

# **OXON CE PRIMARY SCHOOL**

## **HEADTEACHER APPLICATION PACK**



**Shropshire Council, Schools Human Resources Team, The Guildhall,  
Frankwell Quay, Shrewsbury, Shropshire SY3 8QH**

## Application Overview

**Post:** Headteacher

**School:** Oxon CE Primary School

**Address:** Oxon CE Primary School  
Racecourse Lane  
Shrewsbury  
Shropshire  
SY3 5BJ

**Telephone:** 01743 351948

**Website:** [www.oxon.shropshire.sch.uk](http://www.oxon.shropshire.sch.uk)

**Email:** [admin@oxon.shropshire.sch.uk](mailto:admin@oxon.shropshire.sch.uk)

The governors invite applications for the above post from candidates who meet the criteria outlined on the following pages. The closing date is **Monday 23 February 2026 10.00am**.

Information is given in this pack about:

- the school – pages 3-13
- the post – pages 14-19
- primary education in Shropshire – pages 20-21

Further information is available by contacting:

- Mathew Edwards, HR Advisor, Schools HR Team
  - E-mail: [Mathew.Edwards@shropshire.gov.uk](mailto:Mathew.Edwards@shropshire.gov.uk)
  - Telephone: 01743 251278

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.

Visits to the school are actively encouraged and can be arranged by e-mailing or telephoning the school office (details at the top of this page).

## INTRODUCTION FROM THE CHAIR OF GOVERNORS

Thank you for your interest in the position of headteacher at Oxon CE Primary School.

Oxon is a school that we, as governors, are immensely proud of. This pack is simple in design and gives only a very introductory insight into our school. Our website gives a better flavour of our school, and I would encourage you to explore it. Of the greatest value, in understanding our school, is to come and visit; details for arranging for visits are included in this pack. As governors, we routinely visit school and feedback to the full board about our discussions with staff and what we see of the school in 'normal' operation. Feedback from governors after these visits to school is enormously positive, we are so impressed by the hard work of our staff and with the education our school provides for the children.

This vacancy arises from the retirement of our current headteacher Mark Rogers. Mark was appointed in 2001 and has very successfully led the school for the last twenty-five years. The governors recognise that this is a significant point of transition for our school. We also recognise that for the person appointed, this post is a great opportunity to lead a school, with many strengths, into the next stage of development. As governors, we fully appreciate that the context that schools work in is continually changing, as are expectations from government, Ofsted and stakeholders. The governing body is looking for a candidate who will build on our current strengths and lead us successfully through the coming years. If you feel that you may be that person, I strongly encourage you to visit school and submit an application.

Yours sincerely,

Mike Beddows  
Chair of Governors



## INFORMATION ABOUT THE SCHOOL

Please refer to our website for more detailed information.

[www.oxon.shropshire.sch.uk](http://www.oxon.shropshire.sch.uk)





## **School Introduction**

Oxon is a Voluntary Controlled Church of England Primary School which has close links with Oxon Parish Church.

The school first opened in 1861 on a site next to the current parish church on the Welshpool Road. In 1959 the school began to move to this, its current site opening initially with two classrooms. The school has grown considerably over the last forty years and now has fourteen classes.



## **Shrewsbury and Shropshire**

The school is located on the western side of the popular county town of Shrewsbury. Shrewsbury offers a charming mix of rich history, Tudor architecture, and a vibrant independent scene, all wrapped in a beautiful setting along the River Severn, providing a high quality of life with a strong community feel and abundant green spaces.

The school is close to the Shropshire Hills area which is designated as an area of Outstanding Natural Beauty. Shropshire towns and villages are regularly featured in national surveys as great places to live and work thanks to their heritage, natural beauty and strong sense of community.

## **School Vision**

### **‘Life in all its fullness’ (John 10:10)**

We have a clear commitment to promote a strong Christian ethos. This culminates in a desire to enable children to live ‘Life in all its fullness’ (John 10:10). Key elements include providing a happy and secure atmosphere, promoting a love of learning and striving to deliver the best for every child.

#### **Our Mission:**

##### **A happy and secure atmosphere**

We aim for our school to have a happy, caring and friendly atmosphere underpinned by Christian values. We seek to provide a supportive learning environment that is calm, positive and purposeful.

##### **Love of Learning**

We aim to foster within children a love of learning and a confidence in their own abilities that will stay with them throughout their formal education and beyond.

