



Woodlands School
Courageous Confident Learning

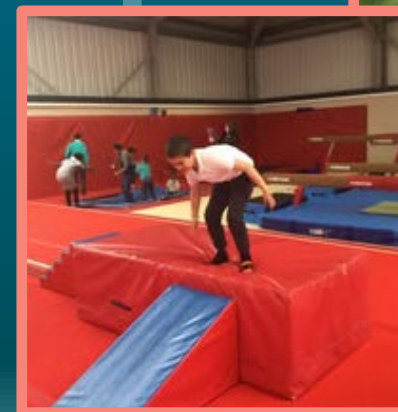
Headteacher Recruitment Pack

HFL



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WELCOME FROM THE CHAIR OF GOVERNORS

Dear Applicant

Thank you for your interest in the Headteacher role at Woodlands School. I hope you find this pack a useful introduction to our school and the wonderful community that makes it so special.

This vacancy information has arisen following the retirement of our current Headteacher after six years of dedicated service to the school.

Woodlands School is an outstanding special school in Edgware, serving children and young people with a range of complex learning needs. At the heart of Woodlands is a strong sense of belonging. We are much more than a school; we are a family. Staff, governors, parents, carers and pupils alike work together to create a nurturing, supportive and ambitious environment where every child is valued, encouraged and empowered to achieve their fullest potential.

Our pupils are at the centre of everything we do. We are proud of the warm relationships that exist throughout the school community and of the culture of care, respect and kindness that underpins all aspects of school life. Alongside this, we have high aspirations for every pupil and are committed to providing outstanding opportunities that enable them to develop independence, confidence and a lifelong love of learning.

The Governors are immensely proud of what Woodlands has achieved. Our success is built upon the commitment of our talented staff, the support of our families, and our shared belief that every child deserves the very best education and care. We are determined to build on these strong foundations and continue developing the school for the future.

In recruiting our new Headteacher, we are seeking an inspirational, compassionate and ambitious leader who shares our values and vision.

The successful candidate will have a deep commitment to special educational needs, a passion for improving outcomes for children and young people, and the ability to lead and inspire others. They will be someone who values relationships, embraces collaboration, and understands the importance of working in partnership with families, staff, governors and the wider community.

We are looking for a leader who can preserve and strengthen the caring family ethos that defines Woodlands while confidently leading the school through its next stage of development. The successful applicant will combine strategic leadership with warmth, visibility and a genuine commitment to the wellbeing of pupils and staff.

The closing date for applications is Tuesday 10th November 2026. For further information about our school, please visit our website at www.woodlands.harrow.sch.uk. To discuss the role, please email me directly at nngreen54.310@lgflmail.org to arrange a convenient time.

We would warmly encourage prospective applicants to visit the school and experience first-hand the special community that makes Woodlands unique. To make an appointment, please contact the school office on 0208 381 2188 or email us at office@woodlands.harrow.sch.uk

Thank you for your interest in Woodlands School. My colleagues and I look forward to meeting candidates who share our passion for special education and who are excited by the opportunity to lead our exceptional school into its next chapter.

Yours sincerely

Naomi Green

Chair of Governors
Woodlands School



KEY FACTS & STATISTICS

Woodlands School
Courageous Confident Learning

Location:
Edgware, Middlesex



Type of school:
Maintained special school

Age range:
4-11 Yrs



Number on roll:
137



SEND
100%

EAL
27.7%

Pupil Premium
27.7%



Rated **Outstanding**
July 2024



ABOUT OUR SCHOOL

Woodlands School

Woodlands School is a highly regarded maintained special school in the London Borough of Harrow, providing education for pupils aged 3 to 11 with severe learning difficulties, profound and multiple learning difficulties, autism and a wide range of complex needs. We are proud to be a school where every child is recognised as an individual and where personalised support, inclusion and ambition underpin everything we do.

Our outstanding purpose-built environment has been designed to meet the diverse needs of our pupils, providing specialist facilities that enable children to learn, communicate and develop independence. Alongside our dedicated teaching and support staff, we work closely with therapists, specialist teachers and healthcare colleagues to ensure pupils receive the holistic support they need to thrive. Teamwork, collaboration and a shared sense of purpose are central to the success of our school.

