

Headteacher Application Pack

April/May 2024

Woodstock CE Primary School

Hand in Hand we
Love | Learn | Flourish



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Welcome to Woodstock



Welcome to Our School



April 2024

Dear Applicant

Thank you for your interest in applying for the position of Headteacher at Woodstock CE Primary School. We hope you find this application pack informative and that you enjoy learning more about our school.

Our primary school sits at the heart of a thriving West Oxfordshire community in the historic market town of Woodstock. Our location, close to Blenheim Palace, is accessible and attractive and provides us with many opportunities to enhance our curriculum beyond the school gates.

We believe we have a 'special feel' at Woodstock Primary that comes from our caring, supportive and friendly environment, where everyone contributes to the school community and lives our culture and values. Our reputation and results are outstanding, and our commitment to nurture all our staff and children to provide them with the best possible support and opportunities is deeply rooted in our values. Over the last few years we have been recognised for our work on Mental Health and Wellbeing, our Sports provision, our Online-safety practice and our work as a Rights Respecting school. We are looking forward to working with someone with a proven track record of delivering high standards of teaching and learning, but who also brings aspiration and care to the environment they create and who will excite and inspire all of us about our future.

As a response to our success in our growing community, expansion is now underway to take the school to two-form entry for September 2024. As we continue to move forward our emphasis remains firmly grounded in meeting the individual needs of our children in the context of the modern world.

We are looking for a dynamic leader who can sustain excellence, champion pioneering practice, encourage staff to develop their skills and expertise, and who believes passionately in putting children's outcomes first.

We are an active Governing Body who supports the work of the Senior Leadership Team. We share accountability for the success of the school and doing the very best for the children in our care, whilst giving you the autonomy you need to get on with your job. We are very proud of the school and our achievements, of the high expectations we hold, and the quality and breadth of opportunities provided inclusively to all children. We look forward to embracing the next phase of development of the school with a new Headteacher and offer partnership, open-mindedness and freedom to develop.

Further information about the school, its work and ethos are available at: www.woodstock.oxon.sch.uk

Please come and visit our wonderful school, where our Pupil Parliament would be excited to show you around. We hope you will be excited and engaged by what you see and by the prospect of becoming our future headteacher.

We look forward to receiving your application by noon on Friday 10th May and meeting you at the school. Please send all applications to lhammond@woodstock.oxon.sch.uk. Please do not hesitate to contact us if you have any further questions.

Best wishes

Lynne Hammond and Russ Tucker, Co-Chair of Governors

About the School



When you come and visit us, you'll find our school a special place to be. The staff and children are fun, friendly and embrace every opportunity that comes their way. The school is a place where learning and development thrives, and our children have high aspiration for themselves and for what they can discover, develop and achieve.

Our popular school serves its community by working to provide an education of the highest quality within the context of Christian belief and practice and understanding of shared values.

The school buildings are modern, spacious and on a single level, allowing excellent access for all adults and children. We benefit from a range of new facilities including offices, dedicated entrances, a studio for music and drama activities, an extensive library and learning resource base. We have recently expanded our footprint with new purpose-built, modern classrooms ready for September 2024 and our growth from 1.5 to 2 form entry. We are proud of our purpose-built Foundation Stage Unit including Nursery and Reception classes, with access to a secure and well-equipped outside learning environment.

We have extensive grounds with hard surface areas, spacious playing fields, adventure play equipment, an amphitheatre, a Lego pit, story-telling circle, table tennis and a woodland area for forest school activities and environmental work.

As a school we celebrate the diversity of the wider community and are committed to the principles of inclusion and equal opportunities.

Our vision for Woodstock CE Primary School reflects a passionate commitment to learning and recognition of the uniqueness of every child. Guided by our Christian values, it is driven by our desire to offer the best possible education for our pupils in partnership with parents, the Church and the local community. We have built a network of enthusiastic experts from within our parent community who bring STEM subjects and the arts to life for our children. We enjoy a strong relationship with Blenheim education team which gives us access to all that Blenheim has to offer in its grounds and hosted events. We are a centre for learning where adults and children:

'Clear a path for a lifelong journey of exploration and growth, through an innovative and challenging curriculum, inspiring all in our community to be courageous advocates and global citizens. Everyone can find their light and shine it brightly. Walking hand in hand, we love, learn and flourish together'.