##### **The best for each child**

We value a spirit of mutual respect and inclusiveness. We strive to offer a rich and broad curriculum supported by a wide range of extra-curricular activities. It is our belief that these high quality experiences build character, strengthen self-esteem and help to prepare children to fulfil their personal potential in future life.



## Church School

As a Church of England Primary School, we have a clear commitment to promoting a strong Christian ethos within the school. The school has Voluntary Controlled status which means that admission to the school is not dependent on any Christian commitment. We are delighted that the school represents the wide range of different faiths and perspectives of our local community.

Daily acts of worship (assemblies) are held for all children. These acts of worship provide opportunities for children to participate in collective worship and to celebrate work and achievements. The acts of worship are led by the headteacher, members of staff and our Vicar, Rev Charlotte Gompertz. They will include a wide variety of activities in which children and adults participate.

At different times during the year, the children will visit Oxon Parish Church to take part in a variety of services including Harvest Festival and a Christmas Carol Service.





### **The context of the school (drawn from our SEF and IDSR)**

- Oxon currently has 427 children on roll which makes it bigger than other schools nationally, and very big for the rural county of Shropshire.
- The school has grown from two classes to fourteen classes over the last forty years. Over that time the school has been extended as new housing has been built in the surrounding area. The school is close to the Royal Shrewsbury Hospital and many parents are employed there.
- The school enjoys an excellent reputation in the town and is heavily oversubscribed.
- The school draws children from a wide range of different backgrounds.
- The school has a very large number of pre-school providers (over 30 during a five year period). Children come from an average of eleven different providers each year.
- The school has 6.32% of children identified as FSM6. This figure fluctuates between different years and is currently well below the national average. The school intake includes children from a wide variety of different social and economic backgrounds.
- The school has 14.1% of children whose first language is not believed to be English (EAL). This figure is close to the national average but high for the rural county of Shropshire.
- The school has identified 11.24% of pupils as requiring 'SEND support'; this figure is below the national average.
- 2.34% of children have an EHC plan, this is close to the national average.





## Current numbers on roll

Reception	61
Year 1	63
Year 2	63
Year 3	60
Year 4	60
Year 5	60
Year 6	60

Total NOR = 427

## School Organisation

Year Group	Age of Children	Number of classes
Reception	4 and 5	2 classes
<b>Key Stage 1</b>		
Year 1	5 and 6	2 classes
Year 2	6 and 7	2 classes
<b>Key Stage 2</b>		
Year 3	7 and 8	2 classes
Year 4	8 and 9	2 classes
Year 5	9 and 10	2 classes
Year 6	10 and 11	2 classes

Class sizes vary from year to year, according to the number of children on the school roll. The school has a statutory responsibility not to exceed 30 pupils in any foundation or key stage 1 class.



## **Buildings and Facilities**

Oxon CE Primary School is situated in its own spacious grounds off Racecourse Lane in Bicton Heath. The school relocated onto this site in 1959 when two classrooms were built. Over the following decades, several extensions increased the number of classes to fourteen. From 2001 onwards, the school was refurbished to provide a modern, high-quality learning environment.

### **School Hall**

There is a multi-purpose hall which is used for worship (assemblies), P.E., music, dance and drama, and for whole school events such as our two annual drama productions. The hall is also used for meals during lunchtime. In 2024, a major building project was completed to double the size of the hall.

### **ICT Suite**

The school has a well-equipped ICT suite with 32 networked workstations and also has over 140 wireless-enabled laptop computers and i-Pads for use in other areas of the school. All classes are equipped with interactive panels which are used to enhance the children's learning through the presentation of high-quality teaching materials and access to interactive learning experiences.

### **Playground and School Fields**

Outside the main building there are large, well-equipped, hard play areas and extensive school fields which are used to support learning across the curriculum. In 2008, the school completed a major project to significantly enlarge the school grounds by incorporating a large adjacent area of local authority land into the school grounds. This project has facilitated the generous external space that we now enjoy.

### **Forest School Area**

The school has a 'forest schools area' which is used to enhance children's learning in a range of areas and a gardening area for growing vegetables.





## Curriculum

The school has extremely detailed medium term planning in place for all subjects. This planning is routinely reviewed and incrementally improved and enhanced over time.

Whilst the majority of the curriculum is taught with a single subject focus, teachers take every opportunity to link curriculum areas where this is considered appropriate. For example, much of the material used within the study of non-fiction reading and writing in English will be drawn from other curriculum areas.

