



Woolmore
Primary School

HEADTEACHER CANDIDATE PACK



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WELCOME FROM THE CHAIR

Dear Candidate,

Thank you for your interest in the role of Headteacher at Woolmore Primary School. We are delighted that you are considering leading our exceptional school at such an important and exciting moment in our journey.

After 29 years of distinguished leadership, our long serving Headteacher will retire at the end of this school year. Our next Headteacher will have the opportunity to build on strong foundations while bringing innovation and vision to support our continued growth and success.

Woolmore is a happy, inclusive and vibrant place to learn and work, where children genuinely love coming to school. We have been in our new school building since 2015 which provides a bright, spacious and modern environment that has enabled us to grow into a thriving three form entry flagship school in the heart of Poplar in Tower Hamlets.

We are proudly diverse, serving a community enriched by many cultures, languages and lived experiences. This diversity is one of Woolmore's greatest strengths, and shapes our values, our carefully designed curriculum and the strong sense of belonging felt across our school.

Our most recent Ofsted inspection in September 2022 judged Woolmore Outstanding in all areas, recognising our culture of togetherness, high expectations and relentless ambition for every child. This achievement is the result of years of thoughtful leadership, dedicated staff and partnership with our families.

At Woolmore, children are at the heart of everything we do. Our guiding question "What would it take?" drives the decisions we make. It reflects our belief that every child can achieve success and that it is our collective responsibility to remove barriers, ignite curiosity and nurture potential. Our dedicated staff understand that success is built on strong relationships with children, families and with each other and we hold high expectations of everyone who works with us.

As we look ahead, we are seeking an exceptional strategic leader with a proven track record of driving school improvement, raising standards and shaping a culture where every child can thrive. They will be a values led leader who believes passionately in inclusion and equity. They will bring the resilience and moral courage needed to lead a large, high performing school serving a diverse community with a wide range of needs.

We require someone who shares our high ambitions for every child, who can inspire and empower staff, and who recognises the importance of partnership, working alongside a dedicated team and a committed Governing Body to continue our journey of excellence.

We hope this recruitment pack gives you a rich sense of who we are, the community we serve, and the opportunities ahead. We warmly encourage visits, as there is no better way to experience the energy, ambition and warmth of Woolmore.

We look forward to meeting you.

Samantha Rashid
Chair of Governing Board

DO MORE BE MORE WOOLMORE

All children can achieve success.



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Woolmore Street, London, E14 0EW
Tel: 020 7987 2778
admin@woolmore.org
www.woolmore.towerhamlets.sch.uk
Headteacher: Ms Tracy Argent

Dear future headteacher,

let us introduce ourselves: We are the Year 5 and Year 6 School Councillors. We are delighted to have a chance to write to you and tell you all about our amazing school and what we call 'The Woolmore Way'. Woolmore is a welcoming and friendly school, where everyone is included and everyone is unique and different in their own way. We believe all children can achieve success. Everything we do at Woolmore is connected to our 7 values: together, care, communication, pride, respect, behaviour and learning.

We love to learn and have new experiences, from Gorsefield residentials and Poetry Slam finals to learning to play instruments and taking part in online safety and anti-bullying workshops.

At Woolmore we love reading and we say, 'Read everyday - it's the Woolmore way'. We also are a singing school who loves poetry - especially Michael Rosen and Benjamin Zephaniah. We love to celebrate together our different festivals and beliefs. We also raise money for charities and take part in special theme days, like World Book Day. We are times tables superstars and many of us have achieved our HTTA (Headteacher's Times Tables Award).



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If you would like to work at our splendid school as our new headteacher we think you should be fun but firm, respectful, understanding and knowledgeable just like the members of staff here at Woolmore.

We would like to invite you for a tour of our school, where you will see the wonders of Woolmore.

Do more - Be more - Woolmore

Yours sincerely,

The Y5 and Y6 School Councillors

OUR VALUES



OUR VALUES

WHAT WE OFFER

At Woolmore, our values guide everything we do. As our Headteacher, you will join a community that is proud of who we are, ambitious about who we can become, and deeply committed to working together to ensure “all children can achieve success”.

A COMMUNITY BUILT ON RESPECT

We foster an environment where staff, pupils and families feel valued and heard. You will join a team that trusts, supports and respects one another, creating strong, positive relationships across the school.

A CULTURE OF HIGH STANDARDS FOR BEHAVIOUR

Our expectations are clear and shared by all. You'll work with a dedicated staff team who believe in consistency, fairness and compassion, ensuring every child can learn in a calm, safe and nurturing environment.

CLEAR AND OPEN COMMUNICATION

We communicate with clarity, honesty and purpose—with staff, pupils, families, governors and the wider community.

