

Recruitment Pack



Headship of Moulsham Infant School, Chelmsford

A member of the HIVE family of schools



Start date- January 2027



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Dear Candidate,

A warm welcome!

Thank you for your interest in the post of Head Teacher at Moulsham Infant School. This is a pivotal appointment for our school and its community and we are delighted you are considering leading us into the next phase of our journey.

Our current Head Teacher has chosen to retire after dedicating their entire career to our school culminating in a successful period of leadership. In partnership with the Local governors, we are seeking to appoint a Head Teacher who can build on strong foundations and provide confident, values-motivated leadership from January 2027.

We are looking for a leader who puts children first, values staff, and understands the importance of collaboration, inclusion and high expectations. Our HIVE motto is Believing, Belonging, Becoming; carefully chosen words that all can understand and action.

Moulsham Infant School is a friendly, safe, exciting place to learn. High standards and positive behaviour are expected by all. Learning is made fun and accessible- promoting a love of school life.

The education, happiness and well-being of every child is our priority and is at the heart of everything we do. Together with families, we establish the foundations of children's life-long learning skills alongside nurturing personal qualities which benefit both them and the wider community.

Moulsham Infants is a school at the heart of its community. Our pupils are proud of their achievements, our staff are committed and reflective, and our governors are ambitious for continued improvement.

We strongly encourage prospective candidates to explore the information included and arrange a visit and discussion with myself to better understand our school.

We look forward to receiving your application and learning more about your leadership journey.

Kind regards,



Marie Staley- CEO, HIVE family of schools

School overview

Who We Are

Moulsham Infant School is 3 form entry setting serving approximately 270 pupils aged 4-7 years. We serve a diverse community and value the richness that difference brings to our school life.

Our Pupils

Our pupils are enthusiastic, curious and increasingly confident learners. We are proud of the way pupils support one another and of the inclusive culture we promote. Governors recognise the ongoing importance of strong pastoral systems and clear expectations.

Our Staff

Staff at Moulsham Infants are committed, reflective and supportive of one another. Professional learning is valued and we aim to create a culture where staff feel trusted, listened to and supported to grow.

Leadership & Governance

The local governing body is ambitious, supportive and committed to both challenge and collaboration. Governors work closely with leaders while respecting professional boundaries and statutory responsibilities. As part of the HIVE family of schools we are supported with all aspects of school life including the quality of provision, finance, HR and estates management.

Looking Ahead

We are seeking a Head Teacher who can work with the school community to shape the next chapter of our development, building on strengths while confidently addressing future challenges. We are looking for a leader who will embrace further opportunities to meet the needs of learners and share best practice with other schools.



Contextual information

Educational

Our last inspection was in April 2023, we retained our GOOD grade

<https://www.moulsham-inf.essex.sch.uk/attachments/download.asp?file=434&type=pdf>



Since our last inspection we have worked strategically to improve our teaching of phonics for those children who need to catch up as well as strengthening our monitoring, and then subsequent actions, when children are persistently absent.

Community

The school serves an established residential area within Chelmsford, drawing pupils primarily from the Moulsham locality. The catchment reflects a mixed socio-economic profile, with a range of family experiences and educational starting points.

Governors are mindful of the importance of inclusive practice and strong early intervention in meeting the needs of all pupils and ensuring every child gets the best possible start to their education.

Pupil profile

	Homegrown	EAL	MEB	Pupils with SEND	FSM	Absence Rates
School	92.6%	22.3%	41.6%	14.9%	14.5%	4.5%
National	-	23.4%	38.4%	18.3%	24.7%	5.2 %

Staffing context

Our leadership structure is such that we currently have a full-time deputy who teaches for part of the week and a SENco who works 4 days a week. The staff team are very experienced with many teachers having been at the school for an extended time, we would be keen to mentor ECTs when the opportunity arises.

Governance

As a founding member of HIVE we have been part of the MAT's journey from inception to establishment. We value working with colleagues in our family of schools both formally and informally. As a Local Governing Board, we are able to focus on pupil and curriculum matters with the support of Trust leaders at a strategic level. Our financial position is sound following a period of recovery. To read a little more about HIVE family of schools, please follow this link: <https://hivefamily.co.uk/hive>

Vision

At Moulsham Infant School we motivate and inspire children to succeed in an atmosphere that is happy, caring and stimulating. We aim for every child to have a sense of belonging and feel safe and secure.

We promote curiosity and interest through our curriculum which is skills based and knowledge rich, encouraging creativity, leading children to question and investigate.

We teach lifelong learning behaviours such as independence, curiosity, ambition, resilience, independence and empathy so children can make a positive contribution to their community and wider society.

Our core values are expressed through our mission statement:

'Motivate, Inspire, Succeed'



Looking ahead

We are a school with clear values, curious children, supportive staff and committed governors. We enjoy being part of a family of schools and are excited to see what else the future holds for HIVE. We appreciate the strength of being part of a larger organisation and are looking for a new Head Teacher who will lead us with both kindness and courage.

Thank you for reading- we look forward to hearing from you



HIVE
FAMILY OF SCHOOLS

Job description: Head Teacher



Moulsham Infant School

Job details

Salary: L12-L18

Reporting to: CEO

Responsible for: Deputy Head, Senior Leaders and School Office Manager

Main purpose

The Head Teacher will:

- Establish and sustain the school's ethos and strategic direction together with the local governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively
- Collaborate with Heads across the Trust and contribute to the development of the Trust

Qualities

The Head Teacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Duties and responsibilities

School culture and behaviour

The Head Teacher will:

- Create a culture where pupils experience a safe, positive and enriching school life
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

The Head Teacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish 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
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs (SEN) and disabilities

The Head Teacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).
Be proactive in solution finding to support the needs of pupils with SEND

Managing the school

The Head Teacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk

Professional development

The Head Teacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Make sure professional development opportunities draw on experts both within, and beyond the school
- Seek training and continuing professional development to meet the needs of all staff members
Contribute to the professional development of others in the Trust as appropriate

Governance, accountability and working in partnership

The Head Teacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- 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
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Headship National Professional Qualification (or a willingness to undertake in the first 3 years in post)
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school • Teaching experience particularly in EYFS and KS1 • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships • Understanding of the barriers faced by vulnerable groups particularly SEND and PPG
Personal qualities	<ul style="list-style-type: none"> • Commitment to uphold the 7 principles of public life (the Nolan principles) at all times • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position

Notes:

This job description may be amended at any time in consultation with the postholder.

Reviewed: April 2026

Signed by Postholder:

Date:

Signed by Line Manager:

Date: