



Fryent Primary School

Headteacher Candidate Pack





Welcome Letter

Dear Applicant

RE: Fryent Primary School - Headteacher for September 2025.

We are delighted to invite applications for the role of Headteacher at Fryent Primary School—an exciting opportunity to lead a vibrant and inclusive school committed to excellence, equity, and aspiration for all pupils.

- Over the last decade Fryent Primary, has seen major changes, in particular transforming from 4FE to 3FE whilst establishing and developing The Opal School, an Additionally Resourced Provision serving pupils with autism. The Opal is highly respected by users and the Local Authority. Fryent Primary serves a diverse community.
- A recent Ofsted Inspection highlighted areas of good practice but noted areas requiring improvement, particularly Early Years Provision. The Headship at Fryent therefore offers a great opportunity for someone who has drive and determination, to move the school forward and to achieve excellence which Governors and other stakeholders believe is attainable

Some of the key challenges are:

- Whilst the Curriculum was assessed to be ambitious and some subjects delivered effectively, there are inconsistencies that need to be addressed
- We continue to draw pupils from a wider catchment and mobility is high. Some 70% of our pupils come from homes where English is an additional language. The loss of school time during the pandemic has had an impact. We need to accelerate progress in the early years, especially in language acquisition, to provide a good foundation for later learning.

Alongside these challenges there are some exciting opportunities:

- The stable senior leadership has put effort into coaching and mentoring and staff have generally responded well. We are looking for a Head who has a track record of developing staff and helping them to grow. The school building, having been enhanced and expanded, is well designed for teaching and learning.
- Despite financial pressures Fryent's finances have been managed well and provides scope for innovative thinking.
- There is further scope for development of our Opal School providing opportunities for training & staff development. We can strengthen links with other SEN units and schools in the local area. Fryent was the first school in Brent to develop an ARP for pupils with special needs and the Borough is now establishing other ARPs following the Fryent model.

We are seeking a leader who shares our commitment to high standards, inclusion, and continuous improvement. Please refer to the application pack to learn more about this opportunity or arrange a visit to the school.

Fryent is supported by an experienced and supportive governing board. We look forward to receiving your application.

Keme Ndukwe
Chair of the Governing Body



About Fryent Primary School

Fryent Primary School: A Nurturing Environment for Academic and Personal Excellence

Fryent Primary School, located in Kingsbury, in the London Borough of Brent, is a vibrant and inclusive learning community dedicated to providing children with the **best possible start in life**. We take pride in serving a diverse community where **every individual is valued**, and we continually strive for **excellence in both academic achievement and personal growth**.

At Fryent, we **develop the whole child**—academically, socially, and emotionally—so that each pupil reaches their full potential and becomes a **positive contributor to society, both now and in the future**. Our mission is to foster a nurturing environment that **supports student well-being, encourages character development, and promotes a lifelong love for learning**.

A Commitment to High Standards and Holistic Education

We place **high expectations—without excuse or compromise—on all members of our school community**. Our dedicated team of governors and staff work tirelessly to provide a **stimulating curriculum and an inclusive school environment** that considers the needs of all pupils. This commitment to **equality of access** ensures that every child receives the best opportunity to excel.

Empowering Future Global Citizens

Our core values—**Creativity, Collaboration, Communication, and Critical Thinking**—equip children with the necessary skills to **become exceptional global citizens**. Through high-quality learning experiences, we encourage pupils to **develop their character, resilience, and ambition**, ensuring they are prepared for the ever-evolving world.

A Culture of Care and Strong Partnerships

At Fryent, we cherish our **dynamic and diverse community**, fostering strong partnerships between pupils, parents, and staff. Our **culture of vigilance ensures that safeguarding goes beyond effective**, providing a safe and supportive environment where every child feels valued and empowered.

We take immense pride in our **happy and engaged pupils**, who understand the value of education and take full advantage of the learning opportunities available to them. We invite prospective parents to visit and experience the welcoming, ambitious, and caring ethos that defines Fryent Primary School.

For more information about our vision, values, and educational approach, visit **fryent.brent.sch.uk**.



Fryent Primary School

Headteacher Job Description

Post:	Headteacher (September 2025)
School:	Fryent Primary School, Brent
Group:	34
Salary:	L21 - L27 inclusive of a 6% payment on account of the responsibility for The Opal School

Main activities of the post

The duties and responsibilities of this post are to be carried out in accordance with the attached provisions of the School Teachers' Pay and Conditions Document.



