

Headteacher Candidate Pack





Welcome Letter

Dear Candidate,

I would like to thank you for your interest in the post of Headteacher at Haydon School.

Our current Headteacher, Mr Robert Jones, is retiring at the end of the 2025/26 academic year after over 14 years in post. Whilst we are sad to see him leave, it provides a great opportunity for someone new to take us to the next level. You will be working not just with Governors, but with a wonderful teaching, teaching support, and administrative staff body.

Haydon School is a single academy trust. This gives us something powerful: we can make our own decisions about resources to get the best out of our students, staff, buildings and grounds.

Haydon is also a true state comprehensive school. It has students from a wide variety of backgrounds, with a range of abilities. They all have different needs, family backgrounds and interests. We are proud that Haydon's large size gives its students "space to grow", with more things to try, more clubs to join and more opportunities to find friends, developing into a strong Haydonian community. We need our new Headteacher to build upon this over the coming years.

Haydon School's Ofsted report in 2022 found our school to be Good in all areas; its strengths included our ambitious curriculum and use of technology. Since then, our school has been improving these areas further, especially developing business and international connections, and looking at creating new partnerships. We are enthusiastic about working with a new Headteacher on our journey to becoming Outstanding.

Our school benefits from a spacious green and pleasant site, with extensive inside sports facilities. These features give us space to develop our students in different ways, both outside and inside, and provide places that we can let out externally, allowing us to work with the local community. The school is easy to access from within and outside London, with a local tube station and plentiful parking.

Haydon School is at an exciting point in its history. Nationally there have been challenges to comprehensive schools, especially in the era of parental choice combined with increased use of internet information and social networking. We want a new Headteacher to ensure that parents and the local community continue to choose Haydon.

I hope you are inspired by our fantastic school and we look forward to receiving your application.

Dr Tanya Huehns
Chair of Governors



Ethos & Mission Statement

Achieving individual excellence in a caring community

Students:

Our students will experience a broad curriculum to become the next generation of innovative thinkers and leaders. Our students will be exceptional learners, achieving success through their perseverance to make excellent progress. Our students will develop resilience to overcome challenges and inspire others. Our students will be treated with respect and kindness and they will be considerate of others in the community. Our students will leave Haydon prepared to enter the best universities or jobs. We want our students to be ready for the next steps in their lives and be proud to have been part of Haydon School.

Staff:

Our staff will experience a collaborative professional community, with quality development opportunities to inspire our students. Staff wellbeing is of high importance and staff will be trusted and valued. We want Haydon School to be a great place where everyone works together on a daily basis to be their best.

Parents/Carers:

Our parents and carers will be strong partners with the school. Our parents will be welcomed into the school to be involved with and support their child's learning and progress. We will actively seek parent engagement in the development of Haydon School.

Community:

Our community and the wider world are important to Haydon School. We will establish strong and sustainable local, national and international partnerships to inspire our students, their families and staff.

Haydon Values

Respect:

We wish to promote positive relationships between all members of the Haydon community, students, staff, parents, neighbours and local businesses. This Value prepares you for the future and encourages the need to respect people and the things around you in order to be successful in life. If you are kind and considerate towards others then you can expect to be treated fairly by people. You are more likely to be well regarded by friends and by future employers if you demonstrate a kind and caring attitude.

Community:

At Haydon we have a very strong community where we support each other so that we can succeed together. We value the skill of working together and learning from each other's strengths to help everyone succeed together. It is also important to us that our neighbours and local businesses are happy as every individual from Haydon is a representative of our school. We feel that our local community is a rich and valuable place and by working together we can capture the unique skills available to strengthen the Haydon culture of educational and personal success.

Excellence:

Being excellent doesn't just happen overnight. It takes a lot of hard work to perfect the things you do. At Haydon School, the teachers and students will help you be the best you can be and then push you further to make sure you are exceeding expectations and passing your wildest dreams.

Perseverance:

If you show commitment towards reaching a goal, you will be more likely to succeed. At Haydon School we believe that success is worth working for, and that it won't be easy to get there. Making a mistake is not a sign a failure, if you learn from it you are on your way to achieving your goals. In the future, the things worth having will not come easily - you have to put the work in to get them. Making mistakes is part of a process to improve and be a success.

Kindness:

At Haydon we endeavour to ensure that we are kind and considerate towards each other. We listen to each other so we can be tolerant of each others views. We are friendly towards everyone that we meet and ensure that everyone feels valued and supported. Kindness is also a vital part of the student/teacher relationship and is at the centre of making every single person in our school community happy and part of our team.



