



**Cliffe Woods
Primary School**

Working at Cliffe Woods Primary School

Join our Team



**For Appointment of:
Headteacher**



**PROUD TO BE
Aletheia
Academies Trust**



CEO's Welcome Stephen Carey

Thank you for your interest in the exciting opportunity at Cliffe Woods Primary School. I hope the information provided offers valuable insight into the school, Aletheia Academies Trust, and the unique potential this role presents.

Cliffe Woods Primary School is a shining example of excellence, embracing every opportunity to share outstanding practice for the benefit of pupils both within and beyond its immediate community. Guided by the principle 'Excellence From All,' the school is deeply committed to fostering a love of learning and celebrating the individuality of every pupil. This vision is grounded in a shared commitment to delivering the highest quality education, working in close partnership with parents and the local community.

Since joining Aletheia Academies Trust on 1st January 2022, Cliffe Woods Primary has retained its distinct identity while flourishing within the wider Trust family. The school has embraced the benefits of collaboration, support, and shared expertise, all while upholding its ethos and values. Being part of Aletheia has further strengthened the school's capacity to deliver the very best education to the children it serves.

Cliffe Woods Primary School's staff, supported by dedicated governors, consistently strive to provide an enriched, challenging curriculum. This is a school that prepares its pupils not only for the next stage of their education but for a lifetime of learning, equipping them with the skills, knowledge, and enthusiasm they need to succeed.

We welcome your application and look forward to the possibility of you joining a committed team that places children at the heart of everything it does. This is a remarkable opportunity to contribute to the continued success of Cliffe Woods Primary School and the wider Trust.



Cliffe Woods Primary School

Cliffe Woods Primary School is proud to be at the heart of the community.

At Cliffe Woods Primary School everything we do revolves around our key drivers: Opportunity, Diversity, Curiosity and Tenacity. Through these, our children explore and embrace all the new challenges they meet with confidence and a positive attitude.

Our aim is to nurture confident, compassionate, resilient and inquisitive young individuals who are eager to learn and strive for excellence in all aspects of life, equipping them for the future. The pupils at Cliffe Woods Primary School are exceptional representatives of our values. If you would like to discover what makes our school so unique, we encourage you to get in touch.

Our school continues to evolve in many exciting ways, ensuring that we constantly deliver enriching experiences for our pupils. Over the last few years, we have been consistently over-subscribed with families wanting a place for their child/children to start in our Reception classes. The school was judged as 'Outstanding' by Ofsted in April 2015. This was confirmed in an additional inspection in September 2016, grading all areas of the school to be 'Outstanding'.

We would be delighted to welcome you, give you a tour, and introduce you to the people who make Cliffe Woods Primary School such an extraordinary community.



“Achievement is excellent. At the end of Year 6, all groups of pupils, including the most able, are reaching standards which are well above the national average”. – **Ofsted**

Job Description

Job Title	Headteacher
Location	Cliffe Woods Primary School
Duration	Permanent
Work Hours	Full-time
Reporting to	Executive Headteacher / Director of Education
Salary	L16 – L21
Pension	Teachers' Pension Scheme
Start date	September 2025



As the new Headteacher of Cliffe Woods Primary School, you will have the opportunity to take this valued community school on its next exciting chapter.

Being the Headteacher at Cliffe Woods Primary School is both an honour and a rewarding challenge. Cliffe Woods Primary School is a vibrant two-form entry school, deeply embedded in its local community. As Headteacher, your role will be to build on the outstanding foundation already established, working collaboratively with staff, students, parents, and the wider Trust to ensure every child thrives academically, socially, and emotionally.

Cliffe Woods Primary School prides itself on fostering a strong values-based education. These core values shape our ethos and daily interactions, promoting respect, resilience, and responsibility. A critical part of the role is ensuring these values permeate every aspect of school life, from the curriculum to extracurricular activities, creating a nurturing environment where children develop both character and academic skills.

The school's commitment to community involvement is central to its identity. Partnering with local organisations and encouraging parental engagement ensures that the school remains a hub for the community, strengthening the bond between families and education. These partnerships enrich the children's experiences and help them understand their role as active, responsible citizens.

As part of the Aletheia Academies Trust, you will benefit from a collaborative network of schools, sharing best practices and resources to drive continuous improvement. Together, we aim to enhance the quality of education across the Trust, leveraging collective expertise to address challenges and celebrate successes.

Ultimately, leading Cliffe Woods Primary School means ensuring that the school continues to be a place where children love learning, staff feel valued, and the community takes pride.

Key Responsibilities



Purpose of the Role:

The Headteacher is responsible for the day-to-day professional leadership and management of the school, ensuring that it operates within the parameters of local and national guidance and legislation. In consultation with the Executive Headteacher/Director of Education and Governing Body, the Headteacher promotes a high standard of education and supports a culture of continuous improvement, closing achievement gaps, and encouraging community engagement.

1. Strategic Leadership:

- ◆ Lead the strategic direction and vision of the school, aligned with the Trust's overarching goals.
- ◆ Develop and implement the school's operational plans to promote improvement and excellence.
- ◆ Collaborate with other schools and Trust leaders to share insights and best practices for educational outcomes.

