
COLEBOURNE PRIMARY SCHOOL



Candidate information pack
Head Teacher (LAH 20 – 24)

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Welcome message

'Working together to achieve success for all'

Following the recent departure of our longstanding Headteacher, the Governing Board of Colebourne Primary School are seeking a leader who can build upon our existing strengths and high standards, continue to drive strong outcomes for all children and further strengthen our engagement with parents, carers and the wider community.

The school are seeking to appoint an outstanding, inspirational and ambitious Headteacher to lead our school through the next exciting stage of its journey. We are looking for a leader with clear vision, strong strategic direction and the ability to inspire both staff and pupils as the school continues to move towards further success.

We are seeking a dynamic leader who can drive continued improvement but also values and maintains our inclusive, nurturing and trauma informed behaviour approach that underpins our caring approach and defines our school. At Colebourne, our strong values and ethos of inclusivity and care are reflected in our school values which encourages and supports all to be:

- **Compassionate**
- **Ambitious**
- **Respectful**
- **Engaged**

Colebourne Primary School is a maintained two-form entry primary school with an associated Nursery comprising of 460 children in total. We share a co-located site with Beaufort School, with both schools operating independently whilst benefiting from a positive and collaborative relationship.

The school had a successful Ofsted inspection in October 2024.

"Pupils feel safe and happy in school and enjoy their learning. There is a strong sense of community, both within the school and beyond. The school serves its community well, offering pastoral support and care to its families and children. Parents and carers enjoy all that the school offers. One parent shared, 'The school provides a safe environment where our children can flourish'.

'Staff enjoy the opportunities to develop as professionals and feel proud to work at the school.'
OFSTED REPORT – OCT 2024

The successful candidate will:

- Be a proven leader with excellent communication skills, emotional intelligence and resilience.
- Have high expectations for achievement, behaviour and inclusion.
- Be committed to ensuring every child thrives both academically and personally.
- Build strong relationships with pupils, staff, parents, governors and the wider community.

- Lead with integrity, visibility and compassion.
- Have the strategic vision and resilience to lead the school into its next phase of development.

In return, we offer:

- A welcoming and friendly school and community with a positive ethos.
- An experienced, supportive and well-established leadership team who care about staff, their development and wellbeing.
- Enthusiastic, polite and hardworking children who are eager to learn.
- A committed and dedicated staff team who want the best for their pupils.
- A supportive and ambitious Governing Board.
- Strong community links and partnerships.
- A comprehensive workforce support package, including counselling, health and advisory services and 24/7 GP access.

Please read through these documents carefully and consider whether you would be a suitable candidate to apply. We always encourage visits to the school, so please contact us if you would like to arrange this.

If you would like to ask any questions about the job or would like to visit us, please ring the main school office (0121 675 8500 opt 1) or email: jobs@colebourne.bham.sch.uk for further details.

Please ensure that all the application documents are completed and emailed to jobs@colebourne.bham.sch.uk or delivered to the school.

Advertisement

Head Teacher
LHT 20 - 24
Full Time Permanent Contract

COLEBOURNE PRIMARY SCHOOL,
STECHFORD ROAD, HODGE HILL,
BIRMINGHAM, B34 6BJ.
TEL: (0121) 675 8500 option 1
E-mail: jobs@colebourne.bham.sch.uk
Mrs. Charlette Wren
(Acting Headteacher)

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Please visit our website, www.colebourne.bham.sch.uk to get a flavour of the opportunities we provide for the children and families.

We strongly encourage, where possible, candidates to visit the school prior to submitting applications. Please contact the main school office or email the jobs@colebourne.bham.sch.uk if you would like to arrange a visit or if you have any questions about the job. We currently have the following dates and times available for you to visit the school:

| | |
|-----------------------|--|
| 11 th June | 16:00 – 17:00 |
| 15 th June | 11:00 – 12:00 & 14:00 – 15:00 |
| 19 th June | 09:00 – 10:00, 10:00 – 11:00 & 11:00 – 12:00 |

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Pre-employment checks including an enhanced DBS check are required for all successful applicants.

Closing Date: Sunday 28th June 2026 Midnight

This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work.

All applicants will be required to provide two suitable references.

An online search will also be carried out as part of due diligence on all short-listed candidates.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. This means that, when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

This post is covered by Part 7 of the Immigration Act (2016). Therefore, the ability to speak fluent and spoken English is an essential requirement for this role.

Further information about filtering offences can be found in the DBS filtering guide.

Section 1: Head Teacher Job Description

Head Teacher LHT 20 – 24

£82,654 - £90,348

Purpose of the Job

- As required by paragraph 44-47 & 52 of the School Teachers' Pay and Conditions Document, to be responsible for the internal organisation, management and control of the school.