Headteacher Job Description *Continued*

Main purpose and scope of the post

1. Within the framework of statutory and local requirements, to provide ambitious, dynamic and inspirational leadership, promoting a secure foundation to build upon the school's strengths and aspirations and drive the school forward,
2. To continue to promote the school's current ethos, provide vision, leadership and strategic direction for the school, ensuring that it is managed and organised to meet its aims and targets, formulating policies for their implementation and development and, in association with the governing body and staff, devise and monitor an agreed development plan.
3. To put the pupils and their learning at the heart of every decision made so that all pupils achieve their highest standards of attainment and the school contributes fully to each pupil's educational and personal development - intellectually, physically, socially, culturally, morally and spiritually.
4. To be committed to safeguarding and the welfare of all pupils, in a nurturing and inclusive environment. Discipline and good behaviour will continue to underpin the school's vision for children to participate, learn, enjoy and achieve in a happy, safe and caring environment.
5. To ensure that the school provides an environment in which there is equality of opportunity for pupils and staff in all its activities.

In order to achieve this purpose eight key areas of leadership are identified:

1. Strategic direction/ shaping the future
2. Leadership and management
3. Leading teaching and learning
4. Managing the organisation
5. Safeguarding and promoting the welfare of children
6. Securing accountability
7. Strengthening the community
8. Other duties

Headteacher Job Description *Continued*

Strategic direction/Shaping the future

The Headteacher will work with the SLT, the Governing Body and all stakeholders to continue to develop a shared vision and strategic plan, which inspire and motivate pupils, staff and all other members of the school community. Vision is essential to ensure the future of the school.

The Headteacher will:

1. In agreement with all stakeholders, including the governing body, create a shared and strategic vision, identify and keep under review the aims and objectives of the school, formulate policies and plans for their implementation and development.
2. Ensure the vision is clearly articulated, shared, understood and acted upon by all.
3. Devise and monitor, in close association with the governing body and the staff, an agreed improvement plan for the school.
4. Apply knowledge and critical understanding of contemporary developments in education policy at local and national level.
5. Build and maintain professional high quality practice throughout the school promoting continuous improvement in the quality of pupil experience.
6. Ensure that strategic planning recognises the social, emotional, intellectual and spiritual aspects of life and takes account of the diversities that comprise the makeup of the school and wider community.
7. Use whole school quality assurance strategies to evidence the need for and effectiveness of change.
8. Demonstrate personal commitment to continuous improvement through rigorous self- evaluation and improvement planning.
9. Encourage innovation, creativity and flexibility in the change process, enabling collective responsibility to drive whole school improvement.

Leadership & Management

The Headteacher will lead by example, providing inspiring, clear and purposeful leadership for staff, pupils and wider school community.

The Headteacher will:

1. Promote and develop the ethos and values that underpin the school.
2. Ensure that the school remains committed to safeguarding and promoting the welfare of children and young people and ensure that all staff and volunteers share this commitment.
3. Demonstrate commitment to the intellectual, spiritual, physical, moral, social and cultural wellbeing of pupils.
4. Oversee progress in all areas of school policy by agreeing performance criteria and monitoring progress towards their achievements.
5. Motivate staff and pupils in all areas of the curriculum, including extracurricular clubs and activities.
6. Review learning needs, career development and performance of all staff through appropriate appraisal and performance related processes.
7. Recruit, retain and deploy high calibre staff appropriately and manage their workload to achieve the visions and goals of the school.
8. Promote and ensure equality of opportunity and fairness in school life, complying with all relevant legislation.