Communication and independence are the foundations of our curriculum and shape every aspect of school life. We are committed to helping pupils develop the skills, confidence and self-determination to participate as fully as possible in their families, communities and future lives. Strong partnerships with families are a particular strength of Woodlands, creating a supportive community united by a desire to achieve the very best outcomes for every child.

Woodlands School has a strong reputation within the local area and beyond. Increasing demand for places, close partnership with Harrow Council and our contribution to outreach, training and partnership working reflect the confidence that families and professionals place in the school.

As we look to the future, we are seeking a Headteacher who will build on our strong foundations, inspire confidence across the school community and provide visible, compassionate and decisive leadership. In return, we offer the opportunity to lead a successful and financially secure school, supported by a skilled and committed staff team, experienced governors, strong local partnerships and the chance to make a lasting difference to the lives of children and their families.





OUR VISION & AIMS

Woodlands School

“

To be an inspirational school of excellence, where pupils and the community grow, achieve and flourish

”





OUR NEW HEADTEACHER WILL

Woodlands School

- **Champion every pupil** by ensuring children and young people remain at the heart of every decision and that ambitious outcomes are secured for all.
- **Provide visible leadership** by building strong, trusting relationships with pupils, families, staff, governors and partners.
- **Build on strong foundations** whilst providing clear strategic direction for the next phase of the school's development.
- **Promote high standards** through a culture of accountability, professionalism and continuous improvement.
- **Champion communication and independence**, ensuring these remain at the heart of the curriculum and every pupil's learning journey.
- **Develop and empower staff** by recognising talent, nurturing future leaders and investing in professional growth.
- **Strengthen partnerships** with families, therapists, healthcare professionals and other agencies to secure the very best outcomes for pupils.
- **Lead with confidence and compassion**, balancing empathy with the courage to make difficult decisions when required.
- **Champion inclusion beyond the school gates** by strengthening Woodlands' contribution to its local community and the wider SEND network.
- **Inspire confidence in the future**, ensuring Woodlands continues to be a place where pupils, staff and families grow, achieve and flourish.





WHAT WE CAN OFFER

Woodlands School

- **A thriving specialist community** where pupils, families, staff and governors share a deep commitment to helping every child flourish.
- **Outstanding purpose-built facilities** designed to meet the complex needs of our pupils.
- **Dedicated and highly skilled staff** who are passionate about specialist education and achieving exceptional outcomes for children and young people.
- **A culture of professional growth** where talent is recognised, developed and nurtured.
- **A knowledgeable and committed workforce** with extensive specialist expertise and a shared determination to achieve the very best outcomes for pupils.
- **Supportive and engaged governors** who provide constructive challenge and are fully committed to the success of the school and its next Headteacher.
- **Well-established local partnerships** with Harrow Council, neighbouring schools and the wider special school community.
- **A secure financial position** that provides stability and a strong platform for future development.
- **The opportunity to shape the future** of a successful and highly regarded special school that is well placed for its next chapter.
- **A rewarding and purposeful role** with the chance to make a lasting difference to the lives of children, families and staff.





Person Specification

Woodlands School

To be considered for shortlisting, candidates must clearly demonstrate how they meet the criteria outlined in the Person Specification below.

- Please structure your supporting statement using the **STAR format** (Situation, Task, Action, Result) to provide **clear, evidence-based examples of experience and impact**.
- If shortlisted, we will assess additional aspects of school leadership - including alignment with the **Headteacher Standards (2020)** and the **specific needs of our schools** - through a series of tasks and a formal interview during the assessment day.

Qualifications, knowledge and experience	Application stage	Interview stage
Degree and qualified teacher status	E	
Recent successful leadership experience as a Headteacher or Deputy Headteacher	E	
Experience of working with / teaching children with special educational needs (SEND)	E	E
Recent training and development for school leadership (e.g. NPQH or equivalent)	E	
Knowledge and understanding of current legislation, guidance and best practice for safeguarding and child protection	E	E
Safer recruitment trained	D	
Strategic Leadership and School improvement	Application stage	Interview stage
Clear commitment to safeguarding, promoting health and safety and the wellbeing of children and staff	E	E
Leads with empathy and integrity whilst maintaining high professional standards and holding others appropriately to account	E	E
Sets and upholds high expectations for all pupils - academically, personally, and socially - ensuring they thrive in school and beyond		E
Committed to prioritising the continued professional development of all staff (including themselves) in the best interests of the individual, the team and the school		E
Successful track record of developing staff through effective performance management	E	E
Has had active involvement in effective school self-evaluation and development planning		E
Demonstrates leadership in analysing key data to shape and implement impactful, evidence-based school improvement strategies	E	E