2. Curriculum and Learning:

- ◆ Lead the design and delivery of a high-quality, engaging curriculum that meets statutory requirements and the needs of the pupils.
- ◆ Oversee curriculum development, focusing on rich learning opportunities and pupil well-being.
- ◆ Effectively use data to set and maintain ambitious standards for all students, with particular attention to SEND and disadvantaged groups.
- ◆ Ensure standards of behaviour are exemplary to foster an environment in which learning can thrive.

3. Performance Management:

- ◆ Manage the performance of staff, ensuring high standards of teaching, learning, and behaviour.
- ◆ Conduct performance reviews, identify areas for improvement, and provide professional development opportunities.
- ◆ Work closely with Trust leaders and the Governing Body to uphold school policies and ensure accountability.

4. Safeguarding and Compliance:

- ◆ Serve as a Designated Safeguarding Lead and embed robust safeguarding practices.
- ◆ Ensure all safeguarding and child protection policies are implemented and reviewed regularly.
- ◆ Oversee the school's adherence to national educational standards, including Health and Safety regulations.
- ◆ Ensure all staff and volunteers feel able to raise concerns about unsafe practice regarding children and such concerns are addressed sensitively and effectively.





5. Financial Management and Accountability:

- Manage the school's budget and resources, ensuring financial sustainability and alignment with strategic objectives.
- Work with Trust central services to ensure effective deployment of resources and accommodations.
- Ensure the effective day-to-day operation of the school, including building management and staff welfare.

6. Community Engagement:

- Act as the primary representative of the school within the local community, fostering strong relationships with parents, governors, and local stakeholders.
- Work with the Trust to ensure all stakeholders embrace the school and wider Trust vision.
- Promote the school's values and encourage community involvement in supporting pupil achievement and well-being.

7. Governance, Accountability and Risk Management:

- Work in partnership with the Governing Body to deliver the school's strategic objectives.
- Provide transparent reports on school performance, ensuring compliance with Trust and statutory governance frameworks.
- Ensure robust risk management, Health and Safety and quality assurance procedures are in place.

8. Innovation and School Improvement:

- Drive innovation in teaching and learning, incorporating research and evidence-based practices to enhance pupil outcomes.
- Foster a culture of self-evaluation, continuous improvement, and high expectations among staff and pupils.
- Develop partnerships with other schools and professionals to create a self-improving school system.

9. Leadership and Professional Development:

- Be a role model in professional conduct and high standards, creating a culture of collaboration and mutual accountability among staff.
- Support staff development through coaching, mentoring, and succession planning, ensuring a focus on teaching quality and leadership growth.

10. Other Areas of Responsibility

- The Headteacher will meet the requirements of the Headteacher Standards 2020.
- The Headteacher will work in compliance with the Trust's Health and Safety Policies under the Health and Safety Act (1974), ensuring the safety of all parties in the premises controlled by the school.
- The Headteacher will ensure compliance with the Data Protection Act (2018) and the Freedom of Information Act.

This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Director of Education and or the Trust CEO.



Pupils behave exceptionally well and want to learn. They are respectful and kind to each other, to staff and to visitors alike - **Ofsted**

Person Specification



E = Essential D = Desirable

E D

Qualifications and Experience

• Qualified Teacher Status.	✓	
• Degree.	✓	
• National Professional Qualification for Headship.		✓
• Existing Headteacher or Deputy Headteacher looking for Headship.		✓
• Involvement and leadership in school self-evaluation and development.	✓	
• Demonstrable experience of successful line management and staff development.	✓	
• Experience of creating a culture of high expectations and aspirations.	✓	
• Ability to provide constructive and sensitive management of significant change within an organisation.		✓
• Effective implementation of processes to safeguard and promote welfare.	✓	
• Understanding of school finances.	✓	
• Building and maintaining effective relationships with parents and the community.	✓	
• Awareness of Health and Safety legislation in relation to school leadership.		✓

Skills and Knowledge

- Data analysis skills with the ability to use data to set targets and identify weaknesses.
- Ability to conduct school self-review and evaluation.
- Effective communication and interpersonal skills.
- Ability to communicate a vision and inspire others.
- Ability to build effective working relationships.
- A sound knowledge and understanding of the barriers to learning and inclusion.
- An understanding of how to work positively with the Governing Body.

Personal Qualities

- Commitment to uphold the 7 Nolan principles of public life.
- Commitment to achieve the best outcomes for all pupils and promoting the ethos and values of the Trust and school.
- Ability to work under pressure, be resilient and prioritise effectively.
- Commitment to always maintaining confidentiality.
- Commitment to inclusion and equality,
- Ensuring that personal beliefs are not expressed in ways that exploit the position.
- Commitment to own well-being and that of the whole school community.

How to Apply



If you are excited by this role and believe you have the values, vision, and expertise to lead our school, then we would love to hear from you.

Jo Barker-Platt, Director of People and Culture

HR@aletheia.org.uk

01474 533 082

To apply for this role, please complete our [Online application form](#)

School Visit Available:

w/c 6th January

Closing Date:

13th January 9am

Interview Date(s):

20th & 21st January



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



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