



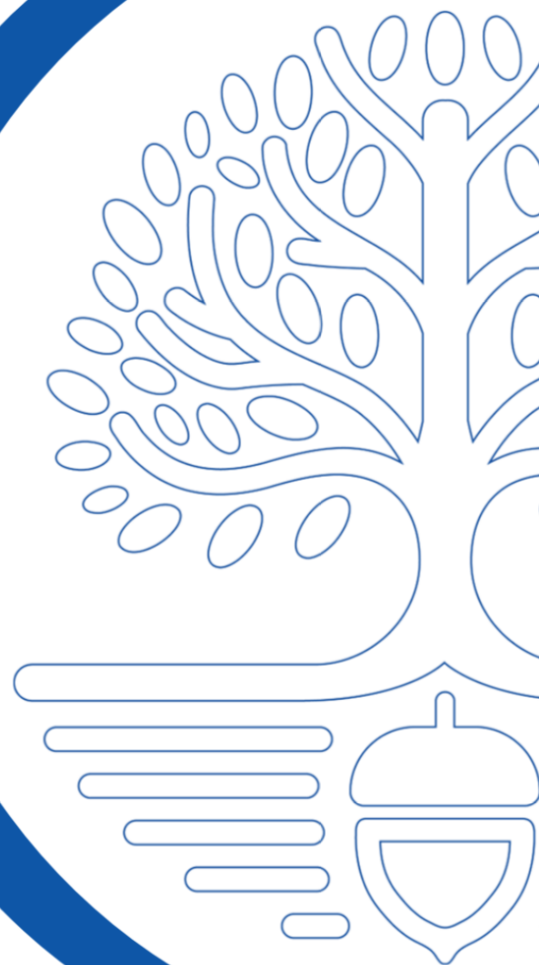
CORVEDALE

Church of England
Primary School & Nursery

INFORMATION PACK HEADTEACHER

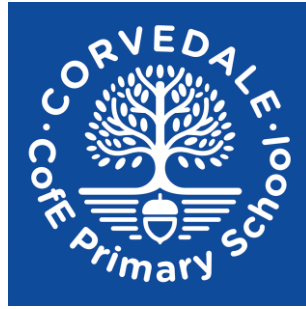
Start date

April 2026



Information for applicants

Shropshire Council, The Guildhall, Frankwell Quay, Shrewsbury,
Shropshire SY3 8HQ

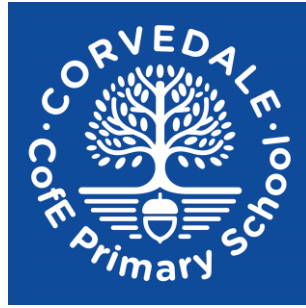


"Love God, Love Learning, Love Life"

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"Love God, Love Learning, Love Life"

INTRODUCTION

POST: HEADTEACHER

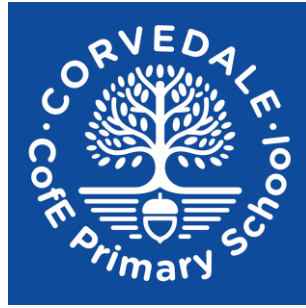
JOB TITLE:	Headteacher
SALARY RANGE:	Leadership Range L9 £63,070 – L15 £73,105
POST STATUS:	Permanent
TEACHING COMMITMENT:	0.4 – 2 days per week (reviewable in the context of pupil numbers and budget)
START DATE:	13th April 2026

The Governors of Corvedale C of E Primary School & Nursery invite applications for the above post from candidates who meet the criteria outlined on the following pages.

Information is also given in this pack about:

- The School
- Education in Shropshire
- The Post

Visits to the school are actively encouraged and can be arranged by telephoning the school administrator direct on (01584) 841630 or email: admin@corvedaleprimary.co.uk



"Love God, Love Learning, Love Life"

The School and Education in Shropshire

About our school:

Our vision and Christian values are at the heart of everything we strive for at Corvedale.

Our vision is to foster a love of God, a love of learning and a love of life. We work to foster a love of God through our Collective Worship, which aims to link our Christian faith to our daily lives, and through our school values which are actively promoted and reinforced through all that we do. Our vision of learning is centred on a challenging, exciting and extensive curriculum. For life, our vision is of a kind, supportive community of teachers and learners, in which trust is central to all relationships.

