2	An excellent communicator who is diplomatic and has a good a sense of humour and a strong work ethic.	E	App/Int
3	Commitment to further developing Nursery provision and Wrap Around Care based on the needs of the community.	E	App/Int
4	Commitment to maintain positive links with local school networks, working collaboratively with other leaders	E	App/Int
5	Commitment to the mental health and wellbeing of all stakeholders	E	App/Int
6	Self-motivating with an ability to prioritise and manage time appropriately, being able to work under pressure and in challenging and changing education climate.	E	App/Int
7	Willingness to learn British Sign Language	D	App/Int



Greenleas Primary and Nursery School Job Description

Job Title	Headteacher
Headteacher Group and Pay Range	Group 2: L15 to L21
Reporting to	Governing Body and Local Authority
Job Purpose	
To provide professional, strategic and inspirational leadership and management for Greenleas Primary School to secure high quality education for all pupils; sustain a happy, inclusive and safe culture; and drive success and continuous improvement in line with the Headteachers' Standards (2020).	
Leading School Culture	
<ul style="list-style-type: none"> • Strengthen and sustain the school's vision, ethos and strategic direction. • Promote a culture where all pupils feel valued, included and 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. • Work collaboratively, promoting positive and respectful relationships across the school community with governors, staff, parents, carers and pupils to shape and deliver the school's priorities in an inclusive environment. • Demonstrate resilience, adaptability and confidence when leading change. • Ensure a culture of high staff professionalism. 	
Leading Whole-school Organisation, Strategy and Development	
<ul style="list-style-type: none"> • Provide overall strategic leadership and, alongside others, lead, develop and support the strategic direction, vision, values and priorities of the school. • Establish, oversee and evaluate systems, processes and policies that enable the school to operate effectively and efficiently. • 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. • Take responsibility for own CPD, engaging critically with Education research. 	
Leading Teaching, Learning and the Curriculum	
<ul style="list-style-type: none"> • Secure 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 valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum. • Lead the monitoring of the quality of teaching and pupils' outcomes, including the effective use of formative assessment, bench marking and pupil performance summative data to raise standards. • Have ambitious expectations for all pupils, including those with SEND. • Lead the design, implementation and review of a broad, structured and inclusive curriculum entitlement which sets out the knowledge, skills and values that will be taught. • Establish effective curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities. • Promote a culture and practices that enable all pupils to access the curriculum and learn effectively. 	

- Ensure the school works effectively in partnership with parents and professionals to identify the additional needs and SEND of pupils, and ensure support and adaptation are provided where appropriate.
- Ensure the school fulfils its statutory duties with regards to the SEND code of practice.
- Develop links with parents and carers, other schools, the local authority and the wider community , in order to enhance teaching and learning and pupils' personal development.

Pupils

- Uphold ambitious educational standards in order to prepare all pupils for their next phase of education.
- Ensure equality of opportunity for all pupils through inclusive policies, procedures and practices.
- Promote high standards of behaviour, attendance and personal development.
- Ensure pupil progress is monitored effectively and that timely interventions are in place.
- Maintain and continually strengthen a safe, calm and stimulating learning environment, built upon strong relationships, clear rules and consistent routines, which are understood clearly by all staff and pupils.

Leading Staff

- Promote positive and professional working relationships with and between all staff and Governors.
- Recruit, retain and develop high quality teaching and support staff.
- Plan, evaluate and support the work of groups of staff, delegate appropriately and evaluate outcomes.
- Lead and manage performance appraisal in line with statutory requirements
- Ensure high-quality professional development is effectively planned, delivered and evaluated and aligned to school priorities
- Promote staff wellbeing, workload balance and a positive professional culture.

Governance, Accountability and Partnerships

- Work in close partnership with the Governing Body, providing accurate information and advice to enable professional challenge.
- Support the Governing Body so that it can meet its statutory responsibilities and ensure proper accountability throughout the school.
- Create an ethos in which all staff recognise and understand their professional responsibilities and are held to account.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school, including relevant external agencies and bodies.
- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.
- Commit to ensuring the school works successfully with other schools and organisations in a climate of mutual challenge and support.
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

Resources and Health & Safety

- Ensure that the financial accounts of the school are maintained according to LA financial regulations and that the Governing Body is effectively informed to enable it to be appropriately accountable.
- Be accountable for the effective management of delegated budgets and resources.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effective and probity in the use of public fund
- Ensure value for money and compliance with financial regulations.
- Maintain high standards of health, safety and care of the school environment.
- Ensure systems are in place to identify, manage and mitigate risk.

Leading Safeguarding

- As designated safeguarding lead, take overall responsibility for safeguarding and child protection within the school.
- Ensure safeguarding policies and procedures are implemented consistently and effectively.
- Ensure all staff understand their safeguarding responsibilities and receive appropriate training.

Ethics and Professional Conduct

- Uphold and demonstrate the Seven Principles of Public Life at all times – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Uphold public trust in school leadership and maintain high standards of ethics and behaviour.
- Build relationships rooted in mutual respect and observe proper boundaries appropriate to their position.
- Show tolerance of, 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 or pupils' vulnerability or which might lead pupils to break the law.
- Serve in the best interests of the school's pupils.
- Conduct themselves in a manner compatible with their influential position in society by acting ethically.
- Uphold their obligation to give account and accept responsibility.
- Know, understand and act in line with the relevant statutory frameworks which set out their professional duties and responsibilities.
- Make a positive contribution to the wider education system.



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