



Roundwood
PRIMARY SCHOOL

Headteacher Candidate Information Pack



Infant Site

Main Street, Tingewick
Buckingham, MK18 4NL
Tel: 01280 848306

Junior Site

Church Street, Gawcott
Buckingham, MK18 4HY
Tel: 01280 813066



Email: office@roundwood.bucks.sch.uk

Website: www.roundwood.bucks.sch.uk

Lead with Nurture

Welcome letter from the Chair of Governors

Dear Candidate,

Thank you for your interest in the position of Headteacher at Roundwood Primary School. On behalf of the Governing Board, I am delighted that you are considering this opportunity to lead our wonderful school community.

Roundwood is a special place, serving the villages of Gawcott and Tingewick, where our vision for every child is clear: Lead with Nurture. We are proud of the nurturing, inclusive environment we provide; an environment where children feel safe, valued and motivated to achieve their very best.

We are seeking a Headteacher who will build on our strong foundations and lead Roundwood into its next phase with clarity, warmth and vision. Our staff are dedicated and hardworking; our children are enthusiastic and eager to learn; our parents are engaged and supportive. The Governing Board is committed to working collaboratively with our new Headteacher, offering both support and constructive challenge to help the school continue to thrive.

Within this candidate pack, you will find the Job Description and Person Specification outlining the qualities and expertise we are seeking, alongside a letter from our children[JM1] sharing their hopes for their next leader. We hope these materials provide a genuine insight into our school and inspire you to consider becoming part of our future.

This is an exciting opportunity to lead a vibrant rural school that sits at the heart of its community. While our recruitment process will be thorough and robust, we are committed to ensuring it is also welcoming and rewarding. We strongly encourage you to visit us and experience Roundwood first-hand, you will receive a warm welcome.

For further information about our school community, please look at the school website www.roundwood.bucks.sch.uk, where you can also see our most recent Ofsted report. We also encourage you to arrange a visit and see our school. Should you wish to do this, please contact Mrs Tattersfield, School Office Manager, on 01280 813066 or via email at office@roundwood.bucks.sch.uk to make arrangements.

I very much look forward to receiving your application and learning more about the vision and leadership you could bring to Roundwood Primary School.

Yours sincerely,
Jen McGrath

Our school

We are a small, friendly school at the heart of our local village communities. Working together we provide a nurturing, safe and successful environment where children are encouraged to become independent learners ready for what the future holds.

Our school is situated just outside Buckingham with our infant site based in Tingewick and our junior site based at Gawcott.

We believe that our school offers a happy, nurturing environment where all our children can flourish.

By offering a varied curriculum where we give children the confidence to succeed, we equip them with skills to become lifelong learners, whatever their interests.

We pride ourselves on getting to know the children and their families well so that we can work together in the best interests of each and every child.



Our Vision and Values

Our Vision

Our vision is to nurture every child to become a respectful, responsible, reliable, and resilient individual – equipped not only with academic knowledge but with the emotional intelligence, empathy, and independence to contribute positively to our future society.

We are committed to working in partnership with all stakeholders to provide a safe, inclusive, and stimulating environment where every child is known, valued, and inspired to flourish. Through nurture, care, and opportunity, we build human beings who are ready to face the world with confidence, curiosity, and compassion.

Our Values

- **Promote Respect** by encouraging kindness, empathy, and understanding of others, valuing every individual's voice and contribution within our diverse community.
- **Foster Responsibility** by guiding children to make thoughtful choices, take ownership of their actions, and contribute positively to their learning and environment.
- **Encourage Reliability** by nurturing honesty, trust, and commitment so that children can be depended upon by peers, staff, and the wider community.
- **Build Resilience** by helping children develop confidence, perseverance, and the courage to overcome challenges – preparing them for life's opportunities and obstacles.

We Do This By:

- Creating a culture where nurture and inclusion underpins every interaction and decision.
- Embedding our four core values throughout all aspects of school life.
- Promoting wellbeing, self-belief, and mutual respect as the foundation of learning.
- Empowering pupils to take ownership of their choices and actions with responsibility and integrity.
- Fostering resilience by encouraging children to persevere, adapt, and learn from challenge.
- Recognising success in all its forms, celebrating both academic progress and personal growth.
- Using nature and the outdoors to inspire awe, wonder, and connection with the wider world.
- Working in partnership with families and the community to ensure every child is supported to reach their potential.



