



Palgrave Church of England Primary School



Headteacher Pack

01379 642507

The Green, Palgrave, Suffolk. IP22 1AG



Key Information

- The closing date for applications is Friday 20th March 2026
- Interviews are scheduled for 14th April 2026
- The Tilian Partnership is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will undergo online checks and be required to undertake an enhanced Disclosure and Barring Service Check

Details

Leadership Scale—starting salary L6 to L8 (£58,569 to £61,534)

To start September 2026

The Governors of Palgrave Church of England Primary School are seeking to appoint an inspirational Headteacher to work in our wonderful school in the beautiful Suffolk countryside.

We are committed to appointing an individual who has:

- Excellent leadership, management, communication, and personal skills.
- A drive and commitment to ensure the school continues to develop in excellence and maintain its full roll
- An outstanding teacher and team leader with a commitment to equality.
- A thorough knowledge of teaching and learning and a good understanding of all aspects of the curriculum.
- Determination to ensure no learner is left behind so all learners reach their potential.
- Total commitment to the safeguarding of all children.
- A passion for supporting the Christian ethos and values of our school, within which our children, staff and families flourish' .

There is expected to be a teaching commitment with this role of 1 to 2 days per week

If you are an experienced senior leader with the aspiration to lead your own school we would be delighted to hear from you. We are looking for a strategic thinker with the skills, ability, and passion to support young people and colleagues to achieve and flourish. For full details of this position, together with the application process, please visit our website: www.tilian.org.uk

How to Apply

Candidates are asked to complete an application form which you will find on our website under Join Us, Vacancies.

Please also provide an accompanying letter addressed to Andrew Berry, CEO of the Tilian Partnership (no more than two sides of A4) outlining your suitability for the post. Please note that CVs will not be accepted.

Completed applications should be emailed to Louise Bartrum, Trust Secretary at HR@tilian.org.uk by 3pm on the closing date.

Shortlisted candidates will receive an invitation to attend for interview which will outline the expectations and pre-interview details.

We welcome visits from potential applicants. Should you wish to have a tour of our school, please phone the school directly. Should you wish to discuss any matters please email hr@tilian.org.uk

We look forward to receiving your application



Dear Applicant,

It is my pleasure to introduce you to our wonderful school in the village of Palgrave, near Diss. We are a buzzing Church of England school where our values shine through every day.

On any given day you might hear brass instruments rehearsing, see muddy wellies returning from Forest School, or watch our minibus heading off to a sports event.

We provide an inclusive environment where every child is known and valued. Staff speak warmly about helping children grow into confident, curious learners who achieve well, and pupils themselves describe our school as kind, fun and supportive.

Our school is deeply rooted in the community, with strong relationships with families, the church and local partners that help create a genuine sense of belonging.

Our dedicated and collaborative team shares expertise and learns from one another. We are seeking an inspirational leader who is ambitious for our pupils, staff and community and who understands and thrives on the challenges of a small school.

We look forward to welcoming a Headteacher who will lead our "small but mighty" school with energy, warmth and vision.

You will join a dedicated team, supportive families and children who are eager to learn. We welcome applications from candidates who are currently Deputies or Senior Leaders in education.

Please visit our website to get a flavour of life at Palgrave.

Hannah Cooke, Chair of Governors



Our Christian Vision



'Moving forward together as a family, with loving respect'

Our core values – respect, perseverance, honesty, kindness - are encapsulated in these verses in Paul's letter to the early church in Corinth:

Love is patient; love is kind; love is not envious or boastful or arrogant or rude.

It does not insist on its own way; it is not irritable or resentful; it does not rejoice in wrongdoing but rejoices in the truth.

It bears all things, believes all things, hopes all things, endures all things.
(1 Corinthians 13: 4-7)

This is a Bible passage that is familiar to many people due to its use at weddings, though Paul was writing with an entire community in mind. The words resonate deeply with our school community at Palgrave and the way we work hard to put Christian love into practice, keeping these key principles at the heart of all that we do.