The school is committed to providing a wide range of enrichment activities, examples of these include:

- Educational visits – the school is very committed to using visits to enrich the curriculum.
- Drama – musical drama productions that take place in the autumn and spring terms are highlights of the year. The performances are of a high standard and are held in our very well-equipped school hall.
- Art – the school has a major commitment to art including an annual arts week that often has a multicultural theme.
- Visitors and specialist staff – these make a key contribution in providing our enriched curriculum.
- The school has strong provision for physical health including through the PE provision and the very wide range of free after school sports clubs. The school takes an active role in inter-school competitive sport.
- The school has significant links with Kamukuywa AC Primary School in Western Kenya which began in 2010.

The use of Information Communications Technology for all children is embedded within the curriculum. Its delivery includes the direct teaching of specific skills and knowledge as well as practical application within the children's work.

The school website provides details of the arrangements that are in place.





## Governors

The governing body is made up of 14 governors. Full governing body meetings are held each term.

All governors also sit on the Standards, Curriculum and Human Resources Committee or the Finance, Premises, Security, Health and Safety Committee. These committees also meet each term.

## Financial Summary

The budget plan summary for 2025/2026 was approved as follows:

2024-25 Carry Forward (including investments)	£199,991
2025-26 Funding for the financial year	£2,473,000
2025-26 Estimated commitments	£2,486,310
Projected in-year deficit	-£12,910
Projected Carry Forward (including investments) as at 31/3/2026	£187,081



## **Ofsted**

The school was last inspected by Ofsted on 6-7<sup>th</sup> June 2023 and was judged to be outstanding.

The previous Ofsted inspection was on 12-13<sup>th</sup> May 2016 when the school was judged to be outstanding.

## **SIAMS**

The school was last inspected by SIAMS on 20<sup>th</sup> May 2024. We were delighted with the report which is available on the school website.

## **Earlyworld Out of Hours Club**

The school offers a Breakfast Club, an After-School Care Facility and a School Holiday Club which are all run by Earlyworld. The Breakfast Club is available from 7.30am with the choice of an optional breakfast. The After-School Club is run from 3.15pm to 6.00pm during term time and from 8.00am to 6.00pm during the school holidays.

The club is run by Earlyworld who have their own childcare registration for the club. The club is inspected separately from the school by Ofsted.

## **Parents and Community**

We value very highly the need for good communication between home and school and we aim to work in close partnership with parents and carers. This is achieved through a variety of means including regular newsletters and parent consultation afternoons. Staff are always willing to help with any problems or concerns that may arise.

There is a PTA which actively supports the school by fundraising and organising a variety of social events.



## **INFORMATION ABOUT THE POST**

**Job Title:** Headteacher

**Salary Range:** Headteacher Group 3, L18 (£78,702) to L24 (£90,255).

**Start date:** 1<sup>st</sup> September 2026

### **The Post: Headteacher**

In making the appointment, the governors will be seeking the following skills and experience:

#### **Essential Requirements**

- Has qualified teacher status.
- Must be committed to continuing to develop the Christian ethos of the school.
- Is an effective classroom teacher.
- Has management responsibility and experience as a curriculum leader.
- Is able to monitor and evaluate the developing high standards throughout the school and is aware of the headteacher's role in performance management.
- Has the personal qualities and organisational skills to be an effective and sensitive manager and communicator amongst staff, children and their parents, professional agencies and the parish and wider communities.

#### **Desirable Qualities**

- Has an understanding of the whole primary school curriculum including the requirements of the under fives, Key Stage 1, Key Stage 2, SEND and more able and talented.
- Has the ability and desire to communicate the vision and values of the school to a wide audience and the determination to play a central part in realising them.
- Holds the NPQH qualification.

#### **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 Headteacher Group 3, L18 (£78,702) to L24 (£90,255).

There are three options to consider for pension arrangements:

- Teachers' Pension Scheme under the provisions of the Teachers' Pensions Regulations;
- a private pension scheme;
- State Earnings Related Pension Scheme.

Details about the teachers' scheme may be obtained from Teachers' Pensions, <https://www.teacherspensions.co.uk/members/member-hub.aspx>

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.

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## Job Description

**Name of School:** Oxon CE Primary School

**Title of Post:** Headteacher

### Description of Post

The statutory conditions of the post are as laid down in the School Teachers' Pay and Conditions Document. The following details summarise the major tasks expected of the head of the school and the skills, knowledge, aptitudes, and qualities they require in order to carry out the role.

