



THE  
**TRUMPINGTON  
FEDERATION**

## **HEAD OF SCHOOL**

Recruitment Pack: Spring 2026



---

<b>Welcome from the Co-Chairs of Governors.....</b>	<b>3</b>
<b>Letter from the Current Head.....</b>	<b>4</b>
<b>Our New Head.....</b>	<b>5</b>
<b>About The Trumpington Federation.....</b>	<b>6</b>
Our vision and values.....	7
Key facts and statistics.....	8
Federation structure.....	8
<b>What we can offer.....</b>	<b>9</b>
<b>Job Description and Person Specification.....</b>	<b>9</b>
Job description.....	10
Person Specification.....	12
<b>Key information and dates.....</b>	<b>15</b>
How to apply.....	15



---

## Welcome from the Co-Chairs of Governors

Dear applicant,

We are delighted that you are interested in applying for the role of Head of School at Trumpington Meadows Primary School. The school is part of The Trumpington Federation, a federation of two primary schools which was established in 2012 on the foundation of a belief that two schools together can achieve more than one school alone. The schools work together to serve our local children, and our vision is centred around all members of our community growing and learning together.

We are looking for an individual who believes in the power of collaboration; the successful candidate will be excited about the opportunity to work closely with the Executive Head Teacher and the Head of School at the partner school, Fawcett Primary School. Together, our Senior Leadership Team will work to continue to shape an excellent school experience that serves the needs of all of our children and sets them all up to develop a life-long love of learning. Under the leadership of the Executive Head Teacher, the two schools are unified by this shared vision, but it is important to us that both Heads of School retain autonomy to run their school on a day-to-day basis. The successful candidate will be able to demonstrate the initiative and team-spirit needed to lead a school within a Federation.

This post would suit either a current Head of School looking to use their experience in a new setting, or a current Deputy or Assistant Head looking to take the next step in their career. As a Federation, we are proud of the opportunities our staff have for professional development and we would be pleased to support a driven individual with a strong track record of effective senior leadership.

We are fortunate to have an exceptionally dedicated staff team at Trumpington Meadows Primary who put our pupils at the heart of everything. If you think you would be the person to lead this team and shape the daily experience of our pupils, we warmly encourage you to apply for the role. Interested applicants are welcome to come and visit the school, but if you are not able to visit during the timeframe then our weekly school [Newsletters](#) will give you a good sense of the school, as will our Federation [Instagram account](#).

We look forward to receiving your application.

Best wishes,

Naomi Walker-Pearl and Liz Woodham

*Co-Chairs, The Trumpington Federation Governing Body*

---

## Letter from the Current Head

Dear prospective candidate,

Thank you for your interest in the position of Head of School at Trumpington Meadows. After 9 years at Trumpington Meadows, and 3 years as Head, I am moving on to pastures new and am looking forward to supporting the transition to a new leadership team, with the energy and passion to help drive the school on further.

Trumpington Meadows is a diverse school at the heart of a new, developing community - indeed, it is more than just a school but a key support for many of the families in the area. We have a fantastic staff team who work hard to educate and nurture the children in our care but also help our families, and build our community. Staff work collaboratively to provide the very best they can; indeed, you will find when you visit us that staff will greet you with a smile. This school does not hinge on one person, it is a team effort.

This role offers an unusual opportunity to be a Head of School with the safety net of an Executive Head working with you, and an excellent senior leadership team to work alongside. Working very closely with Fawcett also means the Head of School will have support networks that make our school different to many others, whilst the successful candidate will also have the autonomy to identify how to move the school on and offer creative solutions to the new challenges all schools are facing. Most importantly, you will also have the joy of working everyday with our fantastic children who are very much looking forward to meeting their new Head!

This application pack gives you a hint of our school but there is no better way to find out about us than to come and meet us in person so if you are still interested, please get in touch!

Yours faithfully,

Ollie Monro

---

## Our New Head

The School Council have shared their thoughts on the qualities that would make a great Head of School at Trumpington Meadows:

- 'Respectful to everyone'
- 'Gets to know the children quickly'
- 'Celebrates people's work and is genuinely proud of the children and school'
- 'Enthusiastic, energetic and encouraging'
- 'Follows our three core rights'
- 'Welcoming to new children'
- 'Someone we can trust'
- 'Calm and listens to our ideas'
- 'Spreads kindness around the school'
- 'Helpful to everyone and kind to themselves'
- 'Super joyful'
- 'Gives people a second chance'
- 'Positive and creative'



---

## About The Trumpington Federation

The Trumpington Federation consists of two primary schools in Trumpington, both with nursery settings. Trumpington is a suburb to the south of Cambridge, and has gone through a period of rapid expansion over the last 15 years with new housing developments being built to serve the city. The city centre, brimming with history, culture and stunning architecture, can be reached in 15 minutes by bike, car or bus. Our classes are named after University of Cambridge Colleges, helping to keep our connection with the city where heritage, innovation and community all sit comfortably side by side. Trumpington's close proximity to a major hospital and the University means that we naturally have a reasonably mobile pupil population, with many children coming from families who move frequently for work.

