



**Shipston-on-Stour**  
Primary School



# Headteacher Candidate Pack

*Kindness + Courage + Responsibility = Shipston Spirit*



# Contents

|   | Page |
|---|------|
| Welcome from the CEO .....                                | 3    |
| Welcome from the Chair of Governors .....                 | 4    |
| About Shipston-on-Stour Primary School .....              | 5    |
| Beyond the Classroom: A Rounded Education .....           | 5    |
| Our Community: Shipston-on-Stour .....                    | 8    |
| About The Stour Federation .....                          | 9    |
| The Role (Job Description) .....                          | 10   |
| The Person (Person Specification) .....                   | 14   |
| Welcome from the School Council (Pupil Perspective) ..... | 16   |
| What Our Staff Are Looking For (Staff Perspective) .....  | 17   |
| Application Process .....                                 | 18   |





# Welcome from the CEO

Dear Colleague,

Thank you for your interest in the position of Headteacher at Shipston-on-Stour Primary School. This is a unique and exciting opportunity to lead a popular, successful school that sits at the very heart of its community and serves as the primary hub for our Trust. The Stour Federation is a partnership of primary schools working together to achieve excellent outcomes for all. Our "North Star" is Human Flourishing - for our children, our staff, and our communities. We believe that through collaborative leadership and unwavering devotion, we can instil ambition in our learners and equip them to succeed in a diverse, challenging world.

Shipston-on-Stour Primary School is a special place, defined by its "Shipston Spirit" - a unique blend of kindness, courage, and responsibility that permeates every classroom, playground and corridor. We are looking for an inspirational leader who understands this ethos and has the vision to take the school to its next stage of development. As Headteacher, you will be supported by a strong central team and a network of collaborative peers. We are deeply committed to your professional growth through our "Growing Great People" strategy, ensuring you have the autonomy, coaching, and support to thrive. I look forward to receiving your application and potentially welcoming you to our Trust family.



**Christian Hilton**

Chief Executive Officer, The Stour Federation



# Welcome from the Chair of Governors

Dear Applicant,

On behalf of the Local Academy Council (LAC), I am delighted to welcome you to Shipston-on-Stour Primary School. We are a "Good" school with high aspirations, set in extensive grounds in the beautiful town of Shipston-on-Stour. Our governors are a dedicated and active body, committed to supporting the Headteacher in realizing the school's vision. We operate not just as critical friends, but as champions of the "Shipston Spirit," ensuring that every decision we make is rooted in our core values of Kindness, Courage, and Responsibility.

Our most recent Ofsted report (January 2023) confirmed that our school is a place where pupils feel safe, happy, and ready to learn. However, we are not a school that stands still. We are looking for a leader who will continue to drive high standards in teaching and learning while fiercely protecting the nurturing, inclusive culture that makes our school so special. As a Local Academy Council, we promise to support you, challenge you constructively, and work in partnership with you to ensure Shipston-on-Stour Primary School remains a beacon of excellence for our community.

We strongly encourage you to visit us. Walking through our corridors, you will see the smiling faces and confident demeanour of our children - the best testament to the work we do.



**Peter Daniel**

Chair of the Local Academy Council

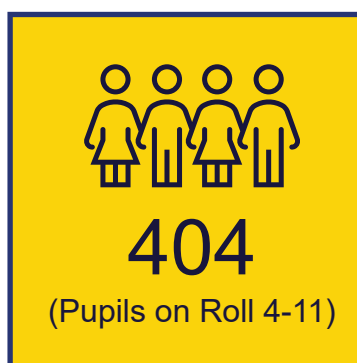




# About Shipston-on-Stour Primary School

*"A popular, friendly school with well-behaved, happy pupils."*

Shipston-on-Stour Primary School is a two-form entry academy and the largest school within The Stour Federation. We are proud of our warm, inclusive atmosphere where children feel safe, valued, and ready to learn. Our most recent Ofsted report highlights that our school is: "a happy and welcoming place to be." In September 2024 we opened our Specialist Resourced Provision (SRP) called The Dovecote. We specialise in supporting children with Communication and Interaction needs including Autistic Spectrum Condition and speech, language and communication needs.



Our Ethos: The Shipston Spirit

Our school culture is built on a simple yet powerful equation:



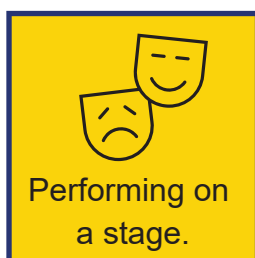


# Beyond the classroom

At Shipston Primary, we believe that academic success is just one part of a child's journey. We are committed to providing a "rounded education" that develops our 6 global competences of character, citizenship, collaboration, communication, creativity and critical thinking. Our enrichment offer is extensive and central to our curriculum design.

## *"11 Before 11"*

We promise every child a set of memorable, life-enhancing experiences before they leave us at age 11. These are not just trips; they are pledges to widen horizons, including:



We take full advantage of our extensive grounds and the PE & Sports Premium to offer a wide range of physical activities:

**Competitive Sport:** We are active participants in inter-school competitions (including football, tag rugby, netball, athletics) within the South Warwickshire area.

**Active Play:** Our playground zones and OPAL programme (Outdoor Play and Learning) ensure physical development is embedded from the start.







# Beyond the classroom

## **Clubs & Extra-Curriculars:**

Our wraparound care and after-school club offer is vibrant, catering to diverse interests.

While the list evolves termly, typical clubs include:

**Arts:** Choir, Arts & Crafts, Curious Creators.

**Sports:** Football, Tag Rugby, Multi-skills, Fencing,  
Martial Arts, Tennis, Dance/Gymnastics.

**Nature:** Forest Club



At Shipston-on-Stour Primary School, the Thrive Approach is fully embedded across the school and sits at the heart of our pastoral care. Staff are trained to use Thrive principles to understand children's social and emotional development, enabling them to respond to individual needs with empathy, consistency, and precision. Through carefully planned classroom practice, regular Thrive assessments, and targeted interventions, we ensure that every child feels safe, seen, and supported. This proactive, whole-school approach strengthens relationships, promotes emotional regulation, and creates the nurturing environment in which our pupils can flourish - academically, socially, and personally. Thrive is not an add-on; it is a central pillar of how we help children thrive in every sense.



# Our community

Shipston-on-Stour is a thriving and welcoming market town at the heart of south Warwickshire, home to a steadily growing population of around 5,849 residents. The town has a close-knit feel, with a strong sense of civic pride and deep community connections across generations. Its demographic