Our values centre on "Love God, Love Learning, Love Life" through the linked values of compassion and respect, endurance and wisdom, friendship, trust, service and British values. A fuller explanation of these values can be found on the school website.

Corvedale is a small, friendly, family-orientated primary school in the heart of the village of Diddlebury in south Shropshire. The school was formed in 1982 by an amalgamation of four primary schools serving the Corvedale.

"This is a calm and happy school that pupils are proud of. Pupils say that the school is 'like a family'. The staff know the pupils and their families really well and they establish warm and nurturing relationships. A typical parental comment was 'This is a lovely school with a family atmosphere and strong sense of happiness and well being'." Ofsted 04/24.

Children join our main school in Reception when they are four and stay with us until Year Six, when they move on to high school. We are able to take 15 children in each year group and currently have 64 children in the main school and 21 in the Nursery. Children are taught in mixed age classes and we have three classes and the Nursery.

"Children in early years settle quickly. They are polite, well mannered and follow routines. They are taught to be independent and resilient learners." Ofsted 04/24.

As children move through the school we are committed to providing them with high quality learning experiences which develop their knowledge and skills and lead to a consistently high level of achievement each year. We also believe that by guiding children to grow into positive, responsible people who can work and cooperate with others they will achieve their true potential in life. According to the Telegraph, using data from the 2023/24 academic year measuring factors such as exam results, class sizes and pupil progress we were placed as the 4th best primary school in Shropshire.

At Corvedale we offer a curriculum that is broad and balanced. Although we strive to ensure our children thrive academically, we believe in the importance of developing the whole child and consequently sport and the arts feature strongly in our curriculum.

“The school has high expectations of pupils. The curriculum is ambitious and has been carefully considered to take account of mixed age classes. Pupils learn in depth about their local environment and its history. This helps them to develop a strong sense of citizenship.” Ofsted 04/24.

Our school is situated in the beautiful landscape of south Shropshire and learning outside of the classroom is strongly encouraged. As well as a variety of visits and visitors, older children take part in activities such as a shelter camp and an annual residential trip.

We also have a sensory garden, forest school area, gardening plots and a purpose-built outdoor classroom/shelter. These features help to nurture the physical and mental well-being of our pupils.

The school provides both before and after school care including a Breakfast Club. Extra-curricular activities include multi-sports, Netball, Drama, Chess and Seed Pips.

We are committed to working in partnership with parents and carers and value the support they give to school. Our staff are talented, dedicated and caring and, together with our Governors, work hard to provide a welcoming and supportive atmosphere in which all children are able to flourish.

Shropshire and Local Authority

Shropshire is a particularly attractive rural county which is sparsely populated and built upon an agricultural landscape.

It boasts the large market town of Shrewsbury, looped by the River Severn which cuts its way through the county. It is also home to the Shropshire Hills, an area designated as an Area of Natural Beauty which provides heritage, scenic views and opportunities to explore.

Shropshire offers a wide range of places to live from busy towns to sleepy villages all within easy access via the M54, A5, M6 and rail to the rest of England, Scotland and Wales.

Local Authority

Shropshire Council is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation, religion or disability.

Within the county there is a mixture of Local Authority controlled schools, academies and free schools. Schools are supported by an Advisory Service which includes both subject specialists and primary generalist area advisors. As a low support school, Corvedale has a School Improvement Advisor who visits at least once each year. There is a substantial CPD programme and consultancies can be purchased. Newly appointed heads are invited to take part in an induction programme. The Children's and Young People's Service Directorate gives support to schools in financial, personnel and management matters.

Emphasis is placed upon the school development planning process as a means of ensuring a successful cycle of monitoring and evaluation of the school's progress, linked into advisory visits.

Emphasis is also placed upon the support that is available through schools working together in groups and clusters. There are nineteen school development groups and several informal clusters and an association for small schools has been formed.

Hereford Diocese

Corvedale is a Voluntary Aided Primary School and lies in the Diocese of Hereford. For details of the diocese see the letter from the Diocesan Director of Education. The school has seven Foundation Governors including the local Rector who is an ex officio governor. Foundation Governors must outnumber other Governors by two.