Pupil's Letter

Dear prospective Headteacher,

We are writing to you because we want you to become our new headteacher at Roundwood Primary School. At our school, we benefit from lots of exciting opportunities in each year group linked to our local environment like an overnight camp at the farm and day trips to Stowe, Bletchley Park and Waddeson Manor. We also have personal development passports where we complete lots of different skills and challenges each year, and get rewarded with a badge. By the time we finish Roundwood, we have a rainbow of badges.

Here at Roundwood we have a new main library and mini libraries in each classroom. Everyone is encouraged to read and everyone loves it. We really hope you share our love of reading too. All of the pupils at Roundwood, love Forest School and learning outdoors. In Year 6, each student applies for a role around school; play leaders, tidy up team, assembly monitors, to name a few, which we really appreciate as it helps us to give back to school.

If you were going to join Roundwood School, you need to be encouraging to all students, and compassionate to all students needs. As a school we want to make a school as enjoyable as possible, you can be funny but firm and fair when needs be. We have a strict policy about the four R's they stand for: respectful, reliable, reasonable and resilient.

Pupils at Roundwood School have a range of different skills such as: rugby and crocheting. Most of these skills come from outside of school but some are inspired and encouraging from lessons or experiences we have had in school. Everyone is unique and shines in their own way which is what makes our school so special to be part of

Good luck with your application. We hope to meet you soon.

From Head Pupils of Roundwood Primary.

Our Curriculum

At Roundwood Primary School, we follow the National Curriculum to ensure all pupils benefit from the recognised structure it provides. We have worked hard to personalise topics taught within subjects, as detailed in the National Curriculum, to ensure learning is relevant to our school context, environment and fundamentally the needs of our pupils. To develop accurate endpoints, we looked at what each pupil would need to know and have experienced in each subject, by the end of their journey with us.

Systemic curriculum

We understand the importance of having a systemic curriculum in place as it is designed to reduce future gaps, and issues in order to meet endpoints, ensure a suitable transition to secondary school and a sustainable development of society.

We have planned objectives in the form of overarching knowledge that pupils need to know by the end of a unit or topic along with specific vocabulary. Small steps are the measures we adopt to achieve the overarching knowledge. The small steps ensure explicit links are made between reoccurring themes and concepts, skills, and knowledge.

Subject leaders determined overarching knowledge from the national curriculum and devised sequential and logical small steps taking into consideration children's prior knowledge, environment, and endpoints. Teachers then assess against the small steps and end points to identify who is on track, and who needs further support, complementing the No Child is Left Behind act.

Personal Development

Something we are particularly proud of is our Personal Development curriculum.

At the heart of our vision is the belief that education should shape the whole child. Our Personal Development curriculum is inclusively planned and sequenced, not just incidental.

Our Personal Development Passports are a cornerstone of this commitment, designed to extend learning beyond the academic and nurture the broader development of every pupil. Through carefully planned experiences, both within and beyond the curriculum, we empower children to explore their interests, discover their talents, and grow in confidence, resilience, and independence. These passports guide pupils on a journey that celebrates diversity, champions fundamental British values, and fosters a deep sense of respect, responsibility, and citizenship. By embedding character education, wellbeing, and community engagement into everyday learning, we ensure our children are not only prepared for future academic success but also equipped to thrive in modern Britain and make a positive contribution to society.

Each year group has a passport of objectives that they work to achieve over the year. All children will be awarded with a passport keepsake badge at the end of each school year which they can collect throughout their duration at Roundwood.

Headteacher Job Description

Salary: L 14 -19

Responsible to: The Governing Board

Responsible for: All staff and pupils across both school sites

Core Purpose of the Role

The Headteacher will provide professional leadership and management of Roundwood Primary School, establishing a clear vision and strategic direction in line with the school's vision and values: Lead with Nurture.

The Headteacher will secure high-quality education for all pupils by:

- Raising standards and improving outcomes
- Ensuring excellence in teaching and learning
- Sustaining a strong safeguarding culture
- Promoting inclusion and equality
- Ensuring effective financial and operational management
- Working in partnership with governors, staff, parents, and the wider community

The Headteacher will carry out their duties in accordance with the Headteachers' Standards (DfE 2020).

Key Responsibilities

1. School Culture and Ethos (*Headteachers' Standard 1*)

- Articulate and sustain a clear, compelling vision for the school rooted in high expectations and inclusion.
- Promote a culture where all pupils are known, valued, and supported to achieve their potential.
- Model professional integrity, resilience, and ethical leadership.
- Ensure the school promotes equality, diversity, and respect in line with the Public Sector Equality Duty.
- Foster a culture of continuous improvement and evidence-informed practice.

