

**Inspire & Flourish**



**St Oswald's**

C of E Primary School, Guiseley



# **Headteacher Recruitment**

Information for Applicants



## Overview

**Position:** Headteacher – St Oswald's C of E Primary School, Permanent  
**Leadership Point:** L18-24  
**Location:** Guiseley, West Yorkshire  
**Contract:** Permanent from September 2025

**Closing Date:** 9am 21<sup>st</sup> March 2025  
**Shortlisting:** 24<sup>th</sup> March 2025  
**Selection & Interview Days:** 27<sup>th</sup> and 28<sup>th</sup> March 2025

## Who are we?

**St Oswald's C of E Primary School has stood proudly on The Green in Guiseley since the 16th century. It has inspired thousands of children to reach their full potential, creating a culture of lifelong learning.**

The Governors and our school community are now looking for an inspirational, dynamic and driven Headteacher who isn't afraid to challenge but embodies our school vision and values. They need to be ready to lead our school into its next exciting chapter.

We are an ambitious school. Children at St Oswald's flourish because of our commitment to a holistic, inclusive curriculum. As the school of choice in our community we offer provision from Pre-School where children learn with a sense of awe and wonder. Children at St Oswald's build life skills that prepare them to leave us in Year 6 ready to embark on their next adventures.





## Who are we looking for?

We are looking for a new Headteacher who can build on our recent OFSTED judgement. We want to incorporate research-informed teaching methods to ensure our children have access to high quality, inclusive learning opportunities. We want to further develop our extra-curricular activities and partnerships within our local community.

The Christian vision and values at St Oswald's is of central importance to governors and other stakeholders. Therefore, the school is seeking a headteacher who will ensure that these Christian vision and values, and associated values, are effectively promoted and lived out.

The school has a mutually beneficial relationship with our Church. Whilst the school workforce are not all practicing Christians, all work in sympathy with the vision and values of a Church of England school. Please read our latest SIAMS Inspection Report.

We are looking for an individual who will help us realise our ambition striving for excellence by supporting all staff and colleagues to develop, grow and inspire our pupils throughout their time at St Oswald's.

The school is actively exploring opportunities and possibilities of academisation.

The successful applicant will have a proven track record of excellent leadership, management and the knowledge and skills to:

- Ensure that the children at St Oswald's have the best opportunity to realise their full potential in a broad range of balanced, creative and challenging curriculum in a caring, supportive, encouraging and inclusive community.
- Be an inspirational, compassionate and forward-thinking leader using developed strategies in order to further improve our school.
- Provide strategic direction whilst prioritising wellbeing and professional development of our dedicated team across the school.
- Ensure that the Christian vision and values of the school is that the heart of everything we do.
- Be resolute in providing the conditions for an effective safeguarding culture across school.
- Be outward looking, ready to embrace new developments in educational practice, whilst continuing to value the strengths of the current partnerships held and developing these further.
- Remove barriers to learning by pledging a commitment to inclusivity.





- Actively promote and demonstrate proactivity for ongoing professional development of all colleagues within St Oswald's.
- Work in partnership with the church, key stakeholders, parents and governors.

Please note it is the schools policy that reimbursement will not be made with regard to candidate expenses.

## Information about St Oswald's C of E Primary School

St Oswald's is a Church of England Primary school, one of a family of church schools in the Dioceses of Leeds. The position has arisen due to the current headteacher securing a prominent promotion to another school in the Leeds City Council area.

Our school is situated in the town of Guiseley approximately 10 miles from Leeds.

## Our Vision



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## Our Values



### Excellence

We strive to be the best we can be. We can talk about our strengths and things we need to improve upon. We can reflect upon how our work is improving every week.

### Perseverance

We put effort into the whatever we do, persevering through challenges and difficulties. We can talk about what we achieved through perseverance. We can reflect upon times when found success through perseverance and when we needed more.



### Kindness

We show kindness to one another through our words and actions. We can talk about how to be kind, and what a difference kindness shown to us had made. We can reflect upon how kind our choices have been.

