A logo with wheat and a gear

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Well Green Primary School

Briony Avenue

Hale

Altrincham

WA15 8QA

[Date]

[Salutation] [First Name] [Second Name]

[Adress Line 1]

[Adress Line 2]

[Adress Line 3]

[Adress Line 4]

Dear Colleague,

I am delighted that you are interested in becoming the new Headteacher of our wonderful and thriving school. With our long-serving and much-loved Headteacher retiring, we are looking for an inspirational leader who will continue to champion our children, nurture our school’s inclusive and welcoming atmosphere, and ensure that every child achieves their very best.

At Well Green Primary, we are more than just a school - we are a family. Our values of self-belief, responsibility, care, and challenge are at the heart of everything we do. We believe that happy children learn best, and we take great pride in fostering an environment where every child feels safe, valued, and inspired to grow. Our new Headteacher will lead by example, embracing and embedding these values in every aspect of school life.

Well Green Primary is a well-respected school with strong ties to the local community. Our children are known for their kindness, good behaviour, and enthusiasm for learning, and we have wonderful relationships with our families, neighbours, and beyond. We are a school that always strives for excellence, and our commitment to continuous improvement ensures that our children consistently achieve results above the national average. Just as importantly, they leave us as confident, independent individuals, ready to take on the next stage of their journey with resilience and curiosity.

We are immensely proud of our caring and dedicated staff, who go above and beyond to provide a rich, well-rounded education for every child. Our pastoral care is at the heart of our school, and we prioritise well-being - for both our pupils and our staff. The Well Green team is committed to making learning exciting, meaningful, and accessible to all, and our extra-curricular activities further enhance the opportunities we offer.

As our school continues to grow and embrace its increasingly diverse community, we celebrate the different cultures and backgrounds that enrich our school. Many of our new students are recent arrivals to the country, often learning English as an additional language. We work hard to ensure every child and family feels welcomed and supported, fostering an inclusive environment where all can thrive.

We are looking for a Headteacher who is an exceptional communicator, a visionary leader, and, above all, someone who shares our passion for helping every child flourish. Our ideal candidate will:

* Embody and champion our school’s ethos and values.
* Have a clear and ambitious vision for the future of Well Green Primary.
* Be energetic, positive, and compassionate, leading with both warmth and determination.
* Inspire and bring people together - staff, pupils, and parents alike.
* Have extensive experience in primary education, with a strong commitment to inclusion and removing barriers to learning.
* Demonstrate a successful track record of leadership, with the ability to empower and develop others.
* Be a nurturing and resilient leader, dedicated to the well-being of children and staff.
* Make well-informed decisions, balancing empathy with strong leadership.
* Build strong relationships with all stakeholders, fostering trust and collaboration.
* Have a deep understanding of the Ofsted framework and a clear approach to school improvement.

In return, we offer:

* A dedicated and passionate staff team, committed to achieving the best outcomes for our children.
* A warm, welcoming, and well-respected school within the local community.
* Enthusiastic, well-behaved pupils who love learning and actively contribute to school life.
* A school that places well-being at its centre.
* Supportive parents and carers who are engaged and involved in school life.
* A financially stable school.
* A committed and supportive Governing Body.
* Excellent facilities, including modern classrooms, intervention rooms, and dedicated staff workspaces.
* A spacious hall that allows us to come together as a whole school community.
* Substantial outdoor grounds, providing wonderful opportunities for play and learning.

We would love to welcome a Headteacher who will bring passion, warmth, and vision to our school, building on our strong foundations while leading us into an exciting future. If you believe you have the qualities to make a real difference at Well Green Primary, we would be delighted to receive your application.

We look forward to meeting you soon!

Warmest regards,

A close-up of a sign

AI-generated content may be incorrect.

David Sutcliffe  
Chair of Governors