



Lewknor Church of England Primary School

Headteacher vacancy

Application pack

Contents	Page
Welcome from the Governors	2
Introduction to Lewknor School	3
Job description	6
Person specification	9
How to apply	11





Welcome from the governors

Dear candidate

On behalf of the governing body, thank you for your interest in the headteacher post at Lewknor Church of England Primary School.

Following our current headteacher's decision to retire at the end of the school year, we are seeking to recruit an enthusiastic and inspirational headteacher for September 2024 to lead our school and deliver the best possible education and care for our children.

We are looking for someone who can provide outstanding professional leadership and management of our school, who is able to:

- Promote and embed the school vision of nurturing the school community so that all can flourish and achieve their best in every aspect of school life.
- Build on existing foundations to achieve the highest standards in all areas of the school's activities and instil a love of learning in all pupils.
- Lead and manage the school in an inspirational and ambitious manner, aiming to take it to Ofsted 'Outstanding' and keep it there.

Lewknor is a very successful small village school. We are rated Good by Ofsted and Outstanding by SIAMS, with SATS results consistently above county and national averages. 2023 results place us in the top 5% of Oxfordshire primary schools. Just as importantly, it is a friendly and welcoming place: we have brilliant children, an excellent, dedicated staff team and a very engaged parent community.

You are very welcome to visit the school and see what we have to offer. To arrange a visit, please email Gemma in the school office at office.3184@lewknor.oxon.sch.uk

I trust this applicant pack gives you a good sense of Lewknor School, what we have to offer and the qualities we are looking for in our new headteacher. If you have any questions, feel free to email me via the school office at office.3184@lewknor.oxon.sch.uk, marking it for my attention.

We look forward to receiving your application.

David George

Chair of Governors



Introduction to Lewknor School

About the school

Lewknor is a successful, friendly and welcoming small village school.

We currently have 83 children on roll across four classes. About 1/3rd of our pupils are from villages in the catchment area, with others coming mainly from nearby towns. Many parents talk about the school community as a family.

We are a Church of England voluntary controlled school. Our Christian vision of building strong foundations for a happy and successful life (based on the parable of the two builders, Matthew 7:24-27) is reflected in our school community.

Lewknor School was built in 1836, is Grade II listed and one of only a handful in the UK to have a thatched roof. Sitting in the Chilterns Area of Natural Beauty and just off junction 6 of the M40, it is located within easy access to woodland and the 5000-year-old Ridgeway, 'Britain's oldest road'.

We run a breakfast club and after school care. There are also opportunities for children to take part in various art, cooking and sports clubs, and we have residential trips for our Upper Junior pupils, in 2023 to Kilvrough Manor on the Gower Peninsula.

The school is supported by a strong team of governors, an active parent group and the wider community, who attend many of our events including harvest festival, Remembrance, nativity plays, concerts and a whole host of fundraising activities.

A parent-led group, Friends of Lewknor School (FoLS), works to raise funds for the school. They make substantial donations each year to purchase school resources, and also fund regular activities such as whole-school theatre trips and Christmas meals for all children at a local hotel. Recent fund-raising activities include a sponsored walk by pupils along the Ridgeway, discos, bingo, collecting clothes to sell via 'bags to school,' ice cream sales, a summer fair and much more.

Church and community links

The school has strong ties with the local church. St Margaret's is located adjacent to the school and is used for collective worship and events such as nativities, concerts and shows. The minister visits the school regularly. We promote a strong Christian ethos and impart the core values of wisdom, integrity, friendship and resilience.

Pupils take food hampers to the more vulnerable, older village residents during our harvest celebrations and sing Christmas Carols at a nearby care home. These are just two examples of how the school integrates with our local community.

We also have strong ties with the village pre-school group, where many of the children progress to Lewknor School.

A picture paints a thousand words

Click on following link to download a slide show highlighting the many amazing things we do at Lewknor over the course of a school year. The pictures do all the talking!

[Our year in pictures.](#)

Attainment and performance

- Rated Good by Ofsted in February 2020 and Outstanding by SIAMS in June 2017.
- Our performance data is consistently above county and national averages.
- 2023 Year 6 SATs combined results for reading, writing and maths put Lewknor Primary 15th out of 327 schools in Oxfordshire, in the top 5%.