Trumpington Meadows School was opened in 2013 to serve Trumpington's recent growth. The school sits in the heart of a new development and beside the expansive Trumpington Meadows Country Park maintained by the Wildlife Trust. Children at the school are able to enjoy the beautiful Country Park through Forest School sessions. The school is also situated next to a major city Park and Ride, offering opportunities for school trips into the historic city. Our partner school, Fawcett Primary School and Nursery, is a well-established school in the heart of Trumpington which was built to meet the needs of families moving into the new post-war housing in the area. The schools are about a five-minute cycle or drive apart.

As a Federation, our strength lies in collaborating to share ideas and expertise across the schools; our cornerstone belief is that the Federation is greater than the sum of its parts. School leaders, governors and staff have a unified vision centred on supporting all children at our schools to achieve their potential. We have particular strength in staff development and have been recognised for our excellent support of Early Career Teachers. The Federation structure enables career progression, with staff gaining experience from the opportunity to move between the schools.

Our intention is for the Head of School at Trumpington Meadows to continue to build on established quality first teaching, as part of the senior leadership team led by the Executive Head Teacher. A recent whole Federation focus has been further embedding adaptations to support all learners in achieving positive outcomes. As part of this, we aim to continue developing support for SEND pupils; a very strong start has already been made on this with the support of specialist practitioners at the Local Authority.

---

## Our vision and values

*At The Trumpington Federation, we believe that learning should be a lifelong adventure.*

*We aim to inspire and encourage all members of our community to grow and learn together.*

*Through determination, communication and collaboration, we encourage each other to reach for the stars, no matter who we are or where we come from.*

*Our schools, governors, children, parents and staff have agreed and share a set of common values and rights for all which underpin our dynamic curriculum, and which encourage creativity, problem solving and a love of learning.*

Here at The Trumpington Federation, we are proud of our vision and values being centred around a core belief that we can work together to inspire all members of our community to develop a lifelong love of learning. Collaboration is a key strength of the Federation and is central to the way we approach everything we do at the schools; together, we can unlock more for our children and staff.

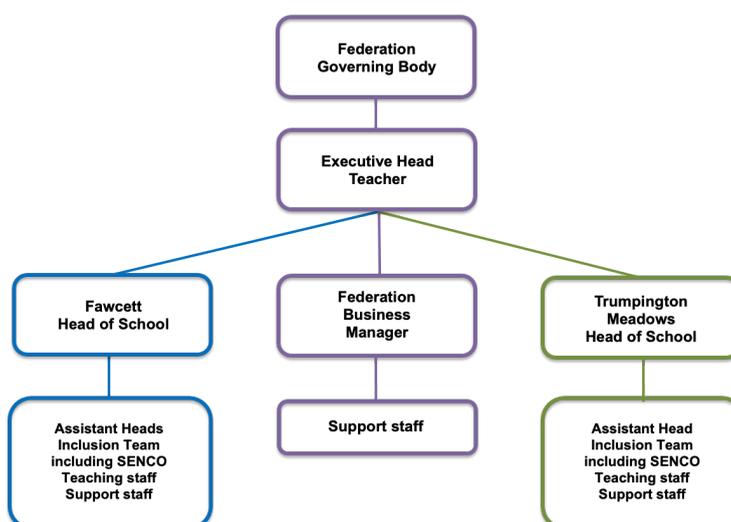
Many of our values, such as challenge, creativity, adventure, collaboration, communication, respect, adaptability and diversity, are promoted through our Outdoor Play and Learning (OPAL) project. We believe that all children need opportunities to play that allow them to explore, manipulate, experience and affect their environment. We are proud that in the summer of 2025, both schools were awarded an OPAL Platinum Award for the quality of playtimes.



