



HEADTEACHER APPLICATION PACK

Live • Love • Care • Think • Learn • Dare

In our school we seek to live out the Christian teaching “Love your neighbour as yourself”, creating a caring, inclusive community where every child can flourish.

‘HOOK NORTON IS A HAPPY VIBRANT SCHOOL’ (OFSTED March 2023)

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WELCOME LETTER FROM THE CHAIR OF GOVERNORS

Dear Applicant,

Thank you for your interest in the post of Headteacher at **Hook Norton Church of England Primary School**.

We are a thriving and successful village primary school for children aged 3–11, set in modern, purpose-built accommodation in the Oxfordshire village of Hook Norton set in extensive grounds. Our staff are highly experienced, hardworking and deeply committed to ensuring that each pupil achieves their very best within a strong family ethos.

We are looking for an inspirational leader who:

- Shares our values of **Live, Love, Care, Think, Learn, Dare**
- Is passionate about primary education in its fullest sense – academic, personal, social, emotional and spiritual
- Will sustain a culture of respect, care, inclusion and support for all the school community
- Will maintain and continue to develop a vibrant, interesting and broad knowledge-rich curriculum, as well as the extensive enrichment experiences, we offer, from Forest School to performing arts, sports and international links.
- Will work closely with staff, governors, families, the church and the wider community

We have high expectations of all our children. We want them to be confident, curious learners who enjoy coming to school, feel safe and nurtured, and are well prepared for the next stage of their education and for life in the modern world. Our recent Ofsted inspection confirmed that Hook Norton continues to be a good school and highlighted our warm, respectful relationships and vibrant community.

The Governing Body is ambitious for the school's future and fully supportive of the work of the school. We are seeking a Headteacher who can:

- Sustain and further improve already strong outcomes for pupils
- Lead an inclusive culture where every child and every member of staff is known, valued and supported
- Build on our many strengths while being reflective, research-informed and open to new ideas

- Continue to develop our partnerships – including through the Chipping Norton School Partnership – and our role at the heart of the village community.

If you are excited by this opportunity and feel that your values and experience align with ours, we would be delighted to hear from you and to welcome you for a visit.

Yours faithfully,

Joe Williams

Chair of Governors

Hook Norton C of E Primary School

ABOUT HOOK NORTON C of E PRIMARY SCHOOL

Type: Voluntary Controlled Church of England Primary School

Age range: 3–11 (Nursery to Year 6)

Location: Sibford Road, Hook Norton, Banbury, OX15 5JS

Local authority: Oxfordshire

Ofsted: Good (most recent inspection 21 March 2023)

Number on roll: 267 (capacity 315)

Our modern, well-resourced site includes:

- Modern classrooms and shared areas including a well resourced IT suite with networked Chromebooks
- Attractive outdoor learning spaces, including gardens and wildlife areas, with the potential to be further used as an excellent learning environment
- A well stocked library and a ‘cabin’ for music lessons
- Wrap around child care including breakfast club and after school ‘Owl’ club
- On-site Forest School provision
- A large hall used for worship, PE, music, community events and lettings

We are proud to serve our village and surrounding area, welcoming children from a range of backgrounds and nurturing a strong sense of belonging and community.

SCHOOL VISION, ETHOS AND VALUES

Our Christian vision

At Hook Norton C of E Primary School, our Christian vision is rooted in the teaching to “**Love your neighbour as yourself**”. We aim to be a loving, nurturing and inclusive community where children, staff, families and governors all feel valued and supported.

We seek to develop children’s:

- Moral and spiritual understanding
- Sense of responsibility towards others, locally and globally
- Capacity to live well together, respecting difference and celebrating diversity

Our values – Live • Love • Care • Think • Learn • Dare

These six values sit at the heart of school life. They shape our curriculum, our relationships and our decision-making:

- **Live** – encouraging children to live life to the full, enjoying school and finding joy in learning
- **Love** – showing kindness, respect and compassion towards others
- **Care** – taking care of ourselves, each other and God’s world
- **Think** – developing thoughtful, reflective learners who ask questions and think deeply
- **Learn** – building secure knowledge and skills across a broad and balanced curriculum
- **Dare** – nurturing resilience, courage and a willingness to take positive risks and try new things

British values of democracy, the rule of law, individual liberty, mutual respect and tolerance are woven through our curriculum, worship and wider experiences.

WHY LEAD AT HOOK NORTON?

A vibrant, inclusive village school

WE CAN OFFER:

- Amazing, well behaved pupils who enjoy coming to school, are keen to learn, and who take pride in their school.
- A strong family ethos and positive, respectful relationships.
- A committed, experienced hard working, caring staff team with a clear sense of shared purpose
- An experienced, established leadership team.
- Active and supportive governors and parent community, including Friends of Hook Norton School (FOHNS).