Click here to see our performance data: [Performance data.](#)

Extracts from Ofsted and SIAMS reports

- *"Pupils thrive at this school. They love learning and are curious confident learners."*
Ofsted
- *"The school's strong values and Christian ethos are woven through daily life at Lewknor."*
Ofsted
- *"Pupils live up to leaders' high expectations of their behaviour and there is a strong culture of learning in the school."* Ofsted
- *"Pupils with special educational needs and/or disabilities (SEND) are fully included in school life."* Ofsted
- *"Links with the local church are outstanding, resulting in a highly developed sense of community."* SIAMS

Click here to read the Ofsted and SIAMS reports in full: [OFSTED and SIAMS reports.](#)

School information

Type: Church of England (Voluntary Controlled)

Age range: 4-11

Staffing: 1 full time Headteacher
4 FTE teachers
8 teaching assistants
2 support staff (Finance Officer and School Administrator)

Pupils: Capacity: 105
Admission number: 15
Number on roll: 83

Classes: Reception,
Infants, (yrs 1/2),
Lower Juniors, (yrs 3/4),
Upper Juniors, (yrs 5/6)

Budget: Approx £600,000 per year

Website: lewknor.eschools.co.uk/web

Email: office.3184@lewknor.oxon.sch.uk

Address: Lewknor Church of England Primary School,
High Street, Lewknor, Oxon, OX49 5TH

Tel: 01844 351542

Job description: Headteacher, Lewknor School

Job details

Salary: Group 1 L8-L14 (£56,082 - £65,010)

Contract type: Permanent, Full time

Start date: September 2024

Purpose

To provide outstanding professional leadership and management of Lewknor CofE Primary School. As the lead professional within the school, the Headteacher will:

- Promote and embed the school vision of nurturing the school community so that all can flourish and achieve their best in every aspect of school life.
- Build on existing foundations to achieve the highest standards in all areas of the school's activities and instil a love of learning in all pupils.
- Lead and manage the school in an inspirational and ambitious manner, aiming to take it to Ofsted Outstanding and keep it there.

Strategic

- Work with the governing body to develop a shared strategic vision and School Development Plan. Analyse and plan for the future needs and further development of the school.
- Promote the vision and values of the school and demonstrate them in everyday work and practice to allow both children and adults to flourish.
- Promote an ambitious culture of encouragement, support, and challenge, with high expectations for all stakeholders in the school community.
- Encourage creativity, innovation and the use of appropriate technologies and techniques to achieve excellence and a broad curriculum, equipping pupils well for their next stage of education within the school and the wider educational environment.
- Provide vision and direction to secure effective teaching, successful learning and achievement by pupils and sustained improvement in their social, moral, cultural, spiritual, and physical development to prepare them for the opportunities, responsibilities, and experiences of later life.
- Ensure that a School Development Plan, based on robust self-evaluation, is in place and is delivered and impacts on school improvement.
- Enable the governing body to challenge and support the school effectively to enable it to meet its responsibilities, by attending meetings and providing timely and relevant information on matters such as:
 - Progress against School Development Plan.
 - Pupil attainment, progress and achievement and quality of teaching and learning.
 - Action arising from any recent audits.
 - Child safeguarding, bullying, exclusions, and attendance.

- With the assistance of the Finance Officer, propose to the governing body a balanced budget that meets the needs and addresses the priorities within the School Development Plan across the planning period.

Leading and managing staff

- Embrace the values as set out by the Governors and ensure that these underpin all activities and inform all relationships.
- Lead, motivate and develop all staff to achieve the highest possible professional standards, treating them fairly, equitably and with integrity to create and maintain a positive school culture.
- Monitor and evaluate the quality of teaching and standards of pupils' achievement across the school, using benchmarks and rigorous analysis of data to identify priorities for school development and setting targets for improvement to achieve outstanding teaching and learning outcomes.
- Plan, allocate, support, and evaluate the work undertaken by all staff, ensuring clear and appropriate delegation of tasks and devolution of responsibilities.
- Manage appropriate procedures for staff recruitment, selection, appointment, induction, deployment, development, retention, and performance management.
- Implement strategies which secure high standards of behaviour and attendance.
- Support staff in the development of core and foundation subjects.
- Ensure the motivation, development, and wellbeing of the whole school staff, including the expectation of a healthy balance between work and other commitments.
- Develop and maintain a culture of high expectations for self and others and take appropriate action when performance is unsatisfactory.
- Take responsibility for own personal development and achieving objectives, through regular review and reflection on practice, taking account of feedback from others.

Quality of education

- Co-ordinate the provision of an ambitious and coherently planned curriculum that is designed to give all learners the knowledge they need to succeed in life.
- Implement effective strategies to support and challenge staff.
- Ensure the highest standards of teaching to create a culture and learning environment that enables all children to fulfil their potential.
- Operate systems for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using data, and setting targets for achievement of all pupils, especially those in vulnerable groups.
- Develop and implement strategies to improve attainment and progression for all children, including SEND children, identifying gaps, implementing interventions, and monitoring their effectiveness.
- Promote excellence in teaching and learning, using the latest evidence base, ensuring a continuous focus on pupils' achievement and the development of the whole child.
- Ensure that learning is enjoyable as well as challenging.
- Ensure that a varied and rich educational experience is available for all pupils, including a variety of extra-curricular opportunities.