A COMMITMENT TO LEARNING FOR ALL

Learning is at the heart of our school. We are passionate about continuous improvement and committed to excellent professional development. You will be supported to grow as a leader while empowering others to excel.

PRIDE IN OUR SCHOOL AND ITS SUCCESSES

We celebrate achievements big and small, and we take pride in our school's identity, traditions and community.

A STRONG SENSE OF TOGETHERNESS

Collaboration is central to our ethos—across classrooms, across teams and with families. You will join a united community that welcomes your leadership and vision.

A CARING, NURTURING ENVIRONMENT

Care runs through everything we do. We support every child as an individual and value the wellbeing of our staff just as highly. We lead with empathy and kindness.



HEADTEACHER JOB DESCRIPTION

SCHOOL GROUP: 5

START DATE: September 2026

SALARY GRADE: L24 - L30

CONTRACT TYPE: Full-time permanent

RESPONSIBLE TO: Governors

LINE MANAGEMENT: DHTs, AHTs and School Business Manager

PURPOSE OF THE ROLE

To be a strategic leader and figurehead who is a champion for children and their families, rooted in the community, and driven by the school's commitment to combating social inequality.

A leader who enjoys developing others, collaborating with peers and contributing widely to the success of the school as a whole.

CORE RESPONSIBILITIES

- Uphold the school's mission, vision and values and ensure a high-quality education for all pupils
- Establish and sustain the school's ethos and strategic direction in consultation with the school community, alongside the Governing Board
- Maintain and develop the quality of education, conduct and personal development at the school
- Oversee effective school improvement, including the professional development of all staff members
- Implement systems, processes and policies so the school runs smoothly, including for financial management, health and safety and HR
- Maintain a vigilant safeguarding culture at the school



DUTIES AND RESPONSIBILITIES

THE QUALITY OF THE EDUCATION

- Uphold ambitious educational standards so that all pupils are well-prepared for the next phase of education and life.

TEACHING

- Establish and sustain high-quality evidence-informed teaching across all subjects and phases
- Ensure teaching is underpinned by subject knowledge and an understanding of how pupils learn
- Ensure the teaching of a broad, structured and coherent curriculum
- Having regard to other duties, participate in the teaching of pupils at the school as appropriate

CURRICULUM AND ASSESSMENT

- Implement, review and develop an ambitious curriculum to ensure breadth and balance for all pupils, including disadvantaged pupils and those with special education needs and/or disabilities
- Ensure the use of evidence-informed approaches to reading so that all pupils learn to read
- Put in place effective curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum, including formative assessment
- Implement, monitor and develop systems for monitoring and improving pupils' achievement



ADDITIONAL AND SPECIAL EDUCATIONAL NEED AND DISABILITIES (SEND)

- Promote a culture and practice that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEND
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Ensure the school fulfils statutory duties regarding the **SEND Code of Practice**.

PUPIL BEHAVIOUR AND PERSONAL DEVELOPMENT

- Create a culture where pupils experience a positive and enriching school life
- Use consistent and fair approaches to managing behaviour, in line with the school's policy
- Implement, monitor and review practice that leads to high standards of behaviour
- Ensure that the policy and routines that encourage high standards of behaviour are understood by staff and pupils and are modelled by all adults in school

LEADING AND MANAGING STAFF

- Lead, motivate, deploy and manage staff effectively and with due attention to workload
- Develop a culture of staff professionalism
- Propose an appropriate staff structure and define staff tasks and responsibilities
- Oversee the recruitment of new staff
- Ensure staff have access to appropriate, high-quality professional development opportunities, including effective line management and performance management



SAFEGUARDING AND HEALTH AND SAFETY

- Ensure rigorous approaches to identifying, managing and mitigating risk
- Take responsibility for addressing and reporting Safeguarding issues as they arise in school in line with school policies
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of the duty of care
- Raise awareness of Health and Safety risks amongst staff and ensure compliance with policies and legislation
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions

FINANCE, RESOURCES AND PREMISES

- Take responsibility for the management of the school budget in line with the Financial Code of Practice
- Determine short, medium and long-term priorities for spending linked to school improvement priorities
- Ensure the development, maintenance, security and safety of school buildings, grounds and equipment

CIVIC DUTY AND COMMUNITY RELATIONSHIPS

- Establish and maintain links with businesses, community organisations, external agencies and the media
- Represent the school to other groups and the local community
- Encourage the involvement of parents in the life and work of the school
- Promote links with other local schools

GOVERNANCE AND ACCOUNTABILITY

- Work closely with the Local Governing Board to ensure a high quality of education at the school
- Ensure that staff 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



