



JOB APPLICATION PACK

HEAD OF SCHOOL VACANCY

Askwith Primary School



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Website : <https://askwith.n-yorks.sch.uk/>
Tel : 01943 462896

Headteacher : Elaine Nayler
Chair of Governors : Nigel Muttick
Status : Academy – part of YCAT Multi Academy Trust



The Recruitment Process at Askwith Primary School

Dear Candidate

The governors, staff, parents and children of Askwith Primary School are seeking to appoint a strong leader who will work alongside an Executive Headteacher as Head of School, to build on the school's many strengths and ensure it continues to develop and improve. Applications are invited from motivated school leaders who have a passion for education and champion the needs of young people.

We are looking for:

- A leader with high expectations of excellence and strong communication skills, who will inspire and develop the staff team with an open, supportive approach
- Someone who understands and wants to sustain the special ethos that shines through every part of the school.
- Someone who is still enthused by teaching and can manage the role of Head of School with a regular part-time teaching position
- Someone with knowledge of SEND and Safeguarding who has or is prepared to complete DSL and SENCo training.

We can offer:

- A happy and caring community in a supportive multi academy trust
- Highly committed and passionate governing body, staff and parents
- A strong team spirit amongst staff
- Happy, well-behaved and thoughtful children who enjoy challenging learning
- Executive Headteacher oversight to provide support and development
- Considerable support from our multi academy trust for personal and professional development.

You will see the job description; person specification and application form attached to this advertisement. Please supplement your application with a letter of no longer than two sides of A4 paper. Your letter of application should outline your reasons for applying for the post and give an indication of what you can offer the school.

I would encourage you to visit the school informally and experience our school's ethos first-hand. Please contact Rachel Bentley School Business Manager on 01943 462896 or email us at askwith@ycatschools.co.uk to make arrangements.

The closing date for applications is **14th October 2026**. The interviews are scheduled for **20th October 2026**.

On behalf of the governing body, thank you again for your interest in Askwith Primary School and we look forward to receiving your application.

Yours sincerely

Nigel Muttick
Chair of Governors

School Information

Askwith Primary School is situated in the village of Askwith near Otley and Ilkley with a core purpose of providing excellence for all within a happy, calm and caring environment. We are part of the Yorkshire Collaborative Academy Trust (YCAT), a well-established and highly successful multi-academy trust for primary schools which formed in August 2015. Our strong family ethos is reflected in how our pupils show care and concern for each other. Our pupils make a strong start to their education which they build upon as they move through the school; expectations and standards are high for all pupils. Not surprisingly, our school has been consistently judged 'outstanding' by OFSTED.

As a MAT the schools believe in the principles of collaborative practice in the school led system as the most effective way to raise achievement and foster life-long learning for children and adults. Our working relationships are built on professional integrity and honesty, with all staff continually striving to improve their teaching to achieve the best for all children. There are high expectations for all staff to challenge and support each other in the continuous improvement of teaching and learning.

Our MAT's vision is to ensure every child in all our schools reaches their full potential.

We achieve this through our shared values of collaboration, ambition and integrity. To achieve our vision, together we RISE and aim to be: Responsive, Inspirational, Supportive and Empowering – for every child.

- **Responsive:** We are responsive by understanding our schools, communities and learners deeply, using evidence, insight and collaboration to adapt quickly and effectively so that every child's needs are met.
- **Inspirational:** We are inspirational by setting high expectations for every child and every school, role modelling ambition, integrity and belief, and creating a culture where people are motivated to grow and succeed together.
- **Supportive:** We are supportive by working alongside our schools and staff with care, expertise and clarity, strengthening capacity, wellbeing and confidence so that improvement is sustainable and shared.
- **Empowering:** We are empowering by developing confident leaders, skilled staff and resilient learners, enabling strong decision making at every level while holding a shared responsibility for outcomes for all children.

YCAT provides a wide range of support for our headteachers including whole-trust training days, membership of the school improvement group working together to

identify ways to support improvements across our schools, and access to wide range of CPD and support.

If you are new to school leadership, YCAT will provide a mentor and a commitment to support you through any CPD required to fulfil the role (e.g. NPQH). If you are already an experienced school leader, you will have a personalised induction programme and Trust support.