About the Role



As our current Headteacher takes up a new role in system leadership, the Governing Body are seeking to appoint a Head to lead our outstanding, community-centred school and build on the success that has already been achieved by all members of our committed and hardworking team.

We wish to appoint an ambitious, inspiring leader, willing and able to take this wonderful school on the next stage of its journey. As an outstanding school there are plentiful opportunities for launching creative projects and developing exciting new areas of learning, all of which can make a lasting impact on the school.

Community is the special thread that runs through our school and as Headteacher you will be a pivotal person in ensuring a cohesive and happy school community, where the whole child is at the forefront of everything we do.

We look forward to welcoming a Headteacher in either September 2024 or January 2025 who will work with us to:

- Progressively develop the school's reputation as an outstanding school with innovative approaches to teaching and learning.
- Maintain and develop our high expectations and standards of excellence.
- Inspire the whole school community as we expand and grow together.
- Care deeply about all pupils: balancing aspiration and achievement with inclusion and diversity of needs to support children in becoming confident, happy and curious young people.
- Empower and develop our talented staff to be their best.



Our New Headteacher



Job Description

Position Title: Headteacher

Responsible to: Governing Body

Salary: Group 3: L16 -L24,
Full time permanent position.

Start Date: September 2024 or
January 2025

Application Closing Date:
Friday 10th May 2024 (noon)

Interview Dates:
Tuesday 21st and Wednesday 22nd
May 2024

General Description of the Post:

The holder of the post will provide professional and strategic leadership and management for the school that builds on its success in ensuring outstanding education and opportunities for all children.

Organisational Relationship:

The post holder will be accountable to the Governing Body and the Local Authority for the leadership, internal organisation, and management of the school.

Conditions of Employment

The appointment is subject to the current conditions of employment for headteachers contained in the School Teachers' Pay and Conditions Document, the School Standards Framework, the required standard for Qualified Teacher Status and any other current educational legislation as required in various Education Acts.

Key Responsibilities

Strategic Direction and Shaping the Future

- Develop and deliver the strategic plan underpinned by the future needs of the school and sound financial planning.
- Work with the Governing Body and other key stakeholders to develop and drive a shared vision and create future strategic plans which will inspire and motivate pupils, staff, parents/carers and the wider community.
- Ensure that strategic planning takes account of the ethos and values of the school and integrates external best practice.
- Be committed to inter-school collaboration and the professional development of staff in other schools.

Leadership & Management

- Provide inspiration, vision and purpose for the school and to all staff.
- Set and maintain high expectations and standards of excellence throughout school practice.
- Operate a robust and healthy school budget in accordance with agreed financial procedures.
- Lead by example and embody the school's values for the children, staff, governors and parents of the school.
- Ensure that staff, parents, governors, local community and the Local Authority are fully informed of progress and key developments.

Teaching and Learning

- Create a culture of challenge and support, so that every child can gain confidence, achieve success and develop a love of learning.
- Continue to raise the quality of teaching and learning within an outstanding learning culture, monitoring progress in every child's learning.
- Develop and evaluate the delivery of our creative curriculum and enrichment activities to act on areas for improvement.
- Provide a holistic approach to our children's intellectual and personal development, mental health and wellbeing.
- Be inclusive and collaborative with parents to engage with them in their child's development.

Our New Headteacher



Staff Management and Development

- Create a 'one team' culture where staff are valued, and wellbeing and collaboration is actively promoted.
- Commit to opportunities for growth and personal and professional development plans for yourself and the teaching team; ensuring regular appraisal and review.
- Work with governors to recruit and retain a high-quality leadership, teaching and business management team.
- Create an organisational structure which reflects the school's values and enables the management systems, structures and processes to work effectively in line with key priorities.
- Empower staff to be their best, ensuring effective planning, delegation, support and evaluation of their work.
- Ensure that staff are involved in the Raising Achievement Plan and play an active role in delivering its commitments.

Accountability

- Work with the Governing Body by providing information, objective advice and support to enable it to meet its responsibilities.
- Lead an organisation in which all staff recognise that they are accountable for the success of the school.
- Integrate outcomes of regular school self-evaluation with external evaluations when reporting to stakeholders.
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including governors, the Local Authority, parents and the local community.

Safeguarding

- Maintain a rigorous organisational culture which monitors and prioritises the safeguarding of pupils above all other considerations.
- Comply fully to Safeguarding practices to ensure the health, safety and wellbeing of the school community.
- Co-operate and work effectively with relevant agencies to protect children.