GENERAL REQUIREMENTS

- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- Maintain awareness of and comply with all relevant school policies, particularly those relating to Safeguarding, Health and Safety and Confidentiality
- Implement all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities
- Undertake any professional duties commensurate with the grade of the post

MANAGING OWN PERFORMANCES AND DEVELOPMENTS

- Participate fully in the school's performance management cycle and seek training and continuing professional development to meet needs
- Keep up to date with developments in education and share the knowledge and ideas gained with colleagues
- Demonstrate resilience and resourcefulness
- Think creatively to anticipate and solve problems and identify opportunities

NOTES

1. *The Headteacher will carry out his or her professional duties in accordance with and subject to the National Conditions of Employment for Headteachers and the School Government Regulations*
2. *This job description is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out*
3. *The job description may be amended at any time in consultation with the post holder*



HEADTEACHER PERSON SPECIFICATION

QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT

Qualified Teacher Status (QTS) and Degree (essential)

National Professional Qualification for Headship (NPQH) (desirable)

Continuous Professional Development Evidence of recent, high-level leadership training and a commitment to keeping pace with pedagogical research (essential)

LEADERSHIP AND STRATEGIC EXPERIENCE

Proven Senior Leadership Extensive experience as a Deputy Headteacher or above in a complex primary setting (essential)

Collaboration Experience working within a collaborative structure, showing an ability to balance school autonomy with shared goals (desirable)

Change Leadership A track record of leading school improvement through periods of significant change or challenge (essential)

Staff Empowerment Experience in building motivated and effective teams through coaching, mentoring, and performance management (essential)

TEACHING, CURRICULUM AND PUPIL ACHIEVEMENT

High-Expectations Culture A relentless focus on closing attainment gaps, particularly for disadvantaged pupils and those with SEND (essential)

Diversity Expertise in leading a curriculum that meets the needs of a diverse community (desirable)

Data-Driven Leadership The ability to use complex data to identify trends and ask questions (essential)

Quality Assurance Expert knowledge of what effective teaching looks like and the ability to coach others to reach that standard (essential)

HEADTEACHER PERSON SPECIFICATION

OPERATIONAL, FINANCIAL AND RISK MANAGEMENT

Budgetary Oversight Ability to manage school budgets, ensuring financial health and best value (essential)

Resource Management Experience in managing the unique logistical challenges of a large-scale primary site (premises, health & safety, and high-volume recruitment) (desirable)

Analytical Problem Solving Ability to evaluate complex organisational risks and develop creative, decisive solutions (essential)

COMMUNICATION AND COMMUNITY ENGAGEMENT

Servant Leadership An outward-facing leader who can engage effectively with a diverse East London community, building strong partnerships within and beyond the school (essential)

Vision and Influence Ability to articulate the school's vision to others, inspiring confidence and collective effort (essential)

Conflict Resolution Skilled in handling sensitive or difficult conversations with diplomacy, reconciliatory skills, and professional firmness (essential)

SAFEGUARDING

Safeguarding Expertise Beyond 'understanding,' you must show experience in managing complex safeguarding cases and fostering a 'culture of vigilance'. (essential)

PERSONAL ATTRIBUTES

Ethics and Integrity Absolute commitment to the Nolan Principles and upholding the reputation of the teaching profession (essential)

Resilience The emotional intelligence and stamina required to lead a large school in a complex urban environment (essential)

Inclusive Values A deep-seated commitment to equal opportunities and an inclusive ethos (essential)

GOVERNANCE AND ACCOUNTABILITY

Governor Relations Ability to work transparently with the Local Governing Board, providing clear, honest reporting and welcoming professional challenge (essential)

PROFESSIONAL DEVELOPMENT & SUPPORT

Governors are committed to the professional growth and wellbeing of our Headteacher. We will provide strong strategic support and access to high-quality professional development, networks and mentoring. We value open communication and a collaborative approach to leadership.

SAFEGUARDING, CHILD PROTECTION & EQUALITIES

Woolmore Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS check. This post is exempt from the Rehabilitation of Offenders Act 1974.

We are an equal opportunities employer and welcome applications from all sections of the community. We are committed to creating an inclusive working environment in which everyone is respected and valued.

Data Protection: Personal data provided during the recruitment process will be processed in line with GDPR and our Data Protection policy.





HOW TO APPLY

If you are interested in finding out more, would like to arrange a conversation or make an application for the role, please contact Ross Laird at rlaird@academicis.co.uk or via 07901 585959. We would also actively encourage you to visit our school website to find out more information about the school

KEY DATES

Deadline for applications: Wednesday 18th March 2026

Shortlisting: Friday 20th March 2026

Interview date: Wednesday 25th & Thursday 26th March 2026



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