The school is committed to safeguarding the welfare of our children and young people and the successful candidate will be required to undertake an enhanced DBS clearance.

At Askwith Primary School, we aim for a happy, relaxed atmosphere, in an environment in which high standards of behaviour are positively reinforced.

The school has very supportive parents and enjoys a good relationship with the local community.

For further information please refer to our website, <https://askwith.n-yorks.sch.uk/>

Child Protection Statement

Askwith Primary School is committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them. All appointments are subject to:

1. Enhanced DBS and barred-list checks
2. Verification of identity, employment history and qualifications
3. Satisfactory references obtained prior to interview
4. Medical clearance where applicable
5. Online searches

Upon induction, all staff will be provided with Child Protection training appropriate to the role, including information regarding the North Yorkshire Safeguarding Children Partnership (NYSCP) and Trust/School's Child Protection and Safeguarding Policies and Practice Guidance and information on expected safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures.

Job Description

Post : Head of School
Grade : Leadership scale L5-L9
Start date : 1 September 2027

Specific

Askwith Primary School is a small school and the head of school will be expected to take a continuing part-time teaching position equivalent to 0.6.

1. The head of school will have oversight of the school's day-to-day operational arrangements and systems.
2. Support the executive leadership in delivering the school's strategic priorities.
3. Ensure the school's curriculum is delivered according to agreed Trust and school policies.
4. Provide planned monitoring aligned with the Executive Leadership and Governors that checks the impact and quality of teaching and learning.
5. Provide jointly with executive leaders a termly evaluative report to governors summarising the school's effectiveness and progress in addressing the school's areas for improvement.
6. Lead the delivery of teaching and support staff performance management.
7. Ensure school's health and safety systems and safeguarding policies are fully implemented.
8. Ensure supervision arrangements for all children are in place at all times throughout each school day.
9. Promote pupils' health and well-being and act as the school's Designated Safeguarding Lead (DSL).
10. Proactively respond to, and initiate as necessary, parent contact, providing clarity on school arrangements and provision.
11. Ensure the executive leader is kept up to date with any emerging issues and concerns.
12. Work on appropriate priorities for expenditure with the executive leader, allocating funds effectively within the context of the annual budgetary cycle and school improvement priorities.

Statutory

1. To fulfill all the requirements and duties as set out in the School Teachers' Pay and Conditions Document 2025.
2. To demonstrate leadership behaviours and professional standards aligned with the Trust's leadership framework and the principles of the DfE Headteacher Standards

3. To seek to achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document 2025.
4. To promote and safeguard the welfare of all children and young people within the school, by ensuring that the school's welfare policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

This job description may be amended at any time after consultation with the post holder and will be reviewed annually.

Person Specification

The selection panel will require evidence that you meet the Trust's leadership expectations and can demonstrate behaviours aligned with the principles of the DfE Headteacher Standards.

Qualifications and Training	Essential on appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Qualified Teacher Status	Y	
Graduate or equivalent	Y	
Evidence of continuous professional development (e.g. NPQH, Management Qualifications etc.)	Y	
Knowledge of child protection and health and safety issues	Y	
SENDCo qualification (or willingness to undertake)		Y
Experience and Skills	Essential on appointment	Desirable on appointment
Recent senior leadership experience and management	Y	
Designated Safeguarding Lead experience	Y	
Thorough knowledge of the National Curriculum	Y	
Experience across the appropriate age range (Pupils 4 to 11)		Y
Personal Conviction		
Emotional resilience in working with a range of behaviours and in leading staff teams	Y	
Passionate commitment to education and a love of teaching.	Y	
Performance Focus		
Clarity of Vision	Y	
Strategic Thinking	Y	
High expectations of Self and Others	Y	
Communicating	Y	

Effective time management	Y	
Managing Effectiveness		
Committed to collaboration and networking with other schools to improve outcomes	Y	
Safeguarding	Essential on appointment	Desirable on appointment
The candidate is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	Y	
Ability to form and maintain appropriate relationships and personal boundaries with all stakeholders.	Y	
Appropriate use of authority and discipline.	Y	

How to find us

Askwith is a small village between Ilkley and Otley.

To find us, use LS21 2JB in your Sat Nav.