Community

- Foster a school culture and curriculum which promotes curiosity and discovery within the school community.
- Actively develop the school as a centre of excellence for education within our local community.
- Contribute to the development of teaching and learning by sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Seek opportunities to invite parents, community figures, businesses and other organisations into the school to enhance and enrich the school and its value to the wider community.

Equal Opportunities

- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

This job description should be read alongside the range of duties and responsibilities for Headteachers as set out in the annual School Teachers' Pay and Conditions Guidance. Candidates will be expected to have considered these in relation to their application.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder and Governing Body. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Person Specification



The following criteria will be used for selection purposes:

QUALIFICATIONS	ESSENTIAL/ DESIRABLE
Qualified Teacher Status with graduate level qualification	E
Evidence of further study or continuing professional development	D
Award of the National Professional Qualification for Headship	D

PROFESSIONAL EXPERIENCE	ESSENTIAL/ DESIRABLE
Substantial and varied teaching experience across the primary age range to understand and evaluate excellence	E
Senior Leadership in the position of headteacher, deputy or assistant in a primary school	E
A proven track record of school improvement and raising standards rooted in both developmental school self-evaluation and applying external best practice	E
Demonstrates ability to use performance data and wider evidence to identify, formulate, implement, monitor and evaluate targets for the school	E
Involvement in curriculum leadership and development, and knowledge of how assessment processes raise standards	E
Evidence of regular, recent and appropriate professional development	E
A proven track record of raising children's achievement across a wide range of abilities and social contexts	E
High capability and experience of Safeguarding procedures and practices so that all children are kept safe and are able to thrive	E
Able to develop and communicate a shared vision for success for a school over a 3 year horizon	E
Working effectively in partnership with parents, governors and other key stakeholders	E
Successful line management and staff development, developing the leadership and talents of others	E
Evidence of implementing innovative and progressive ideas successfully into practice	D
Experience of strategic financial planning, budget management and the management of resources	D
Experience of working in a Church school	D

Person Specification



PROFESSIONAL KNOWLEDGE	ESSENTIAL/ DESIRABLE
An up-to-date understanding of national education policy, curriculum developments and the statutory and legal framework within which a school operates, including the new OFSTED framework.	E
Knowledge of what constitutes outstanding teaching and learning for pupils	E
An excellent knowledge of, and proven commitment to, the SEND Code of Practice and the promotion of inclusion	E
Knowledge of, and ability to, analyse evidence of how well pupils are learning and what core features of curriculum design and classroom practice lead to rich and successful curriculum opportunities and outcomes	E
Knowledge of, and commitment to, promoting children's personal development, wellbeing, safeguarding and protection	E
Understanding of the importance of strong governance and ability to actively support the governing board to deliver its functions effectively	E
Knowledge and understanding of the accountability framework and performance measures against which schools operate.	E
Sound understanding and commitment to all professional statutory duties, including HR and safeguarding policies and practices	D
An understanding of the SIAMS Evaluation Schedule and the expectations for church schools	D

PROFESSIONAL ATTRIBUTES & SKILLS	ESSENTIAL/ DESIRABLE
Strong interpersonal skills, able to build relationships of confidence and trust	E
Able to foster an open, fair, equitable culture	E
Have a proven track record of providing strong collaborative leadership; with the ability to inspire, empower and effectively manage staff	E
Able to understand and meet the needs of pupils from diverse backgrounds	E
Able to develop strategies that encourage parents to support their children's learning	E
Have a commitment to supporting and developing the Christian ethos of the school	E
Have an understanding of the potential of new technology in a school environment	D
Able to develop and deploy effective strategies to reward, recognise and motivate children throughout the school	D

PERSONAL QUALITIES	ESSENTIAL/ DESIRABLE
Enthusiasm, energy, honesty and vision to successfully lead a high-calibre team working in a high-achieving school	E
Able to prioritise and manage time effectively; working to deadlines and demonstrating composure under pressure	E
Able to be accountable to stakeholders and to hold others to account	E
Have a strong, positive personal impact, conveying authority, confidence, approachability and care for all	E
Able to build productive professional relationships and work in partnership with individuals, communities and organisations outside the school	E
Progressive thinker who can bring creativity to balance current priorities with future aspirations	D

