

Broadway Primary School



Headteacher Application Pack

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Broadway Primary School



Broadway
Haslingden
Rossendale
Lancashire
BB4 4EH
Headteacher Mr C Bolton
Tel: 01706 229832
head@broadway.lancs.sch.uk

website: www.broadway.lancs.sch.uk
Twitter: @broadwayprimary
Facebook: *broadway primary school*

WELCOME LETTER

Dear Applicant,

Thank you for your interest in becoming the next Headteacher of Broadway Primary School. I'm delighted you are considering leading our #BroadwayFamily. This opportunity arises following the appointment of our current Headteacher to a larger school, after many successful years of dedicated and impactful leadership.

At Broadway, we care deeply about helping every child thrive. Our **GROW curriculum** – *Get up and go, Rich in language, Our Broadway family, Wonder and awe* – is at the heart of everything we do. It's not just about lessons; it's about creating experiences that help children feel confident, connected and curious. We want every child to be active, expressive, community-minded, and inspired by the world around them.

We are a school where:

- **Early Years provision is Outstanding** – with Ofsted inspectors (January 2025) praising our ambitious and skilfully led early years environment.
- **Play is purposeful** – our award-winning outdoor environment fosters creativity, social development and wellbeing. We were the first school in Lancashire to achieve Platinum OPAL status, which we proudly retained earlier this year.
- **Every child is known and valued** – supported by inclusive practices and our Learning Hubs, which provide tailored spaces where pupils with additional needs flourish.
- **Community truly matters** – from local charity partnerships and our much-loved Rainbow Run to a rich programme of parent engagement and local learning, we actively nurture children to become kind and confident members of their community.

We are a school on a strong and exciting trajectory. Our most recent Ofsted inspection (January 2025) recognised the quality of our provision, the strength of our leadership, and the warmth and ambition of our staff. We are proud of all we have achieved, but we know the best schools never stand still.

We are now seeking a Headteacher who will lead Broadway into its next chapter. This is not about rewriting our story, it's about continuing it with care, clarity and ambition. We are looking for someone who will:

- Believe in and further develop our GROW curriculum and inclusive ethos, ensuring every child experiences happiness in their learning.
- Continue to keep expectations high, including of academic outcomes.
- Lead and inspire our #BroadwayFamily with authenticity, compassion and high expectations, motivating children and staff alike to reach their full potential.
- Build strong, lasting relationships with our local community and ensure Broadway remains the first-choice school for families in the area.

In return, you will join a passionate, talented staff team, a highly supportive Governing Board, and a school community that's excited to meet and work alongside you. Our children are vibrant, curious and full of potential. They deserve a Headteacher who will meet them where they are, and champion, challenge and nurture them every step of the way.

If you share our vision and values, we warmly invite you to apply. We welcome applications from both experienced Headteachers and ambitious Deputy Heads ready for their first headship. We would be delighted to welcome you for a visit to experience Broadway's unique atmosphere for yourself. To arrange this, please get in touch with Mrs Lindsey Yates, School Business Manager, on 01706 229832 or via email at sbm@broadway.lancs.sch.uk. If you have any questions about the role, you're also very welcome to contact me directly at chair@broadway.lancs.sch.uk.

With best wishes,

Tom McEvoy

Chair of Governors
Broadway Primary School



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LETTER FROM THE SCHOOL COUNCIL

Dear New Headteacher,

Hello and welcome to our school! We're really excited that you have shown interest in joining our #BroadwayFamily and wanted to write to tell you the kind of headteacher we'd really love to have.

We hope you're someone who is fun but also firm - someone who can have a laugh with us but also makes sure things are fair and in order. We think it's important that you help everyone follow a good behaviour system, but without shouting. We really respect adults who can set clear boundaries and can support our needs without raising their voice.

We'd love a headteacher who is positive and notices the children who are always doing the right thing. Sometimes, it feels like quiet and well-behaved children get missed, so it would mean a lot if you praised and encouraged everyone, not just the loud ones!

It would be amazing if you remembered our names and even some of our achievements. That way, when you come into class or assembly, we'll feel proud to show our best work because we know you care and notice us.

We also think it's important that our headteacher is someone we can trust and talk to; someone who listens to us and helps us to make the school even better. We have lots of ideas, and it feels really good when adults take them seriously.

Being active is something we love at Broadway, especially outside! We'd love it if you encouraged more outdoor learning, gardening, brain breaks and fun competitions. It would be brilliant if assemblies had active moments too and weren't just sitting still the whole time. Having more creative things like art and drama in lessons would also make our learning more exciting.

Some of us think it's great when the headteacher comes in to check how we're doing in class or even teaches us now and again. That way, we get to know you better. We'd love our new headteacher to be organised, so we always know what's happening and what's expected. Clear boundaries are important to us.