Letter from the Chair of Governors

Dear Applicant,

We have been fortunate to have a sustained period of time under strong leadership which has grown the school and developed it to its present strong position. Whilst we are sorry to lose our present Headteacher, we realise that this is an opportunity for someone with vision, dedication and ambition to continue to grow the school to the next level of excellence.

Whoever is successful in gaining the post can be reassured that they will be supported by a very experienced team who are very committed and always ready to go the extra mile - whether they are teaching staff, support staff, governors or parents. The teaching staff and support staff in general have been in post for a number of years, and staff turnover is very low. They are all very experienced and assured in their roles. The only new members of the team are additional nursery staff taken on because of the growth in the nursery.

The Governing Body is very strong and Shropshire School Improvement Governance audit October 2022 rated the potential impact on school improvement of the Governing Body as "HIGH" with all key statutory responsibilities met. This was reinforced by our Ofsted inspection in 2024 which stated "Governors understand their roles. They ensure they challenge school leaders to maintain an accurate and up-to-date view of the school. They are conscious of the workload and well-being of the staff. Staff feel listened to and are proud to work at the school." Audits of governor skills show that we have experience across all areas. In a small school like ours, where there is not an underlying senior leadership team, the support of the Governing Body as a critical friend of the Headteacher is very important. The main work of the Governing Body is carried out by two committees: the Resources Committee and the Standards Committee, supported by "Task and Finish Groups" where needed. Whilst we challenge the Headteacher in committees we also support and work very closely with him to maintain and improve all aspects of the school's performance. Every subject area has a Link Governor who works closely with the staff member concerned. We are confident that the successful candidate would find a very supportive and understanding Governing Body.

A review of returns to the Parent Questionnaire carried out every November, and published on the school website, will demonstrate both the support the school enjoys from parents and the high regard it is held in within the community. An overwhelming number of parents (96-100%) view what the school offers as either excellent or good. The "needs improvement" except for homework and extra-curricular activities is largely equivalent to one parent's response. 96% of our parents would recommend our school to other parents and 100% feel that it is a safe and happy place to learn with 98% endorsing that their children are making good progress and 96% believing that good behaviour is promoted. The parents also run Corvedale School Association (CSA) which successfully each year, along with the local philanthropic Millichope Foundation, provides much-needed financial support. The Millichope Foundation underpins music provision.

At present we have 64 children on roll and numbers are forecast to increase to 70 or above. The school took over the previously private nursery in 2020 and has enjoyed a steady rise in numbers to a position where we are employing more nursery staff and have extended the floor space.

Fourteen children joined reception from the nursery this year and the same number is expected next year and in coming years. The school is forecast to make a small budget surplus this year whilst retaining the present staff and resource levels. The fabric of the building is good. One of the exciting challenges for the school is how to accommodate the forecast growth in pupil numbers. The school has also worked closely with the neighbouring

village hall committee and the parish council to improve facilities. This includes resurfacing the playground and improving the school play area.

The children themselves are an asset to the school with visitors frequently commenting on their good behaviour and politeness. About half the children are transported in and the school has a very large geographical catchment area. Most of our pupils go on to attend Ludlow Secondary School but some go on to Church Stretton School or private schools.

The best thing I can recommend to any applicants with an aspiration to grow and develop a school upon which they can put their own mark, is to explore the school's web site which offers a comprehensive picture of all aspects of the school, followed by a visit to the school to see for yourself why an application for this post would be to your advantage. A visit will show that at the heart of our school is a shared vision of teamwork and ambition for all pupils to fulfil their true potential within our explicit Christian values.

David Hedgley
Chair of Governors

Dear Applicant,

The Diocesan Board of Education (DBE) warmly welcomes your interest in the position of Headteacher of Corvedale CofE Primary School.

The DBE directs and oversees the work of the Diocesan Education Team, which is committed to work in the 78 church schools within the diocese. We advise and provide training on all aspects of denominational education, including collective worship, religious education, Statutory Inspections of Anglican and Methodist Schools (SIAMS), church school governance and leadership. The Education Team also provides specific induction training for newly appointed headteachers, whether they are new to the diocese, new to headship, or new to church school headship.