2. Quality of Education (*Headteachers' Standard 2*)

- Ensure the delivery of a broad, balanced, and ambitious curriculum across Early Years and Key Stages 1 and 2.
- Secure consistently high-quality teaching and learning.
- Establish rigorous systems for monitoring, evaluation and review of teaching and pupil progress.
- Use performance data intelligently to drive improvement and raise standards.
- Ensure effective assessment systems that inform planning and meet statutory requirements.

Headteacher Job Description

3. Behaviour and Attitudes (*Headteachers' Standard 3*)

- Promote high standards of behaviour, attendance, and engagement.
- Ensure consistent implementation of behaviour policies.
- Foster a safe, respectful, and nurturing learning environment.

4. Additional and Special Educational Needs and Disabilities (SEND) (*Headteachers' Standard 4*)

- Ensure effective implementation of the SEND Code of Practice.
- Promote inclusive practice and high aspirations for all pupils.
- Oversee provision for vulnerable pupils and those with additional needs.
- Ensure early identification and effective intervention strategies.

5. Professional Development and Staff Wellbeing (*Headteachers' Standard 5*)

- Lead, develop and inspire staff through high-quality professional development.
- Implement effective appraisal and performance management systems.
- Promote staff wellbeing and manage workload appropriately.
- Develop leadership capacity and succession planning within the school.

6. Organisational Management (*Headteachers' Standard 6*)

- Provide effective leadership across both school sites.
- Ensure efficient and strategic use of financial resources, delivering value for money.
- Oversee budget planning, financial monitoring, and resource allocation.
- Ensure compliance with statutory responsibilities, including Health & Safety.
- Maintain effective administrative systems and operational procedures.

7. Safeguarding and Child Protection (*Headteachers' Standards & KCSIE*)

- Act as Designated Safeguarding Lead (or oversee DSL provision).
- Ensure full compliance with statutory safeguarding guidance, including Keeping Children Safe in Education.
- Promote and sustain a strong safeguarding culture where pupil welfare is paramount.
- Ensure safer recruitment practices are rigorously applied.
- Oversee effective safeguarding training for all staff and governors.
- Manage allegations and safeguarding concerns appropriately and in line with statutory guidance.

8. Governance and Accountability (*Headteachers' Standard 7*)

- Work effectively with the Governing Board, ensuring transparency, accountability, and constructive professional dialogue.
- Provide accurate, timely information to governors to support strategic oversight.
- Support governors in fulfilling their statutory duties.
- Develop and implement robust self-evaluation and school improvement planning processes.
- Prepare the school effectively for inspection.

Headteacher Job Description

9. Partnerships and Community Engagement

- Build strong relationships with parents and carers.
- Ensure the school remains at the heart of its local rural communities.
- Develop collaborative partnerships with other schools and external agencies.
- Represent the school positively as its lead ambassador.

General Duties

- Fulfil all responsibilities in accordance with statutory requirements and school policies.
- Uphold the Teachers' Standards and maintain QTS.
- Always promote and safeguard the welfare of children and young people.
- Undertake any duties reasonably required by the Governing Board commensurate with the role.

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the school's policy in respect of child protection matters.

The post holder shall be subject to all relevant statutory and institutional requirements.

The post holder must be prepared to undertake training relevant for the post.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification at any time after consultation with the post holder.

Headteacher Person Specification

E = Essential | D = Desirable

AF = Application Form | SS = Supporting Statement | I = Interview | R = References

Qualifications & Professional Requirements

Criteria	E/D	Assessed by
Qualified Teacher Status (QTS)	E	AF
Degree or equivalent qualification	E	AF
Evidence of sustained professional development in leadership and school improvement	E	AF / SS
NPQH or other recognised leadership qualification	D	AF
Commitment to ongoing professional development	E	SS / I

Note: NPQH is desirable. The governing board will support the successful candidate to undertake NPQH where appropriate.