Line Management

- Responsible for the supervision of all staff employed in the school

Duties and Responsibilities

- To act in accordance with the requirements of paragraphs 44-47 & 52 of the School Teachers' Pay and Conditions Document
- To undertake the professional responsibilities of a head teacher as set out in paragraph 46 of the School Teachers' Pay and Conditions Document
- To act in accordance with other legislation affecting the conduct of the school, particularly that governing health and safety matters and employment rights

Conditions of Employment

The above responsibilities are in accordance with the School Teachers' Pay and Conditions Document in terms of duties and working time and are also subject to any local agreements and LA guidance on interpreting conditions of service.

Review and Amendment

This job description is normally subject to annual review. Subject to the provisions of the School Teachers' Pay and Conditions Document it may be amended at the request of the Governing Body or the Head Teacher but only after full consultation between them. It will be signed if agreement is reached

Complaints

If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

Section 2: Head Teacher Person Specification

The criteria listed below outlines the essential and desirable criteria for the role and will initially be assessed at application stage. Subsequently, we will assess the criteria through the interview process.

PERSON SPECIFICATION: HEAD TEACHERS

Colebourne Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

| | ESSENTIAL | * METHOD OF ASSESSMENT |
|---|--|---|
| INITIAL QUALIFICATIONS | Qualified Teacher status. NPQH (or undertaking it) | AF, I AF, I |
| FURTHER QUALIFICATIONS/ PROFESSIONAL DEVELOPMENT | Demonstrates a sustained commitment to ongoing professional learning and reflective practice. Knowledge and understanding of education and school's systems locally and nationally. Actively engages with current educational research, national priorities, and evidence-based practice. | AF, I AF, I AF, I |
| EXPERIENCE | Proven, successful experience as a Head Teacher or proven leadership experience for an aspiring professional who is ready to step into headship with strong evidence of readiness. Demonstration of a good understanding of School Improvement Planning and implementation. Experience of implementing Performance Management. Experience of partnership working with parents and the wider community including external agencies. Successful and varied teaching experience in a primary phase, including working with children with social, emotional and mental health difficulties. Experience of working as part of leadership in taking a school through Ofsted Ability to use data effectively to raise standards Experience managing budgets, staffing, and operational systems. Experience leading whole-school improvement, managing change, and sustaining a positive school culture. | AF, I AF, I AF, I AF, I AF, I AF, I AF, I |

| | | |
|---|---|-----------------|
| SKILLS AND ABILITIES | To develop and implement the school vision and values, and promote inclusivity and diversity within a framework of British Values. | AF, I |
| | To develop a culture for learning and set high expectations for achieving success for all. | AF, I |
| | To work to high professional standards, strategically and operationally, leading by example. | AF, I |
| | To monitor, evaluate, and plan strategically for School Improvement and continuous professional development. | AF, I |
| | To lead and manage effectively in an environment of high accountability. | AF, I, P |
| | To manage the implementation of change effectively and sensitively. | AF, I |
| | Demonstrate the ability to manage, motivate and support individuals and teams effectively. | AF, I |
| | To deal effectively with under performance, in accordance with relevant policies and procedures. | AF, I |
| | To understand and interpret complex data to inform effective decision-making. | AF, I |
| | To maintain a clear strategic financial overview of the school. | AF, I |
| | To demonstrate a focus on innovation, creativity and a willingness to work in a context of resource generation and appropriate risk-taking. | AF, I |
| | To demonstrate a wide range of high-level communication skills including new technologies. | AF, I |
| | To promote and foster a positive school image. | AF, I |
| To seek and maintain effective multi-agency partnerships and collaboration, in order to share and disseminate best practice throughout the whole school and beyond. | AF, I | |
| OTHER | Evidence of motivation for working with children. | AF, I |
| | Evidence of ability to form and maintain appropriate relationships and personal boundaries with children and staff. | AF, I |
| | Understand and value the importance of Inclusion and work collaboratively with our co-located school and their Leadership team | AF, I |
| | To have a trauma informed approach to understanding and supporting children exhibiting challenging behaviours. | AF, I |
| | Evidence of emotional resilience in working with children and staff exhibiting challenging behaviour. | AF, I |
| | Ability to effectively implement safeguarding legislation and develop a culture of safeguarding awareness, risk assessment and management. | AF, I |
| | Ability to coach and develop all school staff appropriately. | AF, I |
| | Demonstrate the promotion of positive behaviour strategies and constructive handling of problems. | AF, I |

| | | |
|--|--|--------------|
| | Evidence of actively involving all staff, parents, Governors and the community in the life and work of the school, other schools and networks. | AF, I |
| | Evidence of implementing Equal Opportunities and other legislation essential for the health, safety and well-being of the school community. | AF, I |
| | Ability to effectively implement personnel procedures in the management of staff, with relevant knowledge of Employment Law. | AF, I |
| | Uphold effective governance | AF, I |