In the end, we just want someone who understands us, helps us to shine, and works with us to make our school the best it can be. If that's you, then we think we're going to have a great time together.

From,

The Children at Your Potential New School

TIMETABLE FOR APPOINTMENT

Initial meeting of the governing body	09.06.25 at 18:00.
Advertisement appears	10.06.25.
Closing dates for applications	07.07.25 at 12 noon.
Shortlisting meeting	15.07.25 at 18:00.
Shortlisted candidates view the school	08.09.25.
Interviews and appointment	09.09.25
New headteacher takes up post	01.01.26.

SALARY

IPR (Individual Pay Range for HT)

L12 (£65,286) – L18b (£75,675)

ADVERTISEMENT

Advertisement Grade: Group 2
L12 (£65,286) – L18b (£75,675)
Term: Full-time.
Perm/Temp: Permanent.
Required: From 01.01.26.
Closing date: 07.07.25 at 12:00 noon.

Location:

Broadway Primary School
Broadway
Haslingden
Lancashire
BB4 4EH
Tel: 01706 229832

School website:

www.broadway@lancs.sch.uk

Roll: 211

We are Broadway Primary School, a vibrant, inclusive and ambitious school at the heart of our local community. And we are looking for you, someone who shares our values and vision, to become our next Headteacher and lead us into the future.

This is a rare opportunity to build on strong foundations and lead a school that already has so much to be proud of. In our most recent Ofsted inspection (January 2025), our Early Years provision was judged outstanding, and our broad, engaging curriculum was praised for its ambition and inclusive design.

We believe in developing the whole child through our **GROW curriculum: Get up and go, Rich in language, Our Broadway family, Wonder and awe.** It's more than a framework; it's how we bring learning to life. We want our children to be confident, caring and curious individuals, ready for the world ahead. That begins with a culture rooted in respect, empathy, and environmental stewardship.

At Broadway, we:

- Celebrate care, cooperation and curiosity as the foundation of our school culture.
- Help every child thrive through personalised learning, targeted interventions and inclusive practices like our Learning Hubs.
- Believe play is powerful – our Platinum OPAL Award-winning outdoor learning environment is a proud example of that.
- Encourage teamwork and community spirit through our house point system and house charities.

We are proud of what we have achieved – but we're not standing still! We are excited about what comes next, and we hope you are the right person to help shape and deliver it.

We want you to:

- Champion and further develop our GROW curriculum and inclusive ethos.

- Lead with authenticity, compassion and high expectations of both staff and children.
- Strengthen our role in the local community and keep Broadway the first-choice school for local families.

In return, you will join a school full of pride, warmth and ambition. You will work alongside a talented and committed staff team, a supportive Governing Board, and, most importantly, children who are caring, curious and full of potential.

Whether you are an experienced Headteacher or a Deputy ready for your first headship, we would love to hear from you. Most of all, we would love to meet you, so come and visit us, see our school in action, and experience the #BroadwayFamily for yourself.

To arrange a visit, please get in touch with Mrs Lindsey Yates, School Business Manager, at **sbm@broadway.lancs.sch.uk** or call **01706 229832**. If you have any questions about the role, you are also very welcome to contact the Chair of Governors, Tom McEvoy, directly at **chair@broadway.lancs.sch.uk**.

We can't wait to welcome the next person who will lead Broadway into its next exciting phase. Could it be you?

Please send completed applications to: applications@broadway.lancs.sch.uk by 12:00 noon on 07.07.25.

Broadway Primary School Headteacher Job Description

This job description reflects the **Headteachers' Standards** (2020). These standards are built upon The Teaching Standards (2012) which apply to all teachers, including Headteachers.

The appointment is subject to the current conditions of employment of Headteachers, contained in the **School Teachers' Pay and Conditions** document and other current educational and employment legislation, including that of the Department for Education. In carrying out his / her duties, the Headteacher shall consult, where appropriate, with the Local Authority, the Governing Board, the staff of the school, its pupils and the parents of its pupils.

A. The Core Purpose of the Headteacher

The core purpose of the Headteacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success the Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Headteacher should establish a culture that promotes excellence, equality and high expectations of all pupils.

The Headteacher is the leading professional in the school. Accountable to the Governing Board, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, the Local Authority, higher education institutions and employers. Through such partnerships and other activities, Headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

B. Headteacher Standards

1. School culture

Headteachers:

- Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community.
- Create a culture where pupils 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.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
- Ensure a culture of high staff professionalism.

2. Teaching

Headteachers:

- Establish 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 effective use is made of formative assessment.

3. Curriculum and assessment

Headteachers:

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading.
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

4. Behaviour

Headteachers:

- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy.
- Implement consistent, fair and respectful approaches to managing behaviour.
- Ensure that adults within the school model and teach the behaviour of a good citizen.