The Hereford DBE shares the Church of England's 2016 vision for education, as set out in 'Deeply Christian, Serving the Common Good' and all of the Education Team's work with schools is rooted in this vision. The focus is on the right of all to be able to flourish through a high-quality Christian education, enabling both adults and children to live life to the fullest.

Many ethos statements for Church of England schools state, "Recognising its historic foundation, the school will preserve its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level." Every Church of England school in the Diocese of Hereford aims to serve its whole community by providing an inclusive education of the highest quality within the context of Christian belief and practice. This encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all pupils. The close partnership with our team of headteachers is extremely important in ensuring we achieve these aims.

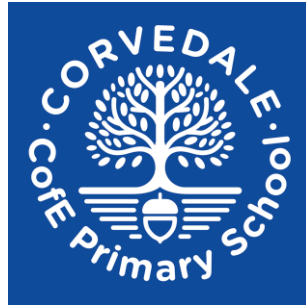
With prayers and good wishes as you further consider your application.

Kind regards,



Gemma Martin

Diocesan Director of Education



"Love God, Love Learning, Love Life"

JOB TITLE:	Headteacher
SALARY RANGE:	Leadership Spine Range L9 £63,070 – L15 £73,105
POST STATUS:	Permanent
RESPONSIBLE TO:	The Governing Body of Corvedale CofE Primary School and Nursery
REPORTING TO:	The chair of governors
RESPONSIBLE FOR:	All teaching, administrative and other staff employed by the governing body at the school and the Nursery
TEACHING COMMITMENT:	0.4 – Teaching 2 days per week (reviewable in the context of pupil numbers and budget)

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. This position is subject to an enhanced Disclosure and Barring Service check, satisfactory references, and proof of qualifications and the right to work in the UK.

The statutory conditions of the headteacher are laid down in the School Teacher's Pay and Conditions Document and the key areas of Headship are contained in the DfE National Standards for Headteachers. The following details summarise the main tasks expected of the Head of the school. Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The headteacher may be required to carry out other reasonable duties delegated by the board of governors

Main purpose

The headteacher will:

- Provide professional vision and leadership for the school and nursery which secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and outcomes for pupils.
- Maintain and develop our Christian Ethos in collaboration with the governing body, Diocese and staff.
- Establish and articulate a strategic vision, aims and objectives for the school and nursery, together with the governing body and in consultation with the school community.
- Identify problems and barriers to school and nursery effectiveness and develop strategies for school improvement that are realistic, timely and suited to the school's context in collaboration with other professionals.
- Ensure that these improvement strategies are implemented effectively.
- Monitor and report progress towards achieving the school and nursery's aims and objectives.
- Allocate financial resources appropriately, efficiently and effectively.
- Ensure that, and satisfy the governors that, school policies and practices comply with national, local and school requirements and monitor and evaluate their impact taking appropriate improvement actions.
- Lead strategic projects at the school as agreed with the governing body.
- Represent the school in the outside world professionally.
- Prepare the school for assessment by Ofsted and SIAMS.

Qualities

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Build positive and respectful relationships across the school and nursery community.

- Serve in the best interests of the school and nursery's pupils.

Duties and responsibilities

School and nursery culture and behaviour

The headteacher will:

- Create a culture founded on our strong Christian ethos, where pupils experience a positive and enriching school life and learning environment.
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from pupils, built on our Christian school values and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour.
- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes

Teaching and learning

The headteacher will:

- Ensure high standards of teaching and learning across all subjects and phases.
- Lead the development of teaching and learning within the school.
- Monitor and evaluate the quality of teaching and learning standards and the impact they have on all pupils' outcomes to inform improvement strategies and decisions.
- Establish curriculum leadership that develops and implements high quality curriculums in all subject areas to all pupils, that meet the statutory requirements of the National Curriculum.
- Ensure that pupils develop study skills in order to learn more effectively and within increasing independence.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement.
- Ensure the spiritual, moral, social and cultural development of pupils.