- Those elements marked **AF** - will be assessed in your **Application Form**
- Those elements marked **AF/I/P** - will be assessed in your **Application Form** and during the selection process e.g. Interview, **Presentation**.
- Those elements marked **I/P** - will be evaluated during the selection process e.g. Interview, **Presentation**

NB: *If shortlisted, any relevant issues arising from references will also be taken up at interview. References will be used to support the selection panel's assessment.*

Section 3: Terms and conditions

| | |
|-------------------|--|
| Job title: | Head Teacher |
| Grade: | LHT 20 - 24 |
| Salary: | £82,654 - £90,348 |
| Location: | Colebourne Primary School Stechford Road Hodge Hill Birmingham B34 6BJ |
| Basis: | Permanent contract |
| Hours: | Full time |

Teaching post are subject to Teachers Pay and Conditions documents published by the Department for Education.

Support staff posts are subject to Birmingham Local Authority model policies and pay scales.

Section 4: Benefits

Colebourne is committed to maintaining employee health and wellbeing, whether it is physically, emotionally, financially or socially, and offers a range of benefits to support employees in this.

These benefits include:

- Option to join a Pension Scheme
- Professional development opportunities
- Access to workforce support program including counselling, health and advisory services, and 24/7 GP access
- Technology to support the role (e.g IPad Pro / Laptop as needed by the role)
- Up to two days term time leave (unpaid) per year for 'special occasions'

The workforce support program includes things like: 24/7 access to an online doctor who is able to prescribe; health support for weight management, menopause, fitness and much more.

Staff are supported to access to high quality CPD programmes such as the NPQs and online training opportunities through a training portal.

Colebourne is committed to equality and diversity. We ensure all candidates are treated fairly in open competition, with all appointments made on merit.

Section 5: Application and selection

Application

Please submit the following using the forms provided in the candidate application pack on the school website:

- application form
- equalities monitoring form
- self-disclosure form

Please note that your statement of suitability should address the criteria in the Person Specification and should not exceed **2 pages of A4** Statements over the word limit may not be considered by the selection panel.

The closing date for applications is **Sunday 28th June 2026 Midnight**

Late applications will not be considered. CVs ***are not accepted*** for application for this post and will not be considered as part of the selection process.

Your application and associated documents should be submitted by email to: jobs@colebourne.bham.sch.uk

Queries

If you have any questions about the role or process, please contact us by email at jobs@colebourne.bham.sch.uk

Selection

All applications will be considered by the selection panel. The panel will consider how your application demonstrates that you can fulfil the criteria set out in the person specification. We will inform you whether you were successful at each stage.

Shortlist

The panel will assess your application, including statement of suitability against the essential and desirable criteria of the person specification. Those who best meet the criteria will be shortlisted. Successful candidates will be notified week commencing 29/06/2026 via email and invited to the next stage.

Complaints

If you feel your application has not been treated fairly and you wish to make a complaint, you should write to the chair of governors via the school office.

Safer recruitment

Our commitment

We put children and learners' wellbeing at the heart of everything that we do and, therefore, do all that we can to ensure those who work for us share our commitment. This is reflected in our rigorous recruitment processes and pre-employment checks.

We select the best candidates through good, thorough recruitment practice, ensuring equality of opportunity, and deterring, or rejecting, those who may not be suitable.

All roles require the following

- Your identity must be confirmed by sight of original official documents such as a birth certificate and photo identification such as a passport.
- Original documents must be supplied for all professional qualifications required for this post.
- Full employment and education history since leaving secondary education must be given. All gaps will be scrutinised by the panel to ensure there are no causes for concern.
- We will request a minimum of two references covering at least the last three years. All references will be verified, and referees will be asked to comment on your suitability for the role.
- We will take account of your presence in both public and online in our selection decisions.
- We will require details of any criminal history via the self-disclosure form. Any subsequent offer will be subject to an enhanced DBS check and other checks related to the role.
- Throughout selection, including at interview, the panel will explore your values and motivation for working at Colebourne.

At all stages, information you provide us with will be treated in confidence and in full accordance with legal requirements.

You do not have to consent to these checks. However, if consent is withheld or revoked at any stage, we will be unable to proceed with your application.

All Colebourne employees are expected to understand their duties and responsibilities in relation to safeguarding children, young people, and vulnerable adults. For those who are successful in joining Colebourne, this is continually assessed through probation and day-to-day performance management.

All candidate should take note of our school policies and pay particular reference to

- **Safeguarding Policy**
- **Recruitment of Ex-offenders**

These policies can be found on the [school website policies section](#)

Recruitment timeline

| Recruitment milestones | Date |
|--------------------------------------|---|
| Deadline for application submissions | Sunday 28 th June 2026 Midnight |
| Shortlisting of applications | W.C. 29 th June 2026 |
| Interview Days at Colebourne | 9 th & 10 th July |