## Key facts and statistics

Number of children on roll (January 2026 census)	244
Current PAN	30
PP	45%
EAL	59%
SEND	28%
Attendance up to end of February 2026	94.4%
Year 1 Phonics 2025 Expected Standard	84%
KS2 Reading 2025 Expected Standard	74%
KS2 Writing 2025 Expected Standard	70%
KS2 Maths 2025 Expected Standard	81%
KS2 RWM Combined 2025 Expected Standard	63%
Most recent OFSTED	Good (June 2023)

## Federation structure



---

## What we can offer

The role of Head of School at Trumpington Meadows Primary School is a fantastic chance for an ambitious leader to shape the daily life of a school. The successful candidate will find that, amongst other things, this position at The Trumpington Federation offers the following:

- An opportunity to lead with autonomy and support;
- A motivated, dedicated and stable staff body with low staff turnover;
- A commitment to staff development with thoughtfully planned CPD input;
- A supportive and engaged Governing Body that will champion your own personal professional development;
- Strong links with the Faculty of Education at the University of Cambridge;
- A community which values inclusivity and puts the education of our local children at the centre of everything;
- Schools where outdoor learning and play is prioritised. Both schools within our Federation have been awarded OPAL Platinum status and all children at both settings participate in Forest School;
- A Federation Parent Teacher Association which builds community and raises money to enhance the school experience for our pupils. Recent successes include the Federation Winter Fair, and 10 PTA representatives (a mixture of parents and staff) raising funds for the Federation by running in the Cambridge Half Marathon.



---

# Job Description and Person Specification

## Job description

### **Purpose:**

- To secure excellent outcomes for all pupils in The Trumpington Federation by providing the day-to-day leadership of a single school.
- To ensure the very highest expectations are achieved within and across all areas of the Federation, as part of the SLT and wider staff body.
- To promote, support and model the Federation vision of enabling all pupils to reach for the stars, within a framework inspired by the ethos, traditions and values of our community.
- To work with the Executive Head Teacher to deliver the highest of standards across the Federation.
- To carry out the duties of the Head of School as detailed in part below.

### **Professional Duties:**

#### **Leadership and Management:**

*To support and promote efficient and effective leadership and management of the school so that children and parents have a positive experience of life at school.*

- Be accountable for the effective day to day leadership, management and internal organisation of the school.
- Effectively complete the requirements for performance management of staff.
- Coach, mentor and motivate staff to build a culture of high commitment, standards and drive for success, providing professional leadership and management of Teaching and Learning throughout the Federation and across all three phases of the school.
- Liaise with the Executive Head Teacher and governors in the recruitment and selection of teaching and support staff.
- Play a key pastoral role supporting staff, pupils and parents when necessary.
- Model and assist in facilitating consistently good communication within the school and sustain the personal motivation of staff within the school.
- Support the Executive Head Teacher and governors in creating and maintaining good working relationships amongst all members of the school community.
- Work with the Executive Head Teacher and Federation Business Manager to manage the school's delegated budget in line with the school's financial procedure, school improvement plan and strategic vision.
- Work with the Executive Head Teacher in the effective and efficient use of existing resources, and the securing of additional resources, for the Federation.
- Ensure all school policies and procedures (including safeguarding policies and procedures) are rigorously followed by staff and students.
- Support the Executive Head Teacher in ensuring that all school policies are regularly reviewed and updated.

- 
- Represent the Federation at meetings within Children's Services, Faculty of Education and outside when necessary.
  - Provide timely and effective reports, advice and support to governors in achieving the long term aims of the Federation.
  - Undertake any relevant professional duties delegated by the Executive Head Teacher.

### **Teaching and Learning:**

*To facilitate and encourage learning which enables students to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children.*

- Be responsible for the assessment of pupils' learning and monitor levels of progress across the school.
- Assist in the planning of teaching groups and staff deployment.
- Assist in the monitoring and evaluation of the curriculum.
- Ensure consistent and accurate records are maintained and statutory and school policies are met.
- Provide guidance and support to other members of staff in implementing schemes of work and the National Curriculum both by means of meetings and by working alongside individual teachers.
- Ensure that all children make optimal progress even where there are barriers to learning, through excellent systems and provision for all.
- Ensure that a system for monitoring and developing the quality of teaching and learning is in place.
- Ensure that there is an effective and rigorous system for assessing, recording and reporting of children's progress towards targets and outcomes.
- Effectively implement and frequently review the school behaviour policy to ensure a safe and harmonious learning environment.

### **Research informed pedagogies: Continuing Professional Development**

*To support the leadership team and staff body in achieving a high-quality learning community, principled on our ethos and vision. We want all staff to be inspired by actively engaging with their professional development through, (but not exclusively):*

- Designing, implementing and evaluating action research.
- Working with each other to engage in research and learning and learning.
- Keeping abreast of the latest developments and thinking by reading regularly.
- Coaching and mentoring; working collaboratively with all staff members to coach, mentor and share expertise to raise standards of teaching and learning.
- Self-evaluation and peer review.
- Supporting the implementation of high-quality professional learning opportunities within the school.

### **Stakeholders**

*To raise the profile of the school with all stakeholders and engage with outside agencies for the benefit of the school.*

- Attend meetings as appropriate with the Governing Body and parents and to provide such reports and information as required.

