

# West Oxford Community Primary School

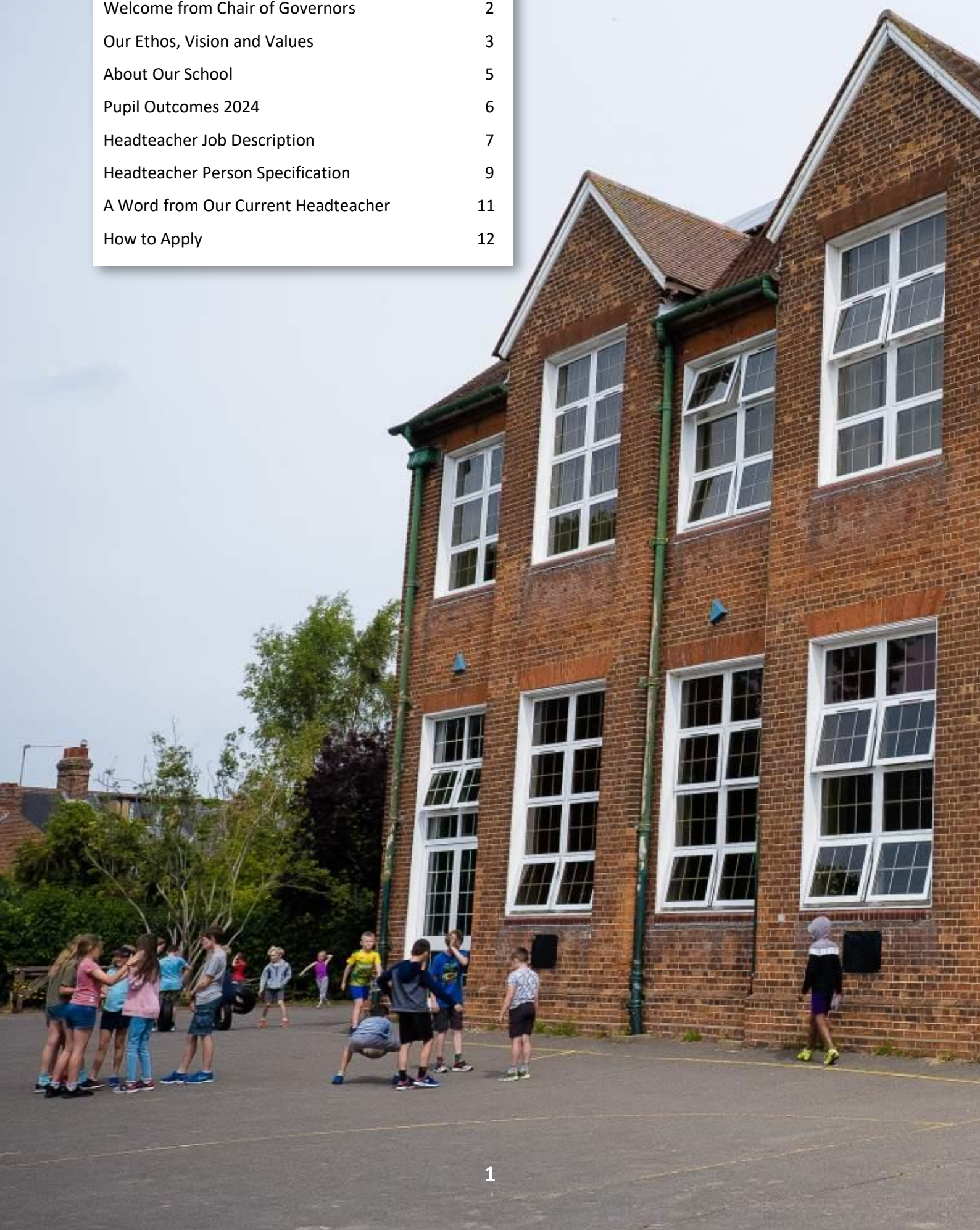


## Headteacher Recruitment Pack



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## Welcome from Chair of Governors

Thank you for expressing interest in the position of Headteacher at West Oxford Community Primary School.

At the end of the summer term Mrs Emma Goodes is moving to a new school and will be much missed by us all. She has been an inspiring, caring and supportive Headteacher for the past 5 years, and has led the school through many changes and exciting developments.

