



# OAKSEY C OF E PRIMARY SCHOOL

.... we shine brighter together!

Oaksey CE School

# Oaksey CE Primary School

## Headteacher Recruitment Pack

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## Welcome Message from the Co-Chair of Governors

Dear Applicant,

Thank you for your interest in leading Oaksey CE Primary School. We are a vibrant and inclusive Church of England school in the heart of the Oaksey community, committed to nurturing every child's academic, spiritual, and personal growth. Our mission is embodied in our school ethos: **"We Shine Brighter Together"**, which guides everything we do.

This is an exciting opportunity to lead a school in a village community with a close-knit team of talented staff and a supportive governing body. We look forward to welcoming an inspiring leader who will embrace and build on our achievements, ensuring our children flourish.

We warmly encourage you to visit our school, meet the staff, governors and pupils, and experience the unique environment that makes Oaksey so special. For more information, please explore our website at <https://www.oaksey.wilts.sch.uk/home>.

We look forward to receiving your application.

Warm regards,

**Di Mashiter and Neave Anderson**

Co-Chair of Governors, Oaksey CE Primary School

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Oaksey CE School

## **History of Oaksey CE Primary School**

Oaksey CE Primary School is a well-regarded small, vibrant village school where children are at the centre of all learning. Oaksey is a welcoming village on the edge of the Cotswolds and the school is at the heart of village life physically, historically and socially. The school community fosters a warm, inclusive and family-like atmosphere, promoting respect, kindness and collaboration among pupils, staff, parents and the wider community.

This special environment helps ensure that each child is valued as an individual, and where flexible approaches to teaching can be designed to recognise unique strengths and talents. The school ethos is deeply rooted in the school's vision: "As 'individuals' we let our light shine, but we shine brighter together". This guiding principle is inspired by Matthew 5:16: "Let your light shine before others so that they may see your good works". Weekly celebrations of achievements reflect this commitment, reinforcing a sense of community and individual growth.

The staff are dedicated to an inclusive approach to education by using a range of strategies including Restorative Practice, Zones of Regulation and an Inclusion Charter. The school's dedication to recognising and nurturing all children's abilities was reaffirmed by achieving the NACE Challenge Award for the third time in October 2023, where it was stated that multi-exceptional pupil's needs were met and extended. They also commented on the school's inclusive approach.

The school maintains a stable enrolment, with approximately 88 pupils, providing a small and nurturing environment for learning. Recent renovations include improved office, staff and SENCO facilities and fundraising currently is underway for an extension to provide a dedicated sensory/quiet room. These enhancements, along with a 'Good' OFSTED inspection in September 2023 and a positive SIAMS report in 2019, underline Oaksey School's commitment to providing an excellent learning environment.

Oaksey is a member of the Hobbes Alliance, a local cluster of six schools working together to enrich educational opportunities. This partnership facilitates shared training, resource pooling and student initiatives, ensuring children benefit from a broad spectrum of experiences.

Oaksey School's close links with All Saints Church highlight its Christian foundation, visible its vision, values, daily school life and curriculum.

## **Headteacher Person Specification**

### **Qualifications**

- **Essential:**
  - Qualified Teacher Status.
  - Evidence of ongoing, targeted professional development, particularly in curriculum design, safeguarding and leadership.
- **Desirable:**
  - NPQH qualification or commitment to undertake the qualification within six months of appointment.

**Assessment Method:** Application/Documentation/Interview

### **Leadership Skills**

Candidates must demonstrate the ability to lead with clarity, compassion and purpose. Evidence will include the ability to:

- Develop and secure commitment to the school's vision "As individuals we let our 'light' shine, but we shine brighter together", reflecting its ethos of "growing, learning, laughing and succeeding together", and addressing priorities from our most recent Ofsted report.
- Drive curriculum improvement through innovative design, robust assessment practices and clear progression frameworks across all subjects.
- Exhibit ethical leadership by acting with integrity, creativity and resilience, inspiring trust and fostering commitment from staff, pupils and the wider community.
- Champion equity, inclusion and support for disadvantaged and SEND pupils, ensuring that all learners can achieve their full potential.
- Lead by example, fostering professional growth and collaboration among staff, including mentoring middle leaders.
- Manage change strategically and effectively, achieving long-term goals while maintaining focus on the school's vision, values and priorities.
- Establish an environment where pupils and staff can thrive academically, socially and spiritually.