- Ensure that effective and appropriate pastoral support is available to pupils.
- Through measurement and analysis, identify and act on areas of development in relation to all aspects of school improvement.

Special educational needs and disabilities

- Ensure the school holds ambitious expectations for all pupils with special educational needs and disabilities.
- Ensure the school works effectively in partnership with parents, carers and professionals to identify and support special educational needs and disabilities of pupils.
- Ensure the school fulfils statutory duties regarding the SEND Code of Practice.

Safeguarding

- Promote and uphold a strong safeguarding culture across the school community, ensuring current good practice is sustained and continues to evolve to remain up to date.
- Ensure the policies and procedures relating to safeguarding and safer recruitment are adopted by the governing body and are fully implemented and followed by all staff.
- Ensure sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- Ensure all staff and volunteers feel able to raise concerns about poor and unsafe practice in regard to children and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.

Community

- Be the external face of the school to the community and other stakeholders.
- Build a school culture which utilises the richness and diversity of the school's communities to enhance the school and its value to the wider community.
- Maintain an outward-looking perspective through creating learning experiences for pupils within the wider community.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Actively engage with other schools to build effective learning partnerships.
- Build on the links with the local church, St Margaret's and the village pre-school group.

This job description should be read alongside the range of duties and responsibilities for Headteachers with the National Standards for excellence for Headteachers and the annual School Teachers' Pay and Conditions. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the professional responsibilities of the post holder. 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 the Governors.

Person specification: Headteacher, Lewknor School

Qualifications and Training

Essential

- Honours degree or equivalent
- Qualified teacher status
- Evidence of continuing professional development

Professional experience and knowledge

Essential

- Significant classroom teaching experience, demonstrating high standards
- Leadership experience (eg head, deputy/assistant head or senior teacher)
- Evidence of strategic thinking and action in a school context
- Successful experience of raising standards for all with measurable outcome
- A detailed knowledge of and commitment to safeguarding policy and practice
- A good understanding of SEND provision and procedures
- An understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve
- Evidence of leading improvement initiatives that have a successful impact on pupil attainment
- Experience of developing curriculum strategy and supporting staff to deliver this
- Involvement in school self-evaluation and development planning
- Experience and/or understanding of school finances and budgets
- Successful experience of creating and maintaining effective partnerships with parents and others to enhance children's learning
- Experience or understanding of key considerations in effective staff management and development

Desirable

- Trained as DSL (Designated Safeguarding Lead)
- Experience as SENCo
- Holds or working towards NASENCO (National Award for Special Needs Coordination)
- Experience of working in a church school and an understanding of the SIAMS evaluation process

Skills

Essential

- Excellent communication and presentation skills with a range of audiences
- Good interpersonal skills, able to deal sensitively with people and resolve conflicts
- Evidence of the ability to work under pressure and prioritise effectively
- Able to think creatively to anticipate and solve problems
- Ability to manage change
- Evidence of data analysis skills, and the ability to use data to improve and monitor standards
- The ability to lead and develop a team of teaching and non-teaching staff
- Ability to motivate, challenge and influence others
- Ability to develop and empower individuals and teams
- The ability to nurture an environment that enables everyone to flourish in every aspect of school life

Personal qualities

Essential

- An inspirational, approachable and enthusiastic leader with the ambition to take our school from Ofsted Good to Outstanding
- The willingness to lead from the front and inspire others
- A commitment to promote the Christian vision and values of our school
- An enthusiastic educator who can instil the love of learning in all pupils and champion success
- A commitment to developing others, sharing support and expertise and encouraging ownership
- A willingness to challenge underperformance and hold others to account
- A leader who creates a working culture in which challenge is both welcome and encouraged
- A commitment to support good relations across our whole school community

How to apply

Application form

Applications should be made using Oxfordshire County Council's application form. This can be downloaded from here: [Application Form](#)

In line with our fair and safe recruitment policies, we are unable to accept CVs or other unsolicited applications.

School visits

We encourage applicants to visit the school prior to application. To arrange a visit please email the school office at office.3184@lewknor.oxon.sch.uk

Closing date for applications

Applications should be submitted by email to office.3184@lewknor.oxon.sch.uk by 12 Noon on Monday 19 February 2024.

Interviews

We expect interviews to be held on Friday 15 March 2024.

Details of interview arrangements will be provided to shortlisted candidates.

Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant for any position will be required to undertake an enhanced disclosure via the DBS (disclosure and barring system) and appropriate Right to Work clearances in line with our recruitment and selection practices.

Lewknor School is an Equal Opportunity Employer.