In this recruitment pack we hope to give a flavour of the school and a clear indication of what we are looking for in our new Headteacher. We are a 'Good' school recently described as being on the cusp of 'Outstanding'. The successful candidate will lead a school that has a warm and welcoming atmosphere, is nurturing to pupils and where everyone is valued. We have supportive parents and the school is closely integrated with the wider community. The governors and staff at West Oxford are committed to actively creating an environment with ambitious outcomes, where teachers and pupils can continuously learn and grow. We aspire for our school to be even better and see the recruitment of a new Headteacher as a fantastic opportunity to enrich the school and take it in new and exciting directions.

The Governing Board are seeking to appoint a Headteacher who will have the commitment and passion to build on our vision to provide the highest quality education. If you have what it takes to deliver excellent leadership, we would love to hear from you.

I look forward to meeting you.

*Rebecca Huxley*  
Chair of Governors

# We are on **TRACK**



## **Our Ethos, Vision and Values**

We have worked hard to embed our school values into our daily school life. They were chosen by the whole school community, including parents, carers, children, staff and governors. The values reflect who we are as a school and we have certificates and a celebration explicitly linked to our values.

Our vision statement says:

# Inspiring curious minds and responsible citizens

Our new enquiry based curriculum endeavours to encourage curiosity for all children in their learning and we work to ensure that our children are responsible, well rounded citizens.



## About our school

### Key school data

Number of pupils on roll (nursery to year 6)	219
Attendance for the year 2023/4	96%
SEN	11% (27 children)
EHCP	5.6% (12 children)
EAL	43% (93 children)
Pupil Premium	10.4% (22 children)

West Oxford Community Primary School is a short distance from the centre of the historic city of Oxford, with good transport links and a 5-minute walk from the train station. Children join us from the surrounding cul-de-sacs but also from Botley, Jericho and further afield.

Founded in 1913, West Oxford Community Primary is a diverse and welcoming school at the centre of an engaged local community. It is a very special place where children are enthusiastic and motivated to achieve endless possibilities. The curriculum is broad and inclusive to reflect our children and has been reimagined this year with our exciting new enquiry-based approach which places an emphasis on questioning, encouraging discussion, deeper thinking and making the learning more active.

We have over 200 children in school aged between 2–11, with over 20 different languages spoken from a diverse mix of cultural backgrounds which span a full range of abilities and enrich school life. Our school has easy access to Oxford’s fascinating cultural and natural resources and our children regularly visit the city’s world class university museums which lie within walking distance.

Our school is bounded by rivers and nature reserves creating plentiful opportunities for outdoor learning. Our 2023 ‘Good’ Ofsted report noted the respectful behaviour of our students towards each other and our teachers. They also commented on how well parents and governors support both their children and the wider school. West Oxford Primary children are curious, open minded and enjoy coming to school. We have a strong environmental ethos, from encouraging walking or biking to school and cooking healthy meals in our school’s kitchens, to exploring the surrounding rivers and nature reserves.

Our very popular early years and KS1 teaching provide the children with a strong foundation for learning. Our pupils enjoy sporting activities and we have taken part in tournaments for cross country, football and quad kids just to name a few. We have a high quality music provision, with all pupils enjoy singing and many receiving instrument tuition. A successful choir runs from our school and welcomes singers from both within and outside of the school community. In addition, we run an indoor club at lunchtimes and also have karate, Mandarin lessons and sports clubs after school. Our wrap around provision is incredibly popular and is overseen by Oxford Active. The school has achieved a range of national awards including: A Gold Arts Quality Mark, Eco Schools Award and the Silver Sports Mark.

The school's financial position is currently stable, with a balanced budget that reflects careful stewardship of resources. However, we recognise that looking ahead, pressures on funding will require innovative and strategic financial leadership. Our historic, Victorian-era school building presents both a rich heritage and a long-term challenge, necessitating thoughtful capital investment to ensure it continues to provide an outstanding learning environment. We are seeking a Headteacher who can work collaboratively with governors, staff, and the wider community to explore creative solutions, secure funding opportunities, and drive sustainable improvements for the benefit of current and future pupils.

The school and governors continue to strengthen communications with parents to build both confidence and trust in the leadership team at the school. We are seeking an energetic and empathetic leader who can harness the unique resources of the community and city to deliver an excellent education for our children.