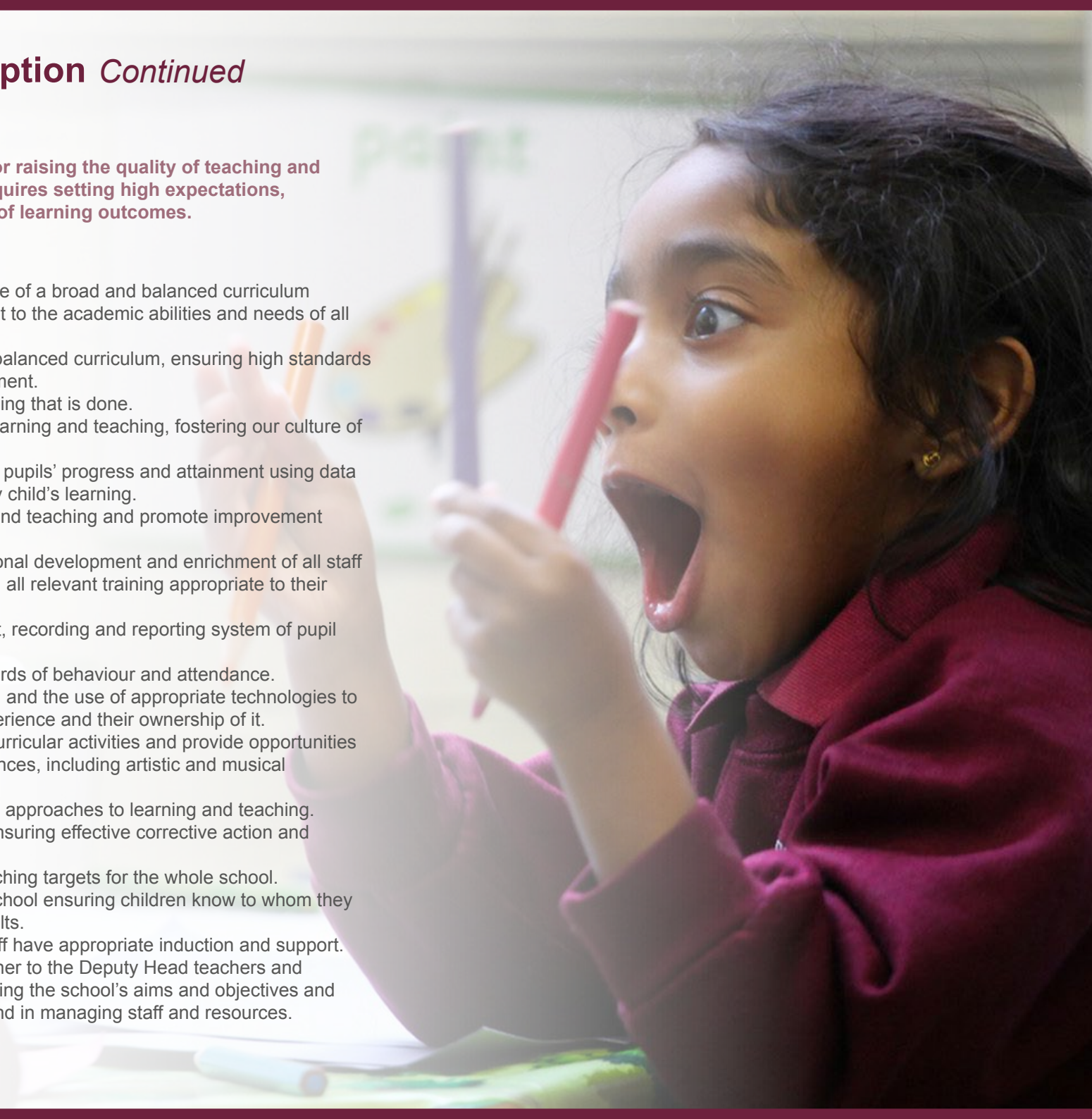
Headteacher Job Description *Continued*

Leading teaching and learning

Head teachers have a central responsibility for raising the quality of teaching and learning and for pupil's achievement. This requires setting high expectations, monitoring, and evaluating the effectiveness of learning outcomes.

The Headteacher will:

1. Oversee the implementation and maintenance of a broad and balanced curriculum incorporating the national curriculum, relevant to the academic abilities and needs of all pupils.
2. Ensure the effective delivery of a broad and balanced curriculum, ensuring high standards of expectation that maximise pupils' achievement.
3. Ensure that learning is at the heart of everything that is done.
4. Inspire and support outstanding practice in learning and teaching, fostering our culture of excellence.
5. Enable a consistent and continuous focus on pupils' progress and attainment using data and benchmarks to monitor progress in every child's learning.
6. Monitor and evaluate the quality of learning and teaching and promote improvement strategies.
7. Review and develop a policy for the professional development and enrichment of all staff ensuring that staff have access to advice and all relevant training appropriate to their needs.
8. Review and develop an effective assessment, recording and reporting system of pupil progress.
9. Implement strategies that secure high standards of behaviour and attendance.
10. Promote and encourage creativity, innovation and the use of appropriate technologies to support and enhance children's learning experience and their ownership of it.
11. Develop and maintain programmes of extracurricular activities and provide opportunities for broad range of skills and learning experiences, including artistic and musical opportunities.
12. Encourage creative, responsive and effective approaches to learning and teaching.
13. Challenge under-performance at all levels, ensuring effective corrective action and appropriate follow-up.
14. Demonstrate high expectations and set stretching targets for the whole school.
15. Recognise the importance of pupil voice in school ensuring children know to whom they can turn if problems arise with peers and adults.
16. Ensure that newly appointed members of staff have appropriate induction and support.
17. Delegate appropriate duties of the Headteacher to the Deputy Head teachers and SLT, encouraging their assistance in formulating the school's aims and objectives and establishing policies for their achievement, and in managing staff and resources.



