

ADVERT ID 236908

## Principal Teacher

### Headfort School

Headfort House Kells  
<https://www.headfortschool.com>



#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Fri Jun 6 2025  
**Application Closing Date:** Fri Jun 27 2025  
**Commencement Date:** Mon Aug 25 2025  
**Status of Post:** Permanent

#### SCHOOL DETAILS

**School Structure:** Junior School  
**Gender:** Co-Educational  
**School Patronage:** Private  
**Total No. of Teaching Staff:** 10

#### POST DETAILS

**Additional Information:**  
Principal – Headfort School, Ireland

Location: Headfort School, Kells, County Meath, Ireland

Position Type: Full-Time, Permanent

Reports to: The Headfort Trust

Start Date: August 2025

#### About Headfort School

Headfort is Ireland's only independent primary/preparatory school, set in a magnificent 18th century estate in County Meath offering both day and boarding. With a rich history of academic excellence, creativity, and holistic education, Headfort provides a distinctive learning environment for children aged 4 to 13. The school fosters individuality, curiosity, and confidence through a balanced curriculum, extensive extra-curricular activities and sports programme, and nurturing pastoral care.

#### Role Summary

The Principal is the strategic and operational leader of Headfort School, responsible for safeguarding its values, ensuring the highest standards of teaching and learning, and guiding the school into its next phase of development. The Principal serves as the public face of the school and is entrusted with upholding its ethos, promoting its mission, and maintaining its reputation as a premier preparatory institution.

#### Key Responsibilities

##### Leadership & Vision

- Provide clear and inspiring leadership aligned with Headfort's values and educational philosophy.
- Work closely with the Headfort Trust to develop and implement strategic plans.
- Foster a culture of continuous improvement and innovation.

#### Academic Excellence

- Ensure the delivery of a rigorous, broad, and balanced curriculum.
- Support and develop teaching staff through effective recruitment, mentoring, and performance management.
- Oversee assessment practices to maintain high academic standards and track pupil progress.

#### Pastoral & Community Life

- Promote a caring, respectful, and inclusive school culture where every child is known and supported.
- Encourage student voice, wellbeing, and personal development.
- Engage with parents and the broader school community to build trust, transparency, and mutual support.

#### Operational & Financial Management

- Oversee the day-to-day running of the school, ensuring efficient operations.
- Work closely with the Trust and accounts to manage the school's budget, resources, and infrastructure effectively.
- Ensure adherence to safeguarding, health and safety, and all regulatory obligations.

#### External Relations & Development

- Act as an ambassador for Headfort, building strong relationships with alumni, partners, and prospective families.
- Lead student recruitment efforts and promote the school locally, nationally, and internationally.
- Support fundraising and development initiatives to secure the school's future.

#### Person Specification

##### Essential

- Proven leadership experience within an educational setting, at Principal, Deputy Principal or in a Head of Learning Role.
- A strong academic background and understanding of the primary/preparatory school sector.
- A passion for child-centred education and holistic development.
- Outstanding interpersonal, communication, and public-speaking skills.
- A strategic mindset.
- Commitment to the safeguarding and wellbeing of children.

##### Desirable

- Knowledge of the Irish and/or British primary education systems.
- Experience in boarding and/or international student settings.

#### Application Process

- Applicants should submit a CV and a covering letter detailing their suitability for the role to [headforttrust@gmail.com](mailto:headforttrust@gmail.com)
- Closing date for applications: 27th June 2025
- Shortlisted candidates will be invited for interviews in July.

#### Safeguarding

Headfort School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be required to undergo Garda vetting and provide satisfactory references.

### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

#### Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

<b>Apply To:</b>	Headfort House Kells
<b>County:</b>	Meath
<b>Enquiries To:</b>	headforttrust@gmail.com
<b>Website:</b>	<a href="https://www.headfortschool.com">https://www.headfortschool.com</a>

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