Person Specification

Woodlands School

Strategic Leadership and School improvement - continued	Application stage	Interview Stage
Has had responsibility for whole school policy development and implementation	E	
Experience of leading change thoughtfully and successfully, building on existing strengths whilst securing improvement.	E	E
Experience of implementing strategies to reduce staff workload and improve staff retention		D
Teaching, learning & curriculum	Application stage	Interview stage
Experience of designing and implementing a broad, balanced and inclusive curriculum, with assessment strategies that support progress for all learners		E
Deep understanding of high-quality teaching and learning across the special primary phase	D	
Understands how communication development underpins learning, independence and lifelong outcomes for pupils with complex SEND	E	E
Absolute commitment to inclusion and high expectations for all pupils, underpinned by knowledge and experience of supporting children with SEND.	D	
Understands the needs of children with challenging behaviours and able to develop strategies to successfully manage this		D
Experience of aligning staff expertise with pupil needs to deliver effective outcomes		D
Understands the strategic role of technology in teaching and learning and experience of embedding edtech to improve outcomes		D
Accountability, Governance & Working in partnership	Application stage	Interview stage
Experience of managing school finances effectively, understanding their contribution to school development and pupil outcomes	D	
Able to assimilate and manage financial and other data to achieve sound financial decision-making	D	
Proven ability to build strong relationships and manage expectations across diverse stakeholders, including governors, partners, and the wider community	D	
Understands and welcomes the role of effective governance, upholds their obligation to give account and accept responsibility	D	
Demonstrates ability to engage positively with parents, carers, and the wider community to support pupil outcomes	E	E



Person Specification

Woodlands School

Personal Qualities/ Ethics and professional conduct	Application stage	Interview stage
Passion for education, coupled with ability and enthusiasm to see everyone fulfil their potential and see each member of the school community as an individual	D	E
Demonstrates professional courage, emotional intelligence and sound judgement, balancing support for others with the confidence to make difficult decisions and uphold expectations		E
Can foster a culture of belonging and inclusion and is able to take a dynamic approach to the changing needs of the school population	D	E
Excellent communication and interpersonal skills, including written communication	D	E
Demonstrates a commitment to promoting equality, diversity and inclusion across all aspects of school life	D	
Visible and approachable, with empathy and a genuine enthusiasm for engaging and inspiring children and colleagues	D	
Adaptable leadership style, 'hands on' when required, balanced with knowing when to delegate	E	E
Demonstrates consistently high standards of principled and professional conduct both within and outside school, upholding the <u>Seven Principles of Public Life</u> at all times		E
Upholds fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs		E



JOB DESCRIPTION

Woodlands School

Main purpose

- The core purpose of the headteacher is to provide professional leadership and management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.
- To gain this success, the headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils.
- Forge a compelling vision to guide the school to its next stage of development. To utilise leadership skills to enable our school and wider school community to comprehensively fulfil our vision.
- Develop a strategy with our community and other schools in order to provide clear educational pathways for our pupils as they grow older. Ensure sustainable growth and financial security for the school.
- Meet the expectations set out in the headteachers' and teachers' standards.

N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.



Key responsibilities:

Shaping the future

- In partnership with the Governing board, working with pupils, staff and families to lead a vibrant School community and continue the school's excellent progress.
- Working with the local authority, local schools, parents, carers and young people, to ensure that pupils who would be appropriately placed at the school are admitted as swiftly as possible.
- Continue to be forward-thinking in the future development of the school and in increasing sphere of influence.
- Leading with a clear and articulate vision, showing personal and professional commitment to that vision at all times and remaining motivated when under pressure.
- Developing effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for pupils.
- Working with other schools and organisations to champion best practice and secure excellent outcomes for all pupils.
- Engaging positively with pupils, parents, governors and the wider community.