## Pupil Outcomes 2024

### 2024 KS2 SATS results

We are very proud of our SATS results this year, with all of our Year 6 making excellent progress in preparation for secondary school.

#### Test results

	Attained expected standard	National Average 2023
English: reading	93%	74%
English: grammar, punctuation and spelling	96%	81%
Maths	87%	73%
Writing	93%	72%

West Oxford Combined score 83%, National Combined score 61%

	Attained Greater Depth standard
English: reading	43%
English: grammar, punctuation and spelling	37%
Maths	30%

2024 Phonics scores Year 1: 92%, Year 2 retakes 33%

2024 EYFS data: 77% (national 67%)

# Headteacher Job Description March 2025

## Main purpose

The Headteacher will provide inspirational leadership to bring out the best in the school community. They will lead by example and be a role model for everyone. Through the management of staff and resources, and working closely with governors, they will ensure that all pupils reach their full potential and grow as emotionally intelligent young citizen

Leadership scale range from L15 –L17 depending on experience

## Duties and responsibilities

### Leading teaching and learning

1. Ensure outstanding teaching and learning, whether curricular or extra-curricular, is at the core of strategic planning, resource management and effective delivery.
2. Promote an exciting and challenging curriculum that inspires children to develop their own learning to learn skills.
3. Ensure a culture of ambitious standards for all pupils, overcoming disadvantage and advancing equality.
4. Communicate and work closely with families both directly and indirectly to ensure that learning is supported at home.
5. Monitor, evaluate and review classroom practices and collaboratively and creatively develop improvement strategies.
6. Challenge underperformance at all levels, including staff and pupils, and ensure effective improvement.
7. Ensure that the curriculum is regularly reviewed, evaluated and updated, taking into account local and national initiatives, policies and statutes, in co-operation with colleagues, governors and the local authority.
8. Ensure that a broad range of extra-curricular activities flourishes at the school in order to support challenge and stimulation for all.
9. Ensure that high standards of behaviour and attendance of the pupil are maintained.
10. Be involved in teaching classes when cover is required.

### Developing self and working with others

1. Treat people fairly and with dignity and respect to maintain a positive school culture.
2. Build a collaborative culture within the school (at all levels – within the staff, between staff and pupils, staff and families, and amongst all families using the school).
3. Actively engage with other schools, especially in the West Oxford Schools Partnership, to support joint learning and to secure appropriate resource allocations.
4. Develop and maintain effective strategies and procedures for staff induction, professional development, performance review and staff retention.
5. Ensure effective planning, allocation, support and evaluation of work undertaken by staff, ensuring clear delegation of tasks and devolution of responsibilities.
6. Acknowledge the responsibilities and celebrate the achievements of staff.
7. Review the professional development of all staff at the school annually and report progress and actions to the governing body.
8. Regularly review own practice, set personal targets, appraisal and objectives, and take responsibility



### Managing the organisation

1. Responsible for the organisation and management of the school in accordance with national, local and the school's policies and staff code of conduct.
2. Ensure that outstanding teaching remains a primary focus by recruiting, developing and nurturing this core value in all teaching and support staff.
3. Support and develop a strong senior leadership team that reflects the school's ethos, enabling the management systems, structures and process to work effectively in line with legal requirements.
4. Ensure that a positive culture of safeguarding exists within the school community.
5. Work with the governing body to produce and implement clear, evidence-based improvement plans and policies for the development of the school.
6. Work with governors to ensure that a sustainable financial strategy is in place for the medium to long term.
7. Manage the financial and human resources (with the school business manager) effectively and efficiently to achieve the school's goals and priorities.
8. Manage and organise the school infrastructure and environment effectively to ensure that it meets the needs of the school including all health and safety regulations.
9. Ensure that everyone across the school community works collaboratively, shares knowledge, celebrates success, and accepts responsibility for outcomes.
10. Ensure staff accountabilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation.
11. Actively support the governing body to deliver its functions effectively, including the strategic leadership of the school and holding the Headteacher to account for pupil, staff and financial performance.

### Strengthening community links

1. Promote and engender positive community cohesion especially through strong relationships with the West Oxford "Friends" and other volunteers at the school.
2. Collaborate, at both strategic and operational levels, with parents, carers and other relevant agencies to secure the wellbeing of all pupils at the school.