1. School Culture and Ethos (Headteachers' Standard 1)

Criteria	E/D	Assessed by
Ability to articulate and sustain a clear, compelling vision rooted in high expectations	E	SS / I
Demonstrates commitment to inclusion, equality, and diversity	E	SS / I
Ability to create a positive, aspirational, and respectful school culture	E	I
Models integrity, resilience, and ethical leadership	E	I
Ability to inspire and motivate pupils, staff, and the wider community	E	SS / I

2. Quality of Education (Headteachers' Standard 2)

Criteria	E/D	Assessed by
Proven track record of improving pupil outcomes	E	SS / I
Strong understanding of curriculum design, implementation, and evaluation in EYFS and Primary	E	SS / I
Experience of leading teaching and learning improvement	E	SS / I
Ability to establish rigorous monitoring and evaluation systems	E	SS / I
Secure understanding of assessment and use of performance data to drive improvement	E	SS / I
Commitment to evidence-informed practice	E	SS / I

Headteacher Person Specification

3. Behaviour and Attitudes (*Headteachers' Standard 3*)

Criteria	E/D	Assessed by
Ability to promote high standards of behaviour and attendance	E	SS / I
Experience of developing and implementing effective behaviour systems	E	SS / I
Ability to foster a safe, calm and purposeful learning environment	E	I

4. Additional and Special Educational Needs and Disabilities (*Headteachers' Standard 4*)

Criteria	E/D	Assessed by
Strong understanding of the SEND Code of Practice	E	SS / I
Demonstrable commitment to inclusive practice and high aspirations for all pupils	E	SS / I
Experience of leading provision for pupils with additional needs and vulnerabilities	E	SS / I
Understanding of early intervention and graduated approaches to support	E	SS / I

5. Professional Development and Staff Wellbeing (*Headteachers' Standard 5*)

Criteria	E/D	Assessed by
Experience of leading and developing staff through effective appraisal and professional development	E	SS / I
Ability to build leadership capacity and support succession planning	E	SS / I
Commitment to staff wellbeing and sustainable workload practices	E	SS / I
Ability to foster a collaborative and supportive staff culture	E	I

6. Organisational Management (*Headteachers' Standard 6*)

Criteria	E/D	Assessed by
Experience of strategic financial planning and budget management	E	SS / I
Ability to deploy staff and resources effectively to improve outcomes	E	SS / I
Experience of leading school self-evaluation and improvement planning	E	SS / I
Strong organisational skills, including the ability to lead effectively across two sites	E	SS / I
Understanding of Health & Safety and statutory compliance responsibilities	E	SS

7. Governance and Accountability (*Headteachers' Standard 7*)

Criteria	E/D	Assessed by
Experience of working effectively with a Governing Board	E	SS / I
Ability to provide clear, accurate and evaluative information to governors	E	SS / I
Strong understanding of the Education Inspection Framework and accountability measures	E	SS / I
Demonstrates professional confidence in challenge and support conversations	E	I

Headteacher Person Specification

8. Safeguarding and Child Protection (*Headteachers' Standards & KCSIE*)

Criteria	E/D	Assessed by
Secure knowledge of statutory safeguarding guidance, including <i>Keeping Children Safe in Education</i>	E	SS / I
Demonstrable commitment to safeguarding and promoting the welfare of children	E	SS / I
Experience of creating and sustaining a strong safeguarding culture	E	SS / I
Understanding of safer recruitment practices	E	SS / I
Ability to manage complex safeguarding issues with integrity and sound judgement	E	I

9. Partnerships and Community Engagement

Criteria	E/D	Assessed by
Ability to build strong relationships with parents and carers	E	SS / I
Ability to represent the school positively within the local community	E	I
Experience of partnership working with schools and external agencies	E	SS / I

Personal Qualities

Criteria	E/D	Assessed by
Visible, approachable and values-led leader	E	I
High levels of emotional intelligence and interpersonal sensitivity	E	I
Resilient, reflective and solution-focused	E	I
Commitment to the school's rural context and community identity	D	I



Application process

Visits

Please come and meet us and see our school in action. Contact details are on the front page. Mrs Clarke, our Deputy Headteacher will be happy to show you around.

Closing date

The closing date is 12 noon on Friday 27th March 2026.

How to Apply

Please complete the Buckinghamshire application form and return it to office@roundwood.bucks.sch.uk

FAO Mrs Jen McGrath.

Please include a supporting statement (maximum two pages) explaining your suitability for the role.

CVs will not be accepted.

Shortlisting

Shortlisting will be completed by Friday 3rd of April 2026.

Interviews

Interviews will be held on Wednesday 15th/ Thursday 16th April 2026 - final scheduling will be confirmed with shortlisted candidates

Safeguarding

Roundwood Primary School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

We follow safer recruitment practices and appointments are subject to enhanced DBS clearance, satisfactory references, online checks, prohibition checks (where applicable) and verification of qualifications and right to work in the UK in accordance with Keeping Children Safe in Education.

Contract details & Salary

Start date - 1st September 2026

Contract - Permanent

Hours - Full time

Salary - Group 2; L14 - 19 depending on experience



Lead with Nurture