In our community family at Palgrave Church of England Primary School, our vision for now and the future is to nurture supportive relationships, inclusion, spirituality, and a warm, positive environment. This vision, underpinned by our Christian values, is firmly anchored in 1 Corinthians 13: 4-7. These verses form our guidelines for Christian living as we strive to put Christian love into practice at school each day.

Each pupil and staff member is encouraged to use their individual gifts to the full, working together closely, enabling the school community to flourish and grow collectively.



What is SMSC at Palgrave Primary School ?

SMSC is about developing the whole child through:

- ◆ Spiritual
- ◆ Moral
- ◆ Social and
- ◆ Cultural activities

in an environment which enables all children to grow and flourish, become confident individuals and appreciate their own worth and that of others.



Our Curriculum

Our curriculum has been developed to be broad, balanced and relevant; one that inspires children to learn and achieve ambitious targets. It supports the fundamental British values—teaching pupils tolerance, democracy, the rule of law and respect. We firmly believe that our curriculum provides an excellent foundation for our pupils to develop as individuals and fulfil their potential. Our vision and aims, through our Framework for Independence, are at the core of everything we do and underpin our teaching and learning.

At Palgrave, we want our children to experience:

- a curriculum that is progressive and built on prior knowledge
- the practice of skills to become embedded, feeling secure before learning is moved on
- the love for learning and the risk involved to ensure perseverance, resilience and confidence when tackling and extending their own learning independently
- the opportunity to aim high and aspire to be the best they can possibly be, reaching their full potential
- challenge in their learning opportunities on a daily basis
- a curriculum that is focused on healthy minds and bodies ensuring the importance of wellbeing
- a curriculum that develops the use of pupil voice to influence decisions and actions that affects them, the wider community and the world around them.
- spiritual, moral, social and cultural learning as a thread that runs through everything we do



Job Description

Job Purpose

- ◆ To provide vision and inspiration for the school;
- ◆ To provide leadership, organisation and management of the school;
- ◆ To work with the governing body and staff to develop and implement the school's strategic plan;
- ◆ To work with the governing body to manage the school within the available resources;
- ◆ To ensure continual improvement and high quality, creative and fulfilling education across all age groups and abilities in order to maximise educational, social and emotional development for all;
- ◆ To develop standards of teaching, learning and achievement both in accordance with statutory requirements and in keeping with the special ethos of this school;
- ◆ To work collaboratively with MAT heads and to encourage collaboration at all levels within the Trust.



Ethos

- ◆ Undertake overall responsibility as the designated senior member of staff in charge;
- ◆ Actively participate in formulating the aims, objectives of the school and take a leading role in developing and implementing the policies through which they are to be achieved;
- ◆ Lead and manage teaching and support staff and resources;
- ◆ Carry out the professional duties of a teacher as required;
- ◆ Take responsibility for promoting and safeguarding the welfare of children and young people within the school.



Leadership, management and accountability

- ◆ To lead and manage teaching and support staff;
- ◆ To monitor and review the work and organisation of the school to ensure effective implementation of policy and practice;
- ◆ To enable all children to maximise achievement and minimise all forms of educational disadvantage;
- ◆ To manage and monitor finance and resources effectively and efficiently in line with the strategic direction of the school;
- ◆ To promote the development of teamwork, professional development and collective responsibility within the staff;
- ◆ To liaise as necessary and appropriate with other recognised organisations or agencies in order to meet the needs of the school or those of any child, employee, parent/ carer;
- ◆ To work collaboratively and strategically with the heads of the other schools within the co-operative trust to facilitate ;
- ◆ collaborative working for teaching staff at all levels
- ◆ appropriate and effective sharing of resources;
- ◆ future strategic development;