## Person Specification

The selection process will be based on the following essential and desired selection criteria.

### Qualifications

#### Essential

- Qualified teacher status

#### Desired

- National Professional Qualifications for Headship (NPQH)

### Experience

#### Essential

- Head, Deputy or Assistant Head level
- Performance management and staff development experience
- Track record of raising standards in teaching and learning
- Substantial teaching experience across primary phases
- Track record of effective working relationships across school communities

#### Desired

- Understanding of and adherence to school related regulations and issued guidance (e.g. GDPR)
- Experience of leading income generation
- Experience of managing site or building improvement projects
- Experience of school budgeting and financial management

### Skills and Knowledge

#### Essential

- Excellent communication and interpersonal skills
- Ability to build effective working relationships with staff, pupils, parents, carers, governors, volunteers, visitors and members of the local community
- Ability to model high-quality teaching and support others to improve
- Analytical skills and ability to use data to set targets and provide insights
- In-depth understanding of Safeguarding and Safer recruitment
- Excellent organisational and time management skills

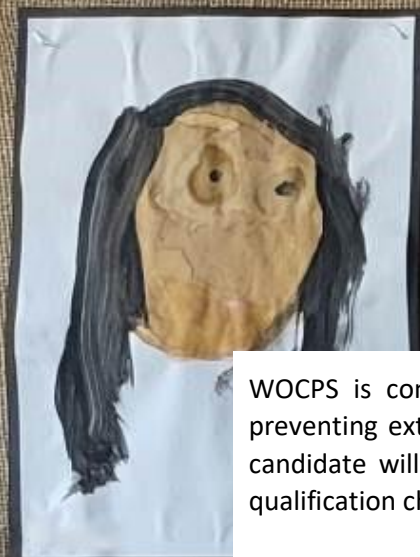
#### Desired

- Understanding of school finances and financial management practices

### Personal qualities

#### Essential

- Commitment to improving outcomes for all pupils
- Commitment to the ethos and values of the school
- Commitment to continued professional and personal development
- Commitment to solving problems effectively and creatively
- Commitment to safeguarding children
- Ability to work under pressure, prioritise effectively, and delegate accordingly
- Proactive communicator and community-builder



WOCPS is committed to safeguarding and promoting the welfare of all pupils and preventing extremism. All staff are expected to share this commitment. The successful candidate will be expected to undertake an enhanced DBS and relevant identity and qualification checks before a formal offer is made.

**“Safeguarding is everyone’s responsibility, every day”**

WOCPS is an equal opportunity employer and we welcome applications from a range of backgrounds to represent diversity in our school community.





## A word from our current headteacher

It has been my absolute privilege to have worked here as Headteacher since 2020. In that time the pupils have continued to astound me with their amazing academic results and their embodiment of our school values.

The children are a delight to engage with. They aim to have 'curious minds and to be responsible citizens' by using the zones of regulation and the restorative approach to friendships. The dedicated skilled staff work strongly as a team, supporting each other through coaching, mentoring and lending a helping hand or listening ear when needed!

The governors are a dedicated group, who are supportive and carry out their strategic and monitoring roles effectively. The school is outward looking and values the different partnerships it has, including the West Oxford Schools partnership – a network of local schools who work closely together on shared priorities, conducting peer-to-peer reviews, sharing resources and collective CPD, and offering advice to each other when needed. The school also accesses a variety of training offered by different teaching schools, such as our work this year with The Mulberry Bush.

As a headteacher, I really value the partnership and support offered by Oxfordshire County Council, which offers up-to-date training for headteachers on current and national issues, support to new heads and aspiring leaders, and conferences on current topics and leadership.

I hope this information has encouraged you to apply to become West Oxford's next Headteacher, and to be excited to lead the school on its continued journey of success.

Emma Goodes



**How to apply**

We very much encourage you to visit our school.  
Please contact the school office on:  
[office@westoxfordschool.co.uk](mailto:office@westoxfordschool.co.uk) or 01865 248862 to make an appointment.

**Key dates:**  
Informal **school visits** – by appointment  
**Closing date** for applications – 24th March 2025 at 5pm  
**Interview date** – 1st April 2025

Applications will only be accepted on an OCC Application Form.