Headteacher Job Description *Continued*

Managing the organisation

Headteachers provide effective organisation and management of the school and seek ways of improving organisational structures and functions. The school should be organised to provide an efficient, effective and safe learning environment.

The Headteacher will:

1. Maintain and develop a structure that reflects the school's values and enables the management systems, structures and processes to work both effectively and legally.
2. Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities, taking account of national and local circumstances.
3. Create and implement a Development Plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring pupils achieve high standards and make progress, while increasing teacher effectiveness and secures school improvement.
4. Manage the school environment efficiently and effectively, ensuring it meets the needs of the curriculum as well as the health and safety requirements and regulations.
5. Monitor and evaluate the performance of the school and review it with the Governing Body regularly.
6. Allocate and control school budgets and finances subject to the direction of the governing body.

Safeguarding

To safeguard and promote the children's welfare the Headteacher must:

1. Understand and support the local authority safeguarding agenda.
2. Be conversant with the child protection and safeguarding policies and procedures of both the LA and the school, and promote this amongst the school community.
3. To ensure appropriate checking and vetting procedures are carried out on staff, volunteers and visitors and ensure compliance by partner organisations.
4. Ensure risk assessments are carried out, including those prior to any school outings and residential visits.

Headteacher Job Description *Continued*

Securing accountability

Headteachers are accountable to the pupils, parents/ carers, governors and the Local Authority for the efficiency and effectiveness of the school, thereby promoting collective responsibility within the whole school community.

The Headteacher will:

1. Fulfil commitments arising from contractual accountability to the Local Authority.
2. Further develop and sustain effective relationships with the Governing Body, and the Chair of Governors in particular, to ensure effective governance of the school and the discharge of Governing Body responsibilities.
3. Collect and use a variety of data to understand the strengths and weaknesses of the school in order to promote achievement and accountability for pupil learning.
4. Combine the outcomes of regular school self-review with external evaluations in order to develop the school.
5. Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to review and evaluation.
6. Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences.
7. Integrate the budget plan with school improvement and staff development plans.
8. Take full responsibility, as budget holder for financial and resource management, working to ensure that financial regulations are adhered to.

Strengthening the community

Headteachers should collaborate with other schools and organisations in order to share expertise and bring positive benefits to all.

The Headteacher will:

1. Create a culture of respect and inclusion and a commitment to the broader community.
2. Create and improve effective working relationships with all those involved with the school and community, working proactively to resolve any issues arising.
3. Ensure that high quality liaison and consultation take place within effective structures, to the benefit of all relevant stakeholders.
4. Be a champion for the school within the local community and beyond.
5. Promote and strengthen the school culture, which takes account of the richness and diversity of the school community.
6. Collaborate with other agencies in providing for the academic, moral, social, emotional, spiritual and cultural well-being of pupils and their families.
7. Maintain and develop an effective partnership with parents and carers to support and improve pupils' achievement and personal development.

Headteacher Job Description *Continued*

Other duties

This job description is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the headteacher may be required to undertake such other duties, commensurate with the post, as deemed by the Governing Body.

The Headteacher will:

1. Undertake responsibilities related to the school's work which are delegated to you by the governing body.
2. Report in appropriate ways to the governing body and incorporate its decisions within the development of school policy, meeting legal requirements.
3. Ensure the school operates within agreed local education authority and national guidelines.
4. Keep up to date with current educational thought and developments by reading and attendance at in –service activities for professional development and in order to further good practice.
5. Arrange for a Deputy Head Teacher, or other suitable person, to assume responsibility and substitute for you at any time when you are absent from school.
6. Liaise with the appropriate personnel to ensure adequate supervision, security and maintenance of the school buildings and grounds.