**Assessment Method:** Application/Activity/Interview/Reference

### **Competence and Expertise**

Oaksey CE School

Candidates should possess the professional expertise to:

- Lead on curriculum and pedagogy, applying contemporary research to drive school improvement.
- Ensure safeguarding excellence as the Designated Safeguarding Lead (DSL), maintaining compliance with statutory requirements and embedding a culture of transparency and accountability.
- Use data effectively to evaluate teaching quality, curriculum impact and pupil progress, identifying areas for targeted improvement.
- Build and sustain positive relationships with all stakeholders, leveraging partnerships with local schools, the church and other agencies.

**Assessment Method:** Application/Activity/Interview/Reference

### **Communication and Problem-Solving Skills**

Candidates should demonstrate strong analytical and interpersonal skills, including the ability to:

- Articulate a clear and inspiring vision across diverse audiences, fostering a culture of engagement, collaboration and transparency.
- Think creatively and solve complex problems, particularly in areas such as curriculum sequencing, resource management and staff development.
- Use data insights to guide decision-making and address school improvement priorities, including assessment consistency and ICT integration.
- Work effectively with parents, governors and the wider community to strengthen relationships and achieve shared goals.

**Assessment Method:** Application/Activity/Interview/Reference

### **Personal Effectiveness**

The successful candidate must exhibit personal qualities that reflect resilience, adaptability and impactful leadership. Specifically, they should:

- Demonstrate a commitment to personal and professional growth, including participation in leadership training and national educational forums.
- Maintain focus on strategic priorities under pressure, particularly in addressing key areas identified in the Ofsted report.
- Embody the school's ethos by conveying warmth, authority and inspiration to staff, pupils and parents alike.

- Actively promote equal opportunities and tackle perceived discrimination with sensitivity, diligence and a commitment to inclusivity.
- Exhibit enthusiasm for the role, along with integrity and dedication to Oaksey School's vision, values and aspirations.

**Assessment Method:** Application/Activity/Interview/Reference

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## **About Our School**

### **Our Vision and Ethos**

Oaksey CE Primary School is a nurturing and dynamic village school where children are at the heart of everything we do. Guided by our Christian values, we strive to inspire every pupil to achieve their potential, believe in themselves and care for others.

### **Our vision, inspired by Matthew 5:16, is:**

*"Let your light shine before others so that they may see your good works."*

This philosophy fosters a supportive environment where children's unique talents are celebrated and their learning is enriched by a holistic approach to education.

### **School Highlights**

- Stable enrollment of approximately 88 pupils.
- Strong Christian foundation with close ties to All Saints Church.
- Member of the Hobbes Alliance, fostering collaboration with other local schools.
- Positive Ofsted and SIAMS inspection outcomes.
- Commitment to inclusion, pastoral care and academic excellence.
- Facilities include a modern hall and expanded classrooms for Years 1 and 2.

## **Our Community**

Oaksey is a vibrant village community that actively engages with our school. We collaborate on village events, ensuring strong links between school and community life. Our commitment to inclusion extends to providing every child with opportunities to thrive academically, socially and spiritually.

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## **Oaksey CE Primary School - Job Description for Headteacher**

**Job Title:** Headteacher

**Salary:** Leadership Spine Range L10 – L16

**Responsible to:** Governing Body

### **Job Purpose**

To provide visionary and dynamic leadership that upholds Oaksey CE Primary School's Christian ethos and vision of "As individuals we let our 'light' shine, but we Shine Brighter Together." The Headteacher will foster a nurturing and ambitious environment that upholds academic excellence, personal growth and safeguarding standards. This role focuses on leading curriculum improvements, strengthening assessment practices, and ensuring inclusivity, in line with the school's identified development priorities and aspirations for sustained excellence.

This job description integrates the National Standards of Excellence for Headteachers (2020) and aligns with recommendations from the most recent Ofsted inspection.

### **Main Duties and Responsibilities**

Strategic Leadership and Development of the School

The Headteacher will:

- **Develop and Implement a Strategic Vision:** Lead the creation and execution of a five-year School Development Plan (SDP) that incorporates feedback from staff, pupils, parents, and governors. The plan will include milestones for enhancing and embedding curriculum design, sequencing, and assessment, as identified by Ofsted.
- **Foster Collaboration:** Cultivate partnerships with local schools, Church of England networks and external organisations to share resources, embed best practices, and enhance teaching and learning outcomes.
- **Embed School Values:** Uphold the school's Christian ethos in decision-making and strategic initiatives, ensuring alignment with Oaksey School's mission to support holistic development.