5. Additional and special educational needs and disabilities

Headteachers:

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities.
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively.
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs⁸ and special educational needs and disabilities of pupils, providing support and adaptation where appropriate.
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

6. Professional development

Headteachers:

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs.
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development.
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

7. Organisational management

Headteachers:

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Ensure staff are deployed and managed well with due attention paid to workload.
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently.
- Ensure rigorous approaches to identifying, managing and mitigating risk.

8. Continuous school improvement

Headteachers:

- 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.

9. Working in partnership

Headteachers:

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.
- Commit their school to work 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.

10. Governance and accountability

Headteachers:

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- Establish and sustain professional working relationship with those responsible for governance.
- Ensure that staff know and understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

The applicant will be required to safeguard and promote the welfare of children and young people. The Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Headteacher.

Person Specification / Selection Criteria for Headteacher at Broadway Primary School.

***The applicant will be required to safeguard and promote
the welfare of children and young people***

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

[A] Qualifications

	Essential / Desirable
Qualified teacher status.	E
Degree.	E

[B] Professional Development

	Essential / Desirable
Evidence of recent and appropriate professional development for the role of headteacher.	E
Evidence of recent leadership and management professional development.	E
Up to date safeguarding training and knowledge of legislation for the protection of young people.	E

[C] School leadership and management experience

	Essential / Desirable
Successful leadership as a deputy headteacher or assistant headteacher or equivalent.	E
Evidence of successfully leading school improvement.	E
Evidence of the application of strategies to review, evaluate and improve teaching and learning.	E
Experience of curriculum leadership and development.	E
Experience of working constructively with parents.	E
Experience of monitoring staff performance.	E
The ability to provide support and advice to the Governing Body to enable it to meet its responsibilities.	E
An understanding of strategic financial planning in relation to its contribution to school improvement and pupil achievement.	E

	Essential / Desirable
Experience of guiding, coaching, mentoring or training individuals or teams.	E
Good awareness of current national education policy and strategy.	E

[D] Experience and knowledge of teaching

	Essential / Desirable
Experience of teaching in more than one school.	D
Successful teaching experience within the primary phase.	E
To have a working and current knowledge and understanding of all three Key Stages in the primary phase.	E
Can effectively analyse school data and identify appropriate actions which then form part of the school improvement plan.	E
Commitment to ensuring inclusion and addressing diversity positively.	E
A sound understanding of how children learn, how teachers can best teach and how to raise achievement for all pupils.	E

[E] Professional Attributes

	Essential / Desirable
Able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies.	E
An ability to communicate effectively, both orally and in writing, with a range of audiences.	E
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice.	E
A commitment to the professional development for all staff, and self.	E
To have good judgement; able to assess and balance risks and opportunities.	E
A desire to engage and work collaboratively with parents and carers.	E
The ability to plan and prioritise and organise self and others.	E
Show a good commitment to sustained attendance at work.	E

[F] Personal Qualities

	Essential / Desirable
A passion for achieving the very best outcomes for all children.	E
A clear vision for an innovative, progressive, forward thinking school.	E
The ability to communicate a clear vision for the school to all people.	E
The capacity to provide inspirational, enthusiastic and innovative educational leadership.	E

A caring and considerate attitude towards children, which values each child's potential and recognises each child as an individual.	E
Flexibility, initiative and drive to maintain a positive attitude in the face of a challenging and demanding job.	E
An ability to establish effective working relationships with a wide and diverse range of people including pupils, parents, Governors, colleagues, other professionals and wider community.	E
The ability to inspire confidence.	E
Excellent interpersonal skills.	E
The ability to perform effectively under pressure.	E
The ability to build, create and then communicate a clear vision for the school.	E
Think analytically and creatively, demonstrating initiative in solving problems.	E
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others.	E

[G] Safeguarding

	Essential / Desirable
Displays commitment to the protection and safeguarding of children and young people.	E
The ability to form and maintain appropriate relationships and personal boundaries with young people.	E
Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people.	E
Will co-operate and work with relevant agencies to protect young people.	E

[H] Professional Skills

Each candidate will be expected to demonstrate knowledge and understanding of the National Standards of Excellence for Headteachers 2020 which also form the basis of the Job Description. Candidates will be expected to show evidence of having applied this knowledge and understanding in their current setting as well as an awareness of how this will be applied in Broadway Primary School.

[I] Confidential References and Reports

	Essential / Desirable
Positive recommendation from all referees, including current employer	E

[J] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post, and should be no more than 2 sides of A4 long, in 12 point.

STAFF ATTENDANCE POLICY STATEMENT

Broadway Primary School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum. Whilst supporting employees during periods of sickness, the school's leadership team monitors levels of sickness absence in school regularly and acts in accordance with the guidelines adopted by the school to deal with unacceptable levels and frequency of sickness. Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.

SAFEGUARDING STATEMENT

In our school, the welfare of the child is paramount. Broadway Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.