Rich curriculum and opportunities

- A broad, knowledge-rich curriculum with strong foundations in English, Mathematics, Humanities and Science which focus around a termly “Big Question”
- Wide-ranging opportunities in the arts, music, sport, trips and residential
- Forest School and extensive outdoor learning through Opal Play.
- Close partnership with local schools, particularly through the Chipping Norton School Partnership and international links

Professional fulfilment

As Headteacher you will:

- Shape the strategic direction of a successful school with strong community roots
 - Lead a skilled team, developing leadership at all levels
 - Work with governors and the local authority to sustain school improvement
 - Have opportunities to engage with system leadership through local networks and partnerships
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JOB DESCRIPTION – HEADTEACHER

Responsible to: Governing Body and Local Authority (Oxfordshire County Council)

Salary: Leadership Scale [L15 – L21] (to be confirmed on appointment)

This Job Description reflects the Headteachers’ Standards (October 2020) and should be read alongside the Teachers’ Standards (2011).

Core purpose

The Headteacher will provide highly effective, professional leadership that secures the school’s continued success and improvement; ensures high-quality education for all pupils; and promotes the highest standards of learning, achievement, care and well-being within a distinctive Christian ethos.

1. Ethics and professional conduct

The Headteacher will:

- The Headteacher is expected to demonstrate consistently high standards of professional conduct and uphold the Seven Principles of Public Life at all times.
 - Model the school’s Christian vision and values in all aspects of their work
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2. School culture

- Sustain and further develop the school’s vision, ethos and strategic direction in partnership with governors, staff, pupils, parents, the parish church and wider community
- Create a culture where all pupils experience a positive, enriching school life and feel safe, valued and included.
- Uphold and deliver ambitious educational standards which prepare pupils from all backgrounds for the next stage of education and life
- Promote positive, respectful relationships across the school community
- Ensure a culture of high staff professionalism and well-being

3. Teaching

- Sustain high-quality, expert teaching across all year groups, grounded in evidence-informed practice and an understanding of how pupils learn
 - Ensure teaching is underpinned by strong subject knowledge and effective pedagogy
 - Monitor and evaluate classroom practice, leading by example and coaching others
 - Ensure effective use of assessment to inform teaching and secure progress for all pupils
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4. Curriculum and assessment

- Ensure a broad, balanced and coherent curriculum which reflects the school's Christian ethos and values
 - Develop and support subject and phase leaders so they can provide strong curricular leadership
 - Ensure that all pupils are taught to read through systematic, evidence-based approaches to early reading and phonics
 - Oversee robust, proportionate approaches to assessing pupils' knowledge and understanding
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5. Behaviour and attitudes

- Set and sustain high expectations of behaviour for all pupils, based on clear routines, relationships and consistent systems
 - Ensure high standards of conduct in line with the school behaviour policy, understood by pupils, staff and parents
 - Promote a culture of mutual respect, responsibility and good citizenship
 - Ensure that all adults model the behaviour and attitudes expected of pupils
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6. Additional and special educational needs and disabilities

- Have a strong understanding of inclusion practice and the challenges children, families, and staff may face in ensuring every learner thrives.
 - Hold ambitious expectations for pupils with additional needs and SEND
 - Work in partnership with parents, carers and external professionals to identify needs early and provide appropriate support and adaptations
 - Ensure the school fulfils its statutory responsibilities under the SEND Code of Practice
 - Work closely with the SENCO and support staff to ensure that all children, regardless of needs thrive and have a sense of belonging.
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7. Professional development

- Ensure all staff have access to high-quality, sustained professional development aligned with school improvement priorities and individual needs
 - Prioritise staff development through effective planning, implementation and evaluation of CPD
 - Draw on external expertise, networks and career-long professional development frameworks to build leadership capacity and support succession planning
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8. Organisational management

- Ensure the protection and safety of pupils and staff through robust safeguarding systems and a strong culture of vigilance
- Work alongside the School Business Managers to lead the strategic and day-to-day management of the school's resources, working with governors and the local authority to secure financial sustainability
- Promote a safe, attractive and well-maintained learning environment, ensuring compliance with health and safety requirements
- Lead the recruitment, deployment and performance management of staff, promoting well-being and manageable workload
- Establish and oversee systems, processes and policies that enable the school to operate efficiently and effectively
- Ensure rigorous approaches to risk management, data protection and statutory compliance

9. Continuous school improvement

- Use robust self-evaluation to identify strengths, priorities and barriers to improvement to then inform the School Development plan of the future.
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10. Working in partnership

- Build positive, constructive relationships with parents, carers, the parish church and the wider community
 - Work collaboratively with other schools and organisations, including through the Chipping Norton School Partnership and diocesan/local authority networks
 - Contribute to system-wide improvement by sharing effective practice and supporting others
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11. Governance and accountability

- Work effectively with the Governing Body, providing accurate, timely information and professional advice
- Welcome and respond positively to challenge and support from governors and external partners
- Ensure that staff understand their professional responsibilities and are held to account fairly and transparently
- Ensure that the school operates within the required regulatory frameworks and meets all statutory duties

This Job Description is not exhaustive and may be amended following discussion with the Governing Body to reflect the evolving needs of the school.