- Support the work of the PTA and its development.
- Provide training and workshops for parents/carers.
- Support the Executive Head Teacher and senior leadership team in organising and managing partnerships within the locality and further afield.
- Establish and consolidate links with neighbouring pre-school providers and other relevant professionals (e.g. social services, speech therapists, health visitors, educational psychologists, etc).

## Person Specification

	Essential	Desirable
<b>Qualifications and Training</b>		
Educated to degree level.	X	
Have QTS.	X	
Have a further qualification in leadership.	X	
Evidence of further training in various aspects of school leadership.		X
<b>Experience</b>		
Using performance management to ensure that all staff are held to account and supported in their professional development.	X	
Analysing data and targeting interventions to address outcomes.	X	
Implementing evidence-based strategies for raising achievement in pupils.	X	
Designing and managing the curriculum.	X	
Coaching and mentoring staff.	X	
Implementing different teaching methods in the classroom, depending on the needs of the pupils and the use of evidence based practice.	X	
Handling complaints and concerns from parents and other key stakeholders.		X
Building, communicating and implementing a shared vision.		X

Developing an effective and consistent model for behavior and attendance management.		X
Planning processes including financial planning and budget management.		X
<b>Knowledge and Skills</b>		
Able to present plans and strategies to both educationalists and non-educationalists in a clear and concise manner.	X	
Able to demonstrate a good understanding of the principles behind school improvement, including school improvement planning, monitoring and reviewing progress.	X	
Able to demonstrate a sound knowledge of the responsibilities and roles that come with being a senior leader of a school.	X	
Able to understand the importance of schools as personalised and professional learning communities.	X	
Able to develop an ethos that encourages participation, builds stakeholder esteem, recognises successes and celebrates achievements in both the school and Federation.	X	
Able to demonstrate a sound knowledge of effective teaching and learning techniques.	X	
Able to demonstrate a clear vision for how to ensure inclusion, diversity and access.	X	
Able to challenge underperformance and boost expectations.	X	
Able to promote the reputation of the school and engage with the school community.		X
Able to demonstrate a proven track record of successful networking to secure a range of resources and opportunities for the school and Federation.		X
<b>Personal qualities</b>		
Excellent verbal and written communication skills.	X	
Excellent time management and organisation skills.	X	
A flexible approach towards working practices.	X	

High expectations of self and professional standards.	X	
The ability to work as both part of a team and independently.	X	
The ability to maintain successful working relationships with colleagues.	X	
High levels of drive, energy and integrity.	X	
A commitment to equal opportunities and empowering others.	X	
Respect and understanding that individuals may have fundamental differences, and the ability to adapt plans to accommodate these.	X	
A flexible approach to targeting improvements.	X	
Dedicated to promoting their professional development and achieving desired qualifications.	X	
Able to plan and take control of situations.	X	
Committed to contributing to the Federation and its community.	X	

The Trumpington Federation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Our recruitment and selection procedures are designed to identify, deter and prevent unsuitable individuals from working with children, ensuring the highest standards of safety and care across our Federation. All appointments are subject to robust pre-employment checks, including verification of identity, qualifications, right to work in the UK, satisfactory references, medical fitness and an enhanced Disclosure and Barring Service (DBS) check with barred-list clearance where applicable. Where a candidate has worked outside the UK, the school will require an overseas criminal record check (Certificate of Good Conduct) and, where applicable, a letter (provided by the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions. In addition, in the case of appointments to senior management positions, the Federation will verify that the applicant is not subject to a section 128 direction.

---

## Key information and dates

Salary range	L10 - L15 (£64,691 - £73,105)
How to arrange a visit	humres@trufed.org.uk
Closing date	Monday 20 April
Interview dates	Tuesday 28 April
Start date	September 2026
Role location	Trumpington Meadows Primary School Some travel between Federation school sites will be required

*We reserve the right to close applications early and move the interview dates forward.*

Although this role is advertised as a full-time position, we may be able to consider a 0.8 position for the right candidate. Applicants who are interested in a 0.8 position are encouraged to contact us in advance of applying to discuss this and to make clear that they are looking for a 0.8 position in their application.

## How to apply

Apply via MyNewTerm: <https://mynewterm.com/trust/The-Trumpington-Federation/110766>

In line with safer recruitment guidance, we would like to request references after shortlisting and prior to interview. Please ensure that your named referees are aware of your application and would be able to provide a reference shortly after the closing date. One referee should be your current employer.

Please be aware that all shortlisted candidates may have an online search conducted as part of the Federation's due diligence checks in line with KCSIE.

The Trumpington Federation is committed to equal opportunities and we will not discriminate on the basis of any protected characteristic.