### Courage

We are brave enough to try new things, and understand that we are finding out about ourselves. We can talk about our courage, the courage of others and where we lacked courage. We can reflect upon where our courage took us.



### Wonder

We find out something new every day through reading or asking questions. We can talk about the things we want to know more about. We can reflect upon what our wonder led us to.





## Curriculum

We have a broad, balanced and inspirational curriculum. We want our pupils to engage with learning in a way that inspires and enables the children to flourish. Outdoor learning is integral to our school. We use our extensive school grounds, off site and residential visits to generate a love of the outdoors within our pupils.



## Church of England Voluntary Aided Primary School

St Oswald's Church stands within walking distance of the school and is valued by both pupils and staff. Collective worship and festivals are celebrated in partnership with the church and volunteers from the church provide an active role in supporting and encouraging the Christian vision and values of our school. Children actively engage in these opportunities, and we have a flourishing Spirituality Council group within our school.



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## More Information

The schools newly refreshed vision is ambitious, has high expectations for performance and conduct and is underpinned by a strategy for raising standards in all areas. Governors want to appoint the very best headteacher for St Oswald's.

We look forward to receiving your application.

For any questions regarding the post, an application form or to arrange a tour of the school, please contact Nicola Towers, Clerk to the Governors on [nicola.towers@stoswaldsleeds.org](mailto:nicola.towers@stoswaldsleeds.org) or **01943 873570**

Further information about St Oswald's, including details of the current curriculum offer, are available on our website: [stoswaldsleeds.org](http://stoswaldsleeds.org).

We are committed to safeguarding and promoting the welfare of our students and an Enhanced DBS check will be required for this post. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. In line with KCSiE 2024, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.





# JOB DESCRIPTION: HEADTEACHER

## Ethics and Professional Conduct

The headteacher will be expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the National Standards of Excellence for Headteachers.

The headteacher will be expected to uphold and demonstrate the 'Seven Principles of Public Life' at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

The headteacher will be expected to uphold public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, the headteacher will be expected to:

- Build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position.
- Show tolerance for and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law.

As leader of their school community and profession, the headteacher will be expected to:

- Serve in the best interests of the school's pupils.
- Conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen.
- Uphold their obligation to give account and accept responsibility.
- Know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities.
- Take responsibility for their own continued professional development, engaging critically with educational research.
- Make a positive contribution to the wider education system.







## School Culture

The headteacher will be expected to:

- Inspire the whole school community to learn and aspire in an inclusive environment, promoting the school's Christian vision and values and supporting the vision and values of the school.
- Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community.
- Create a culture where pupils experience a positive and enriching school life.
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
- Ensure a culture of high staff professionalism.

## Teaching

The headteacher will be expected to:

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.
- Ensure effective use is made of formative assessment.

## Curriculum and Assessment

The headteacher will be expected to:

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading.
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.





## Behaviour

The headteacher will be expected to:

- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy.
- Implement consistent, fair and respectful approaches to managing behaviour.
- Ensure that adults within the school model and teach the behaviour of a good citizen.

## Additional and Special Educational Needs and Disabilities

The headteacher will be expected to:

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities.
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively.
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate.
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

## Professional Development

The headteacher will be expected to:

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs.
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development.
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.





## Organisational Management

The headteacher will be expected to:

- Undertake the role of Designated Safeguarding Lead as per Annex C of Keeping Children Safe in Education. Ensure the protection and safety of pupils and staff through effective approaches safeguarding, as part of the duty of care.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Ensure staff are deployed and managed well with due attention paid to workload.
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently.
- Ensure rigorous approaches to identifying, managing and mitigating risk.

## Continuous School Improvement

The headteacher will be expected to:

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement.
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context.
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.
- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.
- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- Establish and sustain professional working relationship with those responsible for governance.
- Ensure that staff know and understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

## Health & Safety

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.