Leading Teaching and Learning:

- Understanding the local, national and global influences on learning developments in the field of special education and looking at current practice, policy and research to inform teaching and practice.
- Seeking to provide the very best learning environment and experiences for the pupils including the use of current technologies, making learning creative and exciting, and leading to the greatest range of life choices for them.
- Leading and modelling effective teaching and learning practices, securing high levels of performance accountability from all staff to overcome disadvantage and to advance equality
- Maintaining a strong value-based ethos within which staff are motivated and supported to develop their own skills and subject knowledge and to support each other, providing opportunities for staff to engage in on-going high-quality professional development.
- Holding staff to account for their professional conduct and practice.

Managing the organisation:

- In the ongoing pursuit of aspirational progress and focussed planning, ensuring that effective and transparent tracking, target setting and assessment processes increase achievement and attainment in the development of a lifelong adoration of learning.
- Distributing leadership and management throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold others to account for their decision making.
- Providing a safe, calm and well-ordered environment for all staff and pupils, focused on making sure pupils are kept safe from harm and are well prepared for effective learning.
- Ensuring that high-quality staff are recruited, induction practices are effective and that professional development opportunities and effective succession planning support retention.
- Ensuring that line management and accountability are effective in securing high standards.

Health and Safety:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

To gain this success, the headteacher must:

- Have regard to the [National Standards of Excellence for Headteachers](#) at all times.
- Demonstrate consistently high standards of principled and professional conduct both within and outside school.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Always serve in the best interests of the school's pupils.
- Establish high quality education by effectively managing teaching and learning to realise the potential of all pupils.
- Forge a compelling vision to guide the school to its next stage of development.
- Develop a strategy with our community and other schools to provide clear educational pathways for our pupils as they grow older.
- Ensure sustainable growth and financial security for the school.

Additional Notes

Appointment is subject to the current conditions of employment of headteachers, contained in the [School Teachers' Pay and Conditions document](#), the [School Standards and Framework Act 1998](#) and all other current education, employment and health and safety legislation.

The Headteacher is expected to operate within the parameters of the [National Standards of Excellence for Headteachers](#) at all times.

The role is defined as Regulated Activity and subject to an enhanced DBS, children's barred list check and satisfactory references.

The duties listed are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.

This job description will be reviewed annually as part of the performance management programme.

The headteacher will have access to a range of professional development activities, including conferences, support groups and appropriate training courses.





IMPORTANT INFORMATION

Woodlands School



Pay range:	L27 – L 33 Outer London, £102,213 - £117,758
Start date:	April 2027
Closing date:	Tuesday 10 th November 2026 at 9AM
Shortlisting date:	Tuesday 17 th November 2026
Interview date:	Wednesday 25 th November 2026
Visits to the school:	To make an appointment, please contact the school office on 0208 381 2188 or email us at office@woodlands.harrow.sch.uk
School website:	www.woodlands.harrow.sch.uk
School address:	Woodlands School, Bransgrove Road, Edgware, Middlesex, HA8 6JP

Woodlands School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check as well as other pre-appointment checks, including an online check, as outlined in Keeping Children Safe in Education (September 2026).

We believe that a diverse team leads to better outcomes and a more enriching workplace. We are committed to fostering a culture where everyone feels they belong.

APPLICATION PROCESS

How to apply

This recruitment is managed by HFL Education, in line with the latest guidance on safer recruitment. Should you need support, please contact leadership.recruitment@hfleducation.org. Please ask us if you require information about this vacancy in an alternative format.

Application form

Applicants must use the standard application form provided (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history, explaining any gaps since leaving school education, and include any relevant training you have completed, particularly those in recent years which have helped to prepare you for headship.

Person specification and personal statement

When writing your personal statement, it is important you address each of the requirements in the person specification. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

You should use the **STAR format** (Situation, Task, Action, Result) to provide **clear, evidence-based examples of experience and impact**.

References

In line with safer recruitment guidance, we normally request references after shortlisting. Please make sure your referees are aware of your application and are able to provide a swift turn around if needed. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact. One referee will be your last Headteacher or Chair of Governors.



WOODLANDS SCHOOL

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