School Facts & Achievements




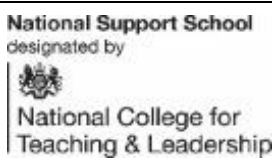
Contextual Information

Type of School	Local Authority maintained, 1.5 form entry school
Age range	3-11
Denomination	Church of England
Co-educational or single sex	Co-educational
Number of children	337
Average class size	30
Attendance	95.8%
Established	1969
Number of teaching staff	19 Teachers, 18 Teaching Assistants
Teacher turnover	Stable
Early Career Teachers	2
Children on free school meals	11%
SEN	13%
English as additional language	8%
KS1 Results	Reading: 82% Expected; 34% Greater Depth Writing: 77% Expected; 16% Greater Depth Maths: 80% Expected; 23% Greater Depth
KS2 Results	Reading: 74% Expected; 51% Greater Depth Writing: 88% Expected; 35% Greater Depth Maths: 77% Expected; 37% Greater Depth

Awards & Achievements



We are very proud of all our current and previous awards, but how we achieve them is what makes Woodstock CE Primary the special place it is.

	OFSTED Outstanding October 2013	Wellbeing Award for Schools Accreditation June 2023 – 2026	
	360 Degree Safe Accreditation July 2019 - 2022	Rights Respecting School Gold Award May 2021- 2024	
	International School Award July 2021- 2024	International Eco Schools Award April 2019 - 2021	
	School Games Award Platinum July 2019-2020	Woodland Trust Green Tree School Gold Award September 2019 - 2022	
	OCC All Together Anti-bullying Award Gold School April 2020-2022	Primary Science Quality Mark Gold Award November 2017-2020	
	Fair Trade Award Fair Achiever School December 2018 - 2021	Arts Council Arts Award Centre July 2016 - to date	
	Youth Sport Trust Quality Mark Gold July 2017-2019	Healthy Schools Award Oxfordshire County Council Accredited	
	Oxfordshire Teaching School's Alliance Lead School May 2016 - to date	NCTL National Support School May 2016 - to July 2020	
	Leading Parent Partnership Award May 2020- 2023	NCTL National Teaching School Designation Lead School May 2016 - to July 2020	

The children's voice

"Adults in our school encourage us to be our best and fulfil our potential."



"You'll never be bored."



"It's just a great place to be."



"It's a caring community."



"It's wonderful to love, learn and flourish together."



"Our lessons are engaging and fun for everyone."



"We are one big school family."



Job Advert



Woodstock CE Primary School, Shipton Road, Woodstock, Oxfordshire OX20 1LL

Tel: 01993 812209

Email: sbm@woodstock.oxon.sch.uk

Headteacher to start in September 2024 or January 2025

Leadership Scale: Group 3 L16 – L24. Salary £68,400- £83,081

Full time, permanent position.

**Hand in hand we
Love | Learn | Flourish**
Let your light shine - Matthew 5:16

We are looking for a progressive leader to make an impact in an outstanding Church of England School where the whole child is at the forefront of everything we do. We would like an Headteacher who has a passionate commitment to learning. Guided by our vision and values, we desire to offer the best possible education where adults and children hand in hand, Love, Learn and Flourish.

We are proud of our school and looking for someone who will:

- Maintain and develop our high expectations and standards of excellence.
- Inspire the whole school community as we expand and grow together.
- Care deeply about all pupils: balancing aspiration and achievement with inclusion and diversity of needs to support children in becoming confident, happy and curious young people.
- Empower and develop our talented staff to be their best.

We can offer:

- An environment to innovate; growing our school through our planned expansion and pioneering new ways of learning, whilst developing yourself and others.
- An experienced and dedicated senior leadership and staff team, committed to the best outcomes for all our children.
- An active and supportive Governing Body invested in your and the school's success.
- Superb facilities with attractive and accessible grounds, where outdoor learning is an integral part of our curriculum.

Further information about our wonderful school, its work and ethos are available at www.woodstock.oxon.sch.uk. We would encourage and welcome you to visit us before applying, with our Pupil Parliament available to show you around. Please contact Richard Graham, School Business Manager, Tel 01993 8122209 or email sbm@woodstock.oxon.sch.uk to arrange an appointment or for more information about this role. Our existing Headteacher is also available for an informal discussion with prospective applicants.

Thank you for your interest, we look forward to meeting you.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring service check.

Closing Date: Friday 10th May 2024

Interviews: Tuesday 21st and Wednesday 22nd May 2024.