Job Description – Headteacher

Salary: Leadership scale | **Start Date:** September 2026

The Headteacher is accountable to the Governing Body for the professional leadership, strategic direction and operational management of the School in order to ensure that the School's aims are implemented in accordance with the School improvement plan and the policies of the Governing Body.

The Headteacher is required to monitor, evaluate and review the impact of policies, priorities and targets of the School and take timely action as necessary.

The Governing Body of the School is committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations that safeguard children and young people.

The Governing Body will consider job share/Co-Headship applications.

KEY RESPONSIBILITIES

Leadership and management of student achievement, progress, diversity and safety

- Ensure that student safeguarding is at the centre of all of the School's functions.
- Ensure an aspirational culture and ethos of challenge, and support where all students can achieve success and become engaged in their own learning and the learning of others.
- Ensure a consistent and continuous School-wide focus on students' achievement, using data and benchmarks to monitor progress in every student's learning.
- Implement strategies that secure high standards of behaviour and attendance, student welfare, and citizenship.
- Ensure collaboration with other agencies in providing for the intellectual, moral, cultural, physical, social and emotional wellbeing of students.

Job Description



Leading and managing staff

- Ensure that outstanding teaching is the primary objective for all teachers.
- Lead, motivate, support, challenge and develop staff to secure improvement.
- Ensure that all staff are engaged with the School's key priorities and the development of the School's aims and objectives, through effective communication across the whole School community, whether they be teaching or support staff.
- Maximise the contribution of staff to improve the quality of education provided and standards achieved.
- Implement and sustain rigorous procedures for monitoring the performance of all staff, including objective setting and personal development plans.
- Acknowledge the responsibilities and celebrate the achievement of individuals and teams.

Leadership and management of curriculum

- Determine and ensure implementation of a diverse, flexible curriculum to ensure high quality and personalised learning experiences for students of all backgrounds and abilities.
- Ensure that the curriculum is providing for the intellectual, moral, cultural, physical, social and emotional wellbeing of all students.
- Ensure that the curriculum enables students to progress to sustained employment, education or training on exit from the School.

Managing resources

- Promote creativity, innovation and the use of appropriate existing and new technologies to achieve excellence.
- Agree and set appropriate priorities for expenditure with the Governing Body; allocate funds and monitor the effective administration and control of School budgets so that the School secures its objectives.
- Deploy and manage the School's financial and human resources efficiently and effectively to achieve the School's educational goals and priorities in line with the School's strategic plan and financial context.
- Ensure School buildings, grounds and facilities meet the needs of the students and staff and are of the highest standard of cleanliness and repair and compliant with health and safety regulations.
- Explore and develop additional sources of funding through innovative fund-raising schemes and utilising School facilities and grounds.

Job Description

Stakeholders and the wider community

- Secure the commitment of all parents and carers, especially hard-to-reach parents, and the local community to the vision and direction of the School.
- Act at all times as an ambassador for the School in a manner that upholds its values and ethos.
- Seek opportunities to communicate and enhance the value of the School to other sectors of the local community.
- Contribute to the development of the education system by sharing effective practice, working in partnership with other schools, especially feeder primary schools, and promoting innovative initiatives.
- Develop partnerships to build strong relationships with businesses, other stakeholders, and both local and wider communities to support the aims of the School.

Accountability and governance

- Formulate and deliver a strategic plan covering the curriculum, premises, finance, partnerships and communications that produces an exceptional learning environment for all students.
- Work with the Governing Body to analyse and plan for the future needs and further development of the School within local, national and international contexts.
- Translate the vision into a School strategic plan with agreed, prioritised objectives and operational plans that will produce an exceptional learning environment for all students within an agreed timeframe.
- Encourage a School ethos that enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Present a coherent and accurate account of the School's performance in a form appropriate to a range of audiences, including parents, the local authority, the local community, Ofsted and others, to enable them to contribute effectively.

Teaching

- Teach as necessary and appropriate relative to the other duties of the post.

Notes

The Headteacher may be asked by the Governing Body to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post. This job description will be reviewed annually. In addition, it may be amended at any time after consultation with the postholders.