## Person Specification

Title of Post	HEADTEACHER		
Date	December 2024		
Qualifications	Essential/ Desirable (E/D)	How Identified	
1	Qualified teacher status	E	Application
2	N.P.Q.H.	E	
Professional Development and Experience	Essential/ Desirable (E/D)	How Identified	
1	Successful senior leadership role within the Primary phase	E	Application
2	Successful primary teaching experience	E	
3	Recent and relevant professional development, including safeguarding	E	
4	Experience across more than one phase of primary education	E	
5	Leadership experience in more than one school	E	
6	Experience, at a senior level, of successful Ofsted and SIAMS Inspections	D	
7	Experience of working in a diverse range of schools	D	
Knowledge, Skills and Abilities	Essential/ Desirable (E/D)	How Identified	
1	Up to date knowledge of national initiatives and developments in Early Years and primary education	E	Application and Selection process





2	Ability to develop, support and maintain the Christian vision and Christian ethos of the school within a multi-faith community	E	
3	Ability to motivate, lead and engage pupils, staff, parents/ carers and governors	E	
4	Knowledge of effective school evaluation and strategic planning to bring about sustained school development	E	
5	Ability to communicate effectively (both orally and in writing) to a variety of audiences	E	
6	Ability to develop and support effective partnership working	E	
7	Skills to evaluate and improve learning through excellent teaching and student support	E	
8	Excellent organisational skills	E	
9	The ability to develop a curriculum which promotes equity and pupils' academic achievement alongside their personal development (spiritual, moral, social, cultural, creative and physical) and well-being	E	
10	Knowledge and skills to lead high quality collective worship	E	





11	Knowledge and experience of how to set and manage budgets to support school improvement	D	
12	Knowledge and understanding of equality and diversity issues and how they can be effectively addressed in schools	E	
13	Knowledge of effective procedures for managing and promoting students' positive behaviour	E	
14	Knowledge and understanding of data analysis and the important impact this can have on student achievement	E	
15	Knowledge and understanding of how to maximise the positive impact of progressive IT application in an educational setting	D	
16	Knowledge and experience of working to the SEND code of practice	E	
17	Knowledge of effective inclusion practice	E	
18	Knowledge and experience of implementing effective attendance and safeguarding policy and procedures	E	
Personal Attributes	Essential/ Desirable (E/D)	How Identified	





1	Commitment to inclusion, meeting the needs of all children, including the vulnerable, those with special needs/ disabilities and potential high achievers	E	Application and Selection process
2	A commitment to continuing professional development	E	
3	A commitment to working positively with members of the Local Governing Committee to establish effective and transparent governance	E	
4	Adaptability to changing circumstances and new ideas	E	
5	A strong understanding and focus on staff well-being	E	
6	Excellent interpersonal skills, approachable to all members of the school community	E	
7	An appetite and stamina for challenging work	E	
8	A solution-focused mindset and determined “no excuses” approach to raising standards	E	
9	Commitment to upholding the school’s ethos, values, policies and procedures	E	





10	A developed educational philosophy	E	
Equal Opportunities	Essential/ Desirable (E/D)	How Identified	
1	Acceptance of, and a commitment to, the principles of the school's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the pupils and community	E	Application and Selection process
2	Commitment to equal opportunities policies relating to all protected characteristic in an educational context	E	
Safeguarding	Essential/ Desirable (E/D)	How Identified	
1	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS check
2	Has appropriate motivation to work with children and young people and can relate to them	E	
3	Displays commitment to the protection and safeguarding of children and young people	E	
4	Good knowledge and understanding of the importance of safeguarding pupils and the welfare of staff and the action to take to support this	E	







5	Experience of working as a Designated Safeguarding Lead (or deputy)	E	
Personal Circumstances	Essential/ Desirable (E/D)	How Identified	
1	Legally entitled to work in the UK	E	ID and Enhanced DBS and criminal background check
2	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/ young people/ vulnerable clients/ finance	E	
3	Willingness to complete a Pre-Employment Health Declaration if appointed	E	Health Declaration

All job descriptions may change and/or be amended, following negotiation. Job descriptions are not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to fulfil other duties commensurate with the role.