Additional and special educational needs and disabilities

The headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum.
- Have ambitious expectations for all pupils with SEN and disabilities.
- Make sure the school and nursery works effectively with parents, carers and professionals to identify additional needs and to provide support and adaptation where appropriate.
- Make sure the school and nursery fulfils statutory duties regarding the SEND Code of Practice.

Safeguarding

The head teacher will:

- Be the Designated Safeguarding Lead and be accountable for all elements of this role.
- Ensure we comply with the school and nursery's Child Protection and Safeguarding policy and that this policy is kept up to date and compliant - see the school website.

Managing the school

The headteacher will:

- Create and manage an effective, motivated staff team and organise the appointment of staff.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care with due attention to staff workload.

- Ensure the management, organisation and administration of the school and nursery and the allocation of financial resources are appropriate and support our vision and aims.
- Advise the governing body on the formulation of the annual budget in order that the school secures its objectives and ensure the regular monitoring of the budget and the oversight of the use of resources.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum, and health and safety requirements.

Professional development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities.
- Ensure training and continuing professional development is effectively planned, delivered and evaluated and based on effective performance management of the staff team and ensure we comply with all statutory training requirements.
- Keep up to date with developments in education.
- Make sure professional development opportunities draw on experts both within and beyond the school.

Governance, accountability and working in partnership

The headteacher will:

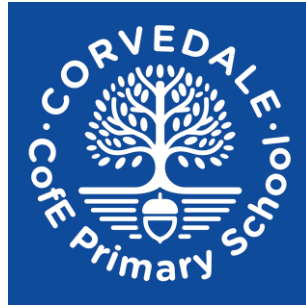
- Understand and welcome the role of effective governance, develop a positive working relationship with the governing board and accept responsibilities e.g. those defined in the scheme of delegation.
- Establish and maintain an effective partnership with parents and the wider community to support and improve pupils' outcomes and personal development.
- Create an outward-facing school and nursery which works with other school and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
- Ensure staff 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.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Job Description and Personal Specification agreed by:

Post holder:

Signed:

Date:



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Person Specification

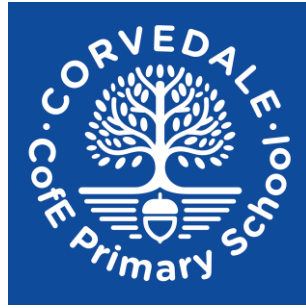
School: Corvedale CofE Primary School & Nursery

Job Title: Headteacher

In making this appointment, the Governors will be seeking a candidate who will demonstrate the following essential skills and experience, personal qualities and managerial strategies:

Criteria	Essential Requirements	Desirable
Qualifications and training	• Qualified Teacher status • Degree	• National Professional Qualification for Headship
Teaching & Learning	• Significant teaching experience with a strong commitment to outstanding classroom practice • Demonstrable knowledge of how children learn across EYFS, KS1 and KS2 and what good teaching looks like • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve •	• Has taught across EYFS, KS1 and KS2 • Knowledge of online learning and developing blended approaches to teaching • Experience of high-quality provision for pupils with SEND including those with complex needs
Leadership & Management	• Committed to championing the schools' Christian ethos and values • Committed to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position • Successful leadership and management experience in a Primary school • Is an inspirational and innovative leader of teaching and learning • Experience of line and/or performance management • Experience of supporting staff development and team building • Able to delegate management tasks and monitor their delivery • Familiarity with school budgets and effective management of financial resources including staff and LA support • Experience of working with other professional agencies, learning networks	• Experience of reporting to Governors • Experience of Ofsted and/or SIAMS inspection(s) • Successful leadership and management experience in a Primary school for 2 years

	and partnerships Secure knowledge of the current Ofsted and Statutory Inspection of Anglican and Methodist Schools frameworks	
Strategic Development	- Organisational and planning skills, being flexible and responding to external demands - Experience in school self-evaluation and development planning - Data analysis skills, and the ability to use data to set targets and identify weaknesses - Ability to implement a strategic approach to pupil assessments and adapt curriculum and frameworks to meet individual needs	Experience of using ASP
Personal attributes	- Effective communication and interpersonal skills - Ability to build effective working relationships both with colleagues and with the wider partners of the school e.g. the local church, Diocese, governors, parents, LA, - Ability to work under pressure, prioritise effectively and multi-task - Commitment to uphold the 7 principles of public life (the Nolan principles) at all times - A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school - A team player, reliable and supportive	Evidence of a commitment to continuous development including keeping abreast of current knowledge creation in education research



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SEF & SDP Summary

Vision, Mission & Values: Love God, Love Learning, Love Life

Our vision is to foster a love of God, a love of learning and a love of life. Our vision of learning is centred on a challenging, exciting, and extensive curriculum. For life, our vision is one of a kind, supportive community of teachers and learners, in which trust is central to all relationships.