Person Specification

The Governing Body is committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

AREAS OF EXPERTISE	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND CPD RECORD		
Qualified Teacher Status and a bachelor degree (or equivalent, eg.Cert Ed)	•	
Record of CPD relevant to headship	•	
Experience in leading and transforming a school from good to outstanding		•
CPD record includes evidence of substantial enhancements and school improvement		•
Higher degree relevant to headship		•
NPQH		•
EMPLOYMENT RECORD		
Track record of leadership in one or more secondary schools following a UK curriculum	•	
Experience at either Deputy Headteacher/Headteacher/Head of School level	•	
In depth knowledge and understanding of the wider educational agenda including current national policies and educational issues, as well as the statutory and legal framework governing the operation of an academy	•	
Experience in a good or outstanding school, preferably in a school of > 1000 students		•
Experience of headship in a good or outstanding school		•
Successful track record of leadership of Sixth Form		•
Experience of increasing the number of students on roll at a school which is below PAN, including leading and managing appropriate marketing initiatives aimed at primary schools and local community		•
PERSONAL EFFECTIVENESS		
Stable and supportive to all stakeholders, resilience, energy, drive, confidence	•	
Capacity for personal development	•	
Ability to identify and grapple with priority issues and be adaptable and responsive to circumstances	•	
Consistency of judgement and inner integrity	•	
Ability to present to stakeholders at all levels, both internally and externally	•	
LEADERSHIP STRATEGIES		
Creating/maintaining a school's character and desirability	•	
Development and execution of short and long-term strategic planning for a school including working on unique selling points, pride in the school and an alumni programme		•

Person Specification

AREAS OF EXPERTISE	ESSENTIAL	DESIRABLE
Providing leadership to the SLT to enable them to perform their role strategically and enabling distributive leadership		•
Ability to interpret data and use it to inform decision making and strategic planning	•	
LEADING AND MANAGING STAFF		
High-level understanding and implementation of management structures and systems, with appropriate delegation, monitoring of accountability	•	
Able to inspire and maintain high morale, address problems and resolve conflict by applying skills of arbitration and reconciliation in the context of persistently pursuing accountability	•	
Positive and approachable with a commitment to equal opportunities, diversity, inclusion and high achievement	•	
MANAGEMENT OF STUDENT ACHIEVEMENT, PROGRESS, DIVERSITY AND SAFEGUARDING		
Overall responsible for individual student needs; regards personal safety and achievement for each individual as the highest priorities	•	
Ability to inspire high levels of performance in students and a track record of robust achievements at GCSE/A Level	•	
The ability to analyse the complex issues relating to students' attainment and progress and develop effective and creative strategies	•	
Successful track record in managing and inherent appreciation of monitoring and evaluation techniques of student progress, translating into detailed plans with specific quantifiable targets	•	
Proven track record of fostering a culture of inclusivity and diversity	•	
Setting high standards and delivering educational excellence	•	
Successful experience of positive behaviour management and development of a student focused, inclusive and effective learning environment so that behaviour and attendance are outstanding	•	
Understanding and/or experience of developing technology (including the use of AI) for the best student outcomes	•	
LEADERSHIP AND MANAGEMENT OF CURRICULUM		
Depth of knowledge of the curriculum and sound experience of curriculum delivery, monitoring and assessment	•	
The ability to analyse complex curriculum issues and develop effective and creative responses	•	
In-depth knowledge and understanding of current national and international curriculum thought leadership which shapes school priorities and developments and against which a school's progress can be mapped	•	
MANAGING RESOURCES		
Proven financial planning experience	•	
Strategic commercial acumen	•	
Ability to achieve value for money including working with a budget to increase school income	•	
Proven experience in budgeting and managing resources effectively at the school level	•	

Person Specification

AREAS OF EXPERTISE	ESSENTIAL	DESIRABLE
A vision for a 21st Century learning environment	•	
Experience of developing additional sources of funding through innovative fund raising schemes and utilising school facilities and grounds		•
STAKEHOLDERS AND THE COMMUNITY		
Effective communication with staff stakeholders and is keen to enhance the school's role within the local community	•	
Successful track record in developing partnerships that build strong collaborative relationships with businesses, stakeholders and local communities to support the school's aims	•	
Evidence of the ability to establish Haydon as a "school of choice" within the community and engagement with a variety of stakeholders	•	
ACCOUNTABILITY AND GOVERNANCE		
Successful school development planning, and a strong track record of implementing and managing the delivery of sustained improvements	•	
Commitment to, and evidence of, the promotion of diversity and equal opportunities within a school, curriculum and in employment practice	•	
TEACHING		
Substantial successful experience of teaching with a record of outstanding teaching/leadership at more than one school	•	





How to Apply

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact **Ross Laird** at Academicis, our recruitment partner, on **rlaird@academicis.co.uk** or by phone on **07901 585959 / 01223 907979**.

CLOSING DATE:

Monday 13th October 2025

SHORTLISTING:

Wednesday 15th October 2025

INTERVIEWS:

22nd/23rd October 2025



Wiltshire Lane,
Eastcote,
Pinner,
HA5 2LX