Teaching and Learning

- ◆ Exemplify a consistently high standard of teaching and promote high expectations for all members of the school community;
- ◆ Lead by example to promote the active involvement of pupils and staff in their own learning;
- ◆ Develop and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils;
- ◆ Implement agreed strategies for teaching and learning, ensuring that staff colleagues are fully informed, trained and supported;
- ◆ Lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality, and monitor learning in all curriculum areas and ensuring that recording of impact is consistently high across the school;
- ◆ Encourage the development of confident, independent and active learners across the school;
- ◆ Monitor standards of teaching in the classroom and to appraise the quality of teaching throughout the school;
- ◆ Ensure that all children receive a good quality education tailored to their individual needs and abilities;
- ◆ Ensure that all aspects of school performance including pupil assessment are tracked, monitored and evaluated in a robust and rigorous manner and that this information is used to improve outcomes;
- ◆ Work with staff and parents/carers to ensure that children have access to extracurricular opportunities and other educational and social experiences.



Communication and Partnership

- ◆ Create and maintain an effective partnership with the parents/carers to support and improve children's achievement and personal development;
- ◆ Ensure that the school engages and communicates with the parents/carers in order to provide them with necessary information and to encourage their involvement in the life of the school;
- ◆ Encourage and support the school's engagement with the wider community in order to promote a positive image of the school and to identify potential opportunities;
- ◆ Organise and lead regular calendared staff meetings.

Site & Premises management

- ◆ Oversee Caretaking, Cleaning and Catering services on the school site;
- ◆ Liaise with contractors regarding working arrangements / access to the school site for maintenance, repairs and other scheduled project work;
- ◆ Oversee site security arrangements and take action as necessary to ensure the safety and wellbeing of pupils, staff and visitors to the site.; Undertake the role of site Fire Officer.



Safeguarding, equal opportunities and diversity

- ◆ Be responsible for promoting and safeguarding the welfare of the children through ensuring that the school's safeguarding policy and procedures are adhered to;
- ◆ Act as Designated Safeguarding Lead;
- ◆ Maintain an environment in which equal opportunities for all and the value of diversity are understood, visible and part of the everyday life of the school;
- ◆ Encourage personal and social responsibility;
- ◆ Identify and monitor the progress of vulnerable individuals or groups and implement such interventions as may be effective to support them including the use of Pupil Premium and SEND funding;
- ◆ Promote and safeguard the welfare of all children in the school, or with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies;
- ◆ The post holder is required to have a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

General

- ◆ Participate in training and other learning activities and performance development as required;
- ◆ Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with parents / staff colleagues and all visitors to the school;
- ◆ Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the school's business at all times;
- ◆ Act as an ambassador for the school within the local community and beyond, ensuring that the ethos of the school is promoted and supported at all times;
- ◆ Undertake any other reasonable tasks and responsibilities as requested by the Principal and Governors which fall within the scope of the post;
- ◆ It is the responsibility of all staff to be proactive in communication: communicating issues to their line manager; ensuring that staff e-mails are checked regularly and ensuring calendars are checked regularly for up-dates.



	Essential	Desirable
Training and Qualifications	<ul style="list-style-type: none"> ◆ Degree or equivalent with Qualified Teaching Status. 	<ul style="list-style-type: none"> ◆ Relevant further professional qualifications and training.
Experience	<ul style="list-style-type: none"> ◆ Proven track record of effective leadership; ◆ Proven track record of good teaching which has led to high standards of pupils' learning; ◆ Successful experience of working with parents/carers; ◆ Commitment to safeguarding issues and understanding of promoting the welfare of children; ◆ Experience of leading a team and effective delegation. 	<ul style="list-style-type: none"> ◆ Experience of working across Key Stages; ◆ Experience of reporting to governors; ◆ Experience of leadership at school level; ◆ Experience of small school leadership
Knowledge and Understanding	<ul style="list-style-type: none"> ◆ Good knowledge and understanding of expectations for age range across the school; ◆ Understanding of the opportunities and challenges for staff when using published schemes; ◆ Understand how to implement inclusive practices which demonstrate you can cater for all educational needs; ◆ Good understanding of effective assessment procedures, recording and reporting; ◆ Knowledge of statutory policies and procedures including safeguarding and child protection; ◆ Knowledge and experience of IT for teaching and management purposes; ◆ Good understanding on the way in which children develop and learn; ◆ Knowledge and understanding of how to promote wellbeing of staff; ◆ Knowledge and understanding of the wider curriculum including framework for independence; ◆ Knowledge of how data and target setting can raise standards. 	<ul style="list-style-type: none"> ◆ Up to date knowledge of current issues relating to education; ◆ Designated Safeguarding Lead training.
Skills	<ul style="list-style-type: none"> ◆ Ability to skilfully and effectively deploy staff for the benefit of the school and for their professional development; ◆ Ability to evaluate the effectiveness of teaching and learning; ◆ Good behaviour management strategies; ◆ Good interpersonal and organisational skills; ◆ Creative and imaginative thinking in order to identify opportunities and anticipate problems; ◆ Good communication to a range of audiences; ◆ Excellent time management, with the ability to meet deadlines. 	<ul style="list-style-type: none"> ◆ Proven skills in effective school leadership e.g. leading a school through a good Ofsted.