<b>Key responsibilities of the Head</b>	<b>Personal skills needed to carry out these responsibilities</b>
1. Establishing and articulating the aims and major policies of the school in collaboration with the staff and governing body.	A clear overview of all major functions of the school and the ability to formulate and communicate clear statements about them.
2. Preparing development plans for the school related to the National Curriculum, the school's budget, the CPD needs of teachers, and other requirements, including Ofsted.	An ability to predict, plan and prioritise, together with the skills of negotiation and decision making.
3. Maintaining an overview of the quality of the school's curriculum provision in conjunction with the School Improvement Plan.	Having a clear vision of the totality and purpose of the whole school curriculum.
4. Managing the quality of the learning environment in the school, including the observation and review of the performance of staff and pupils.	The ability to set up a workable process to promote the success of pupils within the school.
5. Responsibility for all aspects of financial management.	An ability to formulate, manage and monitor the school's budget and provide appropriate information to the governing body.
6. Developing and maintaining links between the school and the community that it serves.	An ability to understand the needs of the local community and to develop positive dialogue with a wide range of people.
7. Managing the communications and support networks of the school.	An ability to manage effectively.

8. Organising the appointment of staff and establishing programmes for the development of both the teaching and non-teaching members of staff.	An ability to define roles and responsibilities and to make effective appointments.
9. Representing the school in the outside world, including the promotion of the school's attributes and achievements.	An ability to communicate a belief about the effectiveness of the school to the outside world.
10. Creating policies for the monitoring and evaluation of the success of the school.	An ability to define and pursue plans, and to search for evidence to see how well these have been achieved.
11. Preparing the school for inspection by Ofsted.	An ability to communicate all that has been done and achieved since the previous inspection.





## 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](mailto:Mathew.Edwards@shropshire.gov.uk) Tel. 01743 251278)

Please note:

- Please also submit a concise letter of application, either using the blank pages on the form or presented separately on A4 sheets.
- 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 LA, 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.
- Visits to the school are actively encouraged and can be arranged by e-mailing or telephoning the school office.
- The closing date is **Monday 23 February 2026 10.00am**
- Short-listing for this post will take place on **Wednesday 4 March 2026**.
- Interviews will be held on **Monday 16 March 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](mailto: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.
- 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 wish to take up the opportunity, focusing on issues of professional development highlighted by the interview.



## PRIMARY EDUCATION IN SHROPSHIRE

Shropshire is the largest inland county, bordered by Wales, Worcestershire, Herefordshire, Telford and Wrekin, the West Midlands, Staffordshire, and Cheshire. It is a county of interesting variety of character and landscape, from sparsely populated agricultural areas to the county town of Shrewsbury. It offers a wide range of places in which to live and work and easy access via the M54, A5, M6 and rail to the rest of England, Scotland, and Wales.

The administrative centre of the council and support to schools is based at the Guildhall, Frankwell Quay, located within Shrewsbury town centre. David Shaw, Director of Children's Services, leads the provision of support to schools which offers a full range of services to primary schools and their parents, pupils, governors, and staff in line with development plans.

**The Local Authority's policy is that the school curriculum should help all pupils to:**

- Enjoy learning and perceive education as a life-long process.
- Develop the attitude, understanding and skills necessary, now and in the future, to exercise independence and initiative and to work, participate and thrive in a democratic society.
- To fully involve pupils in each of the following areas of learning and experience in all years:

aesthetic and creative  
human and social  
linguistic and literacy

mathematical  
moral  
physical

scientific  
spiritual  
technical

- Develop lively, enquiring minds and the ability to:
  - find and use information;
  - question and debate rationally;
  - apply understanding and skills in order to address issues, solve problems and
  - carry out practical tasks.
- Develop worthwhile personal values and attitudes, including good manners and respect for others, and gain a clear understanding of the ways of life of other people and other cultures.
- Understand the world in which they live and the interdependence of individuals, groups and nations.
- Develop appreciation and concern for the environment.



- Work co-operatively with others, including developing confidence and respect in relating to adults.
- Develop self-reliance and the ability to learn independently.

The local authority has 56 maintained primary schools.

Shropshire Council gives support to schools in financial, human resources and management matters.

Newly appointed headteachers, whether in their first or a further headship, can expect particular support from their attached adviser and to be invited to take part in an induction programme.

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. This is assisted by the primary advisers' monitoring and support roles. Shropshire advisers carry out inspection contracts under the Ofsted framework so that they continue to blend both evaluative and advisory functions, to the benefit of the schools.

Emphasis is also placed upon the support that is available through schools working together in groups and clusters.