Headteacher Person Specification



Fryent Primary School

Selection Criteria The person specification below shows the key abilities and skills we are looking for in our new Headteacher. The selection panel will shortlist candidates on the basis of how well they meet the requirements of this person specification. We are looking for candidates who demonstrate knowledge and understanding of each area, and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in a school context. Responses should be CONCISE		Essential (E) / Desirable (D)	Shortlisting	Interview
Qualifications	Qualified teacher status.	E	•	
	NPQH or further professional qualification.	D	•	
Experience	Opportunity ring fenced for existing deputy head, head of school, or headteacher in a Brent primary school.	E	•	•
	Successful teaching experience of the age range served by the school.	E	•	
	Experience of working in a multi-cultural setting.	D	•	•
Strategic Direction and Development of the School	Ability to manage and develop solutions for SEN across the ARP and mainstream.	E	•	•
	Ability to provide clear educational vision and direction and lead by example.	E	•	•
	Ability to formulate aims, policies and plans and monitor, evaluate and review the impact of these.	E	•	•
	Successful experience of working in partnership with the governing body.	E	•	•
	Evidence of introducing effective strategies for improvement.	E	•	•
	Up to date knowledge of current educational developments	E		•
	Ability to work in partnership with other schools to share strengths and support development	E	•	•
Leading and Managing Staff	Ability to lead, manage and motivate the whole school community.	E	•	•
	Ability to plan, allocate, delegate, support and evaluate work undertaken by groups, teams and individuals.	E	•	•
	Successful experience of leading in service training for staff.	E	•	•
	Experience of consulting and negotiating effectively with different stakeholders involved with the school, including pupils.	E	•	•
	Ability to coach and mentor staff to improve performance	E	•	•
Standards	Evidence of raising standards across a primary school including for individuals and groups of pupils	E	•	•
	Ability to collect, analyse and use data on pupils' progress and performance to raise standards, using appropriate systems including ICT.	E	•	•
	Ability to set and achieve challenging targets for the school, subjects, teachers and pupils	E	•	•

Headteacher Person Specification

Continued



Fryent Primary School

		Essential (E) / Desirable (D)	Shortlisting	Interview
Teaching and Learning	Understanding of the principles of effective teaching and learning and the ability to promote a culture of learning throughout the school.	E	•	•
	Evidence of successfully engaging children through an exciting and innovative curriculum.	E	•	•
	Evidence of successful use of assessment to improve outcomes for children.	E	•	•
	Successful experience of monitoring, evaluating and improving the quality of teaching and learning	E	•	•
	Successful experience of promoting the personal, social, moral, cultural and spiritual development of pupils.	E	•	•
Ethos and Inclusion	Ability to create and maintain an environment, which promotes good behaviour, discipline and celebrates success.	E	•	•
	Experience of implementing appropriate strategies for reducing inequalities and promoting social inclusion.	E	•	•
Relationship with Parents and the Wider Community	Successful experience of creating and maintaining effective partnerships with parents and the community, to enhance pupils learning.	E	•	•
Deployment of Staff and Resources	Ability to set, interpret, monitor and manage a budget.	E	•	•
	Ability to manage, monitor and review the use of all available resources, ensuring best value.	E	•	•
	Experience of recruiting, selecting and deploying staff to achieve improved outcomes for children.	E	•	•
Safeguarding and Inclusion	Thorough knowledge of safeguarding legislation and safer working practices	E	•	•
	Evidence of promoting the welfare and safeguarding of children	E	•	•
	Evidence of promoting an inclusive environment for all pupils	E	•	•
Other Skills and Abilities	Ability to manage time well and work under pressure to deadlines.	E		•
	Ability to form and maintain appropriate professional relationships	E	•	•
	Effective interpersonal, communication and presentation skills; both written and oral.	E	•	•
	Resilience, flexibility and ability to retain a sense of perspective	E	•	•

How to Apply

If you would like to discover more about this exciting opportunity, need any further information or have an informal discussion, please contact our retained consultant at Academicis, Ross Laird:

**rlaird@academicis.co.uk or
01223 907979 / 07901 585959**

Please email your application to, Ross Laird:
rlaird@academicis.co.uk

Timeline

Closing date: Friday 25th April 2025

Shortlisting: Friday 25th April 2025

Interview dates: Tuesday 29th & Wednesday 30th April 2025



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Church Lane, Kingsbury, London, NW9 8JD, United Kingdom