PERSON SPECIFICATION – HEADTEACHER

A. Qualifications and experience

Essential

- Honours degree (or equivalent)
- Qualified Teacher Status
- Substantial, successful teaching experience in primary education
- Recent successful Leadership and Management experience
- Experience of raising standards for all pupils, including disadvantaged and vulnerable groups, with clear evidence of impact
- Secure knowledge of safeguarding requirements and best practice
- Strong understanding of the primary curriculum and recent developments
- Experience of supporting children with SEND in an inclusive setting
- Understanding of the role of parents as partners in education
- Commitment to equality, diversity and inclusion

Desirable

- Relevant higher degree or recent further professional qualification and a desire for further learning (e.g. NPQH, leadership qualifications)
 - Experience in a Church of England school and/or working with a Governing Body and Diocese
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B. Skills and abilities

Essential

- Proven track record of securing high standards in teaching, learning and outcomes
- Strong understanding and application of effective pedagogy and evidence-informed practice
- Ability to lead, inspire and manage change effectively
- Successful experience of developing a positive behaviour culture and inclusive learning environment
- Ability to analyse data, identify priorities and plan strategically
- Strong communication skills – articulate, approachable, an excellent listener

C. Personal qualities

Essential

- Confident, articulate and able to communicate effectively to all stakeholders
 - An excellent role model for all pupils and staff, demonstrating personal integrity and resilience
 - Commitment to the Christian ethos and values of Hook Norton C of E Primary School
 - Ability to motivate, encourage and empower staff at all levels
 - Reflective, visible leader with a genuine love of working with children
 - Commitment to staff well-being, collaboration and professional growth. A compassionate leader.
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THE APPLICATION PROCESS

Visits to the school

We warmly encourage potential candidates to visit the school.

Visits to the school should be made during the week of 12th January to 16th January, we may be able to accommodate visits outside of these dates.

Please contact the Chair of Governors Joe Williams joe.williams@hook-norton.oxon.sch.uk to arrange a day and time to visit.

Application form

Applications should be made using the **Oxfordshire County Council application form for Headteacher appointments**. CVs alone will not be accepted.

Completed application forms should be submitted to the Chair of Governors via email joe.williams@hook-norton.oxon.sch.uk

References

Please provide details of at least two referees, one of whom must be your current or most recent employer. Referees will not be contacted without your permission.

Key dates

- Closing date: Monday 19th January 2026
- Shortlisting: Week commencing Monday 19th January 2026
- Interviews: Tuesday 24th February & Wednesday 25th February 2026

Safeguarding

Our school is fully committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share in this commitment. We adhere to the principles and practices set out in *Keeping Children Safe in Education (KCSIE)*, and we are dedicated to creating a culture of vigilance where pupils feel safe, valued and supported.

All appointments are subject to robust safer-recruitment procedures, including the scrutiny of references, verification of employment history, and all other statutory pre-employment checks. The successful candidate will be required to demonstrate an unwavering commitment to safeguarding and will

be expected to uphold and model the highest standards of professional conduct to ensure the safety and wellbeing of every pupil.

As part of the recruitment process, safeguarding-related questions and assessments will form a key component of the selection and interview stages, enabling the panel to explore each candidate's understanding of safeguarding responsibilities, their experience of managing safeguarding practice, and their suitability to work with children.

LIVING AND WORKING IN HOOK NORTON AND NORTH OXFORDSHIRE

Hook Norton is a thriving and growing village of just over 2,000 residents, set close to the Cotswolds and within easy reach of Chipping Norton, Banbury and Oxford.

The village offers:

- A strong sense of community, with local events and societies
- A well-known brewery, several pubs and local shops
- Further established important amenities such as doctors surgery, dentist, library and vets practice.
- Beautiful countryside, walking and cycling routes
- A thriving sports and social club
- A number of church organisations
- Good transport links to surrounding towns and further afield

North Oxfordshire more widely provides access to:

- Market towns such as Chipping Norton, Banbury and Witney
- The cultural opportunities of Oxford
- Outstanding countryside, including the Cotswolds AONB

Hook Norton C of E Primary School sits at the heart of this community.