As a church aided school, our mission is to serve the community by providing an education of the highest quality rooted in Christian faith and practice, within a caring, stimulating and trusting environment.

We have seven school values: compassion, endurance, friendship, respect, service, trust and wisdom.

Context & Demographics: Small, rural Church of England Aided Primary School

- **Class structure:** Class 1: R/Y1 (24 pupils) – Class 2: Y2/3/4 (20 pupils) – Class 3: Y5/6 (19 pupils)
- **School pupils on roll:** 63 – 11% SEND / 3% EHCP / 13% FSM / 6% CLA
- **Nursery pupils on roll:** 20 – opened 2021 and growing (anticipate 35+ July 2026 to exceed last year)

Ofsted Outcomes: Good (all categories) – April 2024

"This is a calm and happy school, that pupils are proud of. Pupils say that the school is 'like a family'."

"The school has high expectations of pupils. The curriculum is ambitious and has been carefully considered to take account of mixed-age classes."

Areas of Development:

- Safeguarding records: Digitalise to ensure consistency of record keeping
- SEND provision: Ensure teaching and resources meet needs of all SEND pupils
- Subject leader monitoring: Provide opportunities to monitor curriculum impact

Key Performance Data: Summer Term 2025

KS2	EXS+	GDS
Reading	64%	36%
Writing	71%	7%
Maths	78%	14%
GPS	71%	36%

KS1	EXS+
Phonics	75%

EYFS	EXS+
GLD	70%

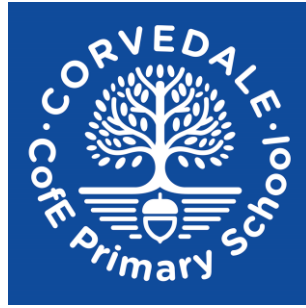
Note on cohort sizes:

Year	Pupils
Year 6	14
Year 1	4
Reception	10

Strategic Priorities: 2025/26 – Year 2 of 3-Year Plan

Area	Key Priority	2025/26 Focus
Quality of Education	Ambitious curriculum for all pupils	Ensure digital literacy and environmental education are prominent whilst retaining creativity
	Oracy and public speaking	Introduce mentorship opportunities and school council oracy practice
	Inclusive learning for SEND	Embed adaptive teaching and introduce coaching model for teaching excellence
Behaviour & Attitudes	Reduce low-level disruption	Strengthen inclusion and behaviour strategies; enhance resilience and prevention culture
Personal Development	Christian values and cultural awareness	Champion the school's unique identity through consistent messaging and communications
Leadership & Management	Proactive safeguarding culture	Restructure DSL roles and install digital safeguarding training solution
	Sustainable growth	Stabilise pupil numbers by enhancing visibility and appeal; ensure sustainable staffing
	Staff wellbeing and workload	Carry out workload evaluation, introduce wellbeing initiatives, and deliver targeted CPD
Early Years	Outstanding provision	Launch marketing campaign highlighting nursery strengths; foster community partnerships

An extended version of the SDP will be available from the Headteacher after November 20th.



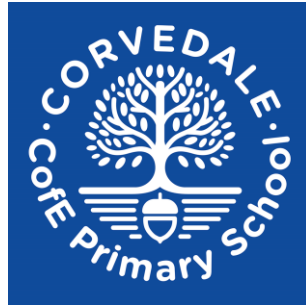
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SCHOOL WEBSITE: <https://www.corvedaleschool.co.uk>

The school website contains much of the information available to understand the ethos, organisation, life and direction of the school. The site is divided into 9 sections:

1. HOME: introduction to the school and latest news
2. OUR SCHOOL: vision, values, about our school, our aims, school staff, our church policies
3. LEARNING: the curriculum and all aspects of subject areas
4. CLASSES: curriculum for each class; maths, reading and writing targets
5. NURSERY: charges, staff, policies & forms
6. SCHOOL LIFE: events, news, activities
7. KEY INFORMATION: admissions, pupil premium, SEND, PE sports grant
8. GOVERNORS: governing body, Chairs EOT letters, calendar of meetings, governor impact statements, strategy document, scheme of delegation, governor attendance, parental questionnaires, financial benchmarking
9. CONTACT US: For any other information please contact the school on 01584 841630





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Information for Applicants

The post is subject to:

- The terms and conditions for teachers as set out in the School Teachers' Pay and Conditions Act 1991 and any orders made under it.
- The other terms and conditions set out in the various national collective agreements in force from time to time.
- The Local Authority's Rules and Conditions including any local agreement entered into with recognised trade unions.
- Statutory regulations regarding the governance and management of schools as prescribed in the Schools Standards and Framework Act.
- The conditions set out in the Job Description and in the letter of appointment.

Salary and Pension:

The salary for this post is Leadership Spine Range L9 £63,070 – L15 £73,105.

Enrolled in the Teachers' Pension Scheme under the provisions of the Teachers' Pensions Regulations.

Details about the Teachers' Scheme may be obtained from Teachers' Pensions, Darlington, or by contacting the Schools HR Advisor on 01743 251278 or via email Mathew.Edwards@shropshire.gov.uk

Unless notification to the contrary is given it will be assumed that, as a full-time employee, the successful candidate will contribute to the Teachers' Scheme.

Shropshire Council is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation, religion, or disability.

Applications

Your application should be completed on-line via [Current Vacancies – Shropshire Council](#)

The School's HR Officer Mathew Edwards may be contacted regarding any queries (email Mathew.Edwards@shropshire.gov.uk Tel. 01743 251278)

2. Please also submit a concise letter of application, either using the blank pages on the form or presented separately on A4 sheets.

3. Please note:

- your letter of application must be specific to this post; generalised applications are unlikely to be successful.
- you should take care at Section 13 to restrict yourself to the space available on the form or to no more than two sides of A4 if you prefer to provide the information on separate sheets of paper.
- do not include testimonials or a curriculum vitae.

- two referees should be given, one of which should be the applicant's current employer, and the other the applicant's current Headteacher. If the applicant is an existing Headteacher, the Chair of Governors of the current school should be named.
- the closing date is Monday 5th January 2026
- short-listing for this post will take place on Monday 12th January 2026
- If you have not been contacted by Friday 16th January 2026, please assume that your application has been unsuccessful.
- Interviews will be held on Monday 26th January 2026.
- If you decide to apply, please note the schedule of dates above. Completed application forms and letters not submitted via the on-line process should be submitted to Resources Team, Shropshire Council, Resourcing@shropshire.gov.uk

Further Information for Applicants

- Any canvassing in respect of this selection process will disqualify the applicant.
- The appointment may be terminated upon three months' written notice by either side taking effect on 30 April or 31 December, or upon four months' written notice by either side taking effect from 31 August, except in the case of dismissal for misconduct or any other cause.
- The Local Authority requires all applicants to give statements about, and permission for the Authority to conduct a check on, any criminal convictions as described in the application form. Failure to give such permission will mean that the application will not be considered.
- The Local Authority will carry out appropriate checks where an applicant is seeking appointment for the first time with a Shropshire School. Any offer of appointment will be subject to formal confirmation after checks have been carried out. All checks will be made in the strictest confidence and used solely for the purpose of considering applications for the post.
- The school will follow safer recruiting principles.
- Candidates called for interview should bring with them original documents or properly certified copies of all qualifications and a form of identification e.g., driver's licence or passport.
- Expenses on the Local Authority scale will be allowed to candidates attending for interview. Candidates will be responsible for arranging any accommodation requirements themselves.
- Any shortlisted candidate who withdraws from the process will not be reimbursed with travel or other expenses.
- Post interview feedback is offered to candidates who are interviewed and who wish to take up the opportunity, focusing on issues of professional development highlighted by the interview.