	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none"> ◆ Personal and professional commitment to the ethos and aims of the school; ◆ Support and promote the vision of the school as a Church of England primary school; ◆ Positivity and resilience; ◆ Commitment to raising achievement, attainment and aspirations; ◆ Determination to ensure the success of all ◆ Able to use initiative and solve problems; ◆ Able to reflect on own practice and identify areas of development; ◆ Calmness under pressure; ◆ Flexibility, energy and enthusiasm. 	<ul style="list-style-type: none"> ◆ Highly effective communication skills with staff, parents and pupils including evidence of dealing with “difficult conversations” effectively.

Why This Role is Special

A “small but mighty” school

Palgrave is a nurturing village school where every child is known and valued. Our pupils are enthusiastic, kind and proud of their school.

A strong sense of community

We enjoy close relationships with families, the church and the wider village. Our school sits at the heart of the community and is warmly supported by parents and local partners.

A collaborative and committed team

Staff work closely together, sharing ideas and supporting one another. There are many examples of excellent practice across the school and a strong willingness to continue learning and developing together.

A school with strong foundations and exciting potential

Our Christian vision and values underpin daily life. With many strengths already in place, this role offers a fantastic opportunity for a new Headteacher to build on these foundations and continue developing teaching and learning across the school.

Children who love their school

Pupils say they enjoy the wide range of opportunities available to them. As one pupil shared: “It is a kind school where everyone has friends and teachers help us learn.”





Statement on Child Protection and Safeguarding

The Tilian Partnership is committed to safeguarding and promoting the welfare of our pupils. We expect all staff and volunteers to share this commitment. In our schools we create a culture of safeguarding which is the responsibility of all staff.

When applying for a post at one of our schools you will be subject to a safer recruitment process as follows:

- 1.If you are shortlisted, you will be required to complete a self-disclosure, which you will need to bring with you to the interview (in an envelope marked confidential).
- 2.During the interview process, the interview panel will explore your skills, experience and attitudes and the questions asked will include questions about safeguarding of children
- 3.If you accept a post at one of our schools you will be required to complete an enhanced DBS.

enquiries@tilian.org.uk

Message from our Chief Executive

The Tilian Partnership is a high performing primary MAT based in Suffolk. We are centred around the three key themes of Autonomy, Integrity and Partnership.

Because of this, our schools remain in control of their curriculum, finances and other major decisions when taken for the best interests of their pupils. We involve our heads in MAT decisions so we provide the services that schools truly need. We believe that all schools are entitled to high quality school improvement. We therefore have a dedicated team to support school improvement and utilise expertise from our schools and external practitioners to help headteachers develop their schools.

We understand that Headteachers are vital to the success of a school and we also know the pressures on them. We have therefore prioritised Headteacher well-being through support services such as confidential, half-termly, coaching sessions with an independent and trained coach as well as the creation of a new role focused on ongoing support for heads (once again completely confidential). We are also fully supportive during inspections, before, during and after to give heads and staff additional support, guidance and back-up.

Andrew Berry, CEO of the Tilian Partnership