## **Teaching and Learning**

The Headteacher will:

- **Ensure Curriculum Breadth and Balance** Oversee a curriculum that is broad, inclusive and well-sequenced, ensuring progression and depth across all subjects.
- **Enhance Assessment Practices:** Implement consistent, robust, and effective assessment strategies to identify and close learning gaps, in both core and foundation subjects and disadvantaged pupils.
- **Strengthen Core Subjects:** Maintain high standards in reading, writing, and mathematics while ensuring cross-curricular opportunities to enhance learning.
- **Promote Excellence in Teaching:** Drive staff development through mentoring, training and the modelling of outstanding teaching practices. Embed an evidence-based culture to improve pedagogy and outcomes.
- **Support SEND and Disadvantaged Pupils:** Strengthen provision for SEND and disadvantaged pupils, ensuring equal access to opportunities and tailored support where needed.

## **Pastoral Care and Safeguarding**

The Headteacher will:

- **Champion Well-Being:** Build upon successful initiatives like Restorative Justice, Zones of Regulation, Stay Safe Mentors, Inclusion Charter and ELSA support, creating new opportunities to support pupil and staff mental health and well-being.
- **Engage with the Community:** Strengthen relationships with parents and the wider community, fostering a culture of inclusivity, trust and shared accountability for pupil success.
- **Ensure Safeguarding Excellence:** As the Designated Safeguarding Lead (DSL), maintain rigorous safeguarding procedures, ensuring all staff are trained and confident in their safeguarding responsibilities.

## **Leadership and Management**

The Headteacher will:

- **Staff Growth:** Provide professional development opportunities to staff and to sustain school-wide excellence.

- **Implement Effective Performance Management:** Develop a transparent system to appraise staff performance, celebrate successes and address underperformance constructively.
- **Lead by Example:** Foster an approachable and collaborative leadership style that motivates, inspires and empowers staff and pupils to meet high expectations.

### **Efficient Resource Management**

The Headteacher will:

- **Align Resources with Strategic Goals:** Work closely with the governing body to create a sustainable financial plan that supports curriculum and infrastructure development and priorities.
- **Enhance Computing Resources:** Expand the school's computing capabilities, addressing gaps in cross-curricular technology integration across subjects.
- **Prioritise Health and Safety:** Ensure the school environment meets all health, safety and safeguarding standards, creating a secure and conducive space for learning.

### **Accountability**

The Headteacher will:

- **Engage with Governance:** Provide the Governing Body with regular updates on the school's progress against the SDP, highlighting achievements and addressing areas for focus and development.
- **Communicate Effectively:** Ensure parents and stakeholders receive clear and accessible information about curriculum changes, pupil achievements and improvement plans.
- **Address Ofsted Priorities:** Proactively implement recommendations from inspections, demonstrating commitment to continual improvement and transparency.

### **Professional Development**

The Headteacher will:

- **Model Lifelong Learning:** Participate in leadership training and educational forums to bring innovative practices to Oaksey CE Primary School.

- Promote Shared Learning: Build relationships with other Church of England schools and educational networks, fostering collaborative growth and mutual support.
  - Inspire Excellence: Actively promote Oaksey School's values, leading by example to inspire pupils, staff, and the wider community to strive to achieve their best.
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## How to Apply

### Key Dates

- **Application Closing Date:** 24/02/2025
- **Shortlisting Date:** 03/03/2025
- **Interview Dates:** 26<sup>th</sup> & 27<sup>th</sup> /03/2025

### Application Process

Please complete the application form provided and submit this, along with a covering letter detailing how your experience and vision align with Oaksey CE Primary School's values and priorities. Applications should be sent to [admin@oaksey.wilts.sch.uk](mailto:admin@oaksey.wilts.sch.uk) by the closing date.

### Additional Information

We encourage you to visit our school to experience its unique environment and ethos. To arrange a visit or for more information, please contact the school office at [admin@oaksey.wilts.sch.uk](mailto:admin@oaksey.wilts.sch.uk)

### Safeguarding Statement:

Oaksey CE Primary School is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to undertake an enhanced DBS check.

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### Further Resources

- **Oaksey CE Primary School Website:** <https://www.oaksey.wilts.sch.uk/home>
- **Ofsted Report:** <https://files.ofsted.gov.uk/v1/file/50232425>
- **SIAMS Report:** [Oaksey SIAMS Report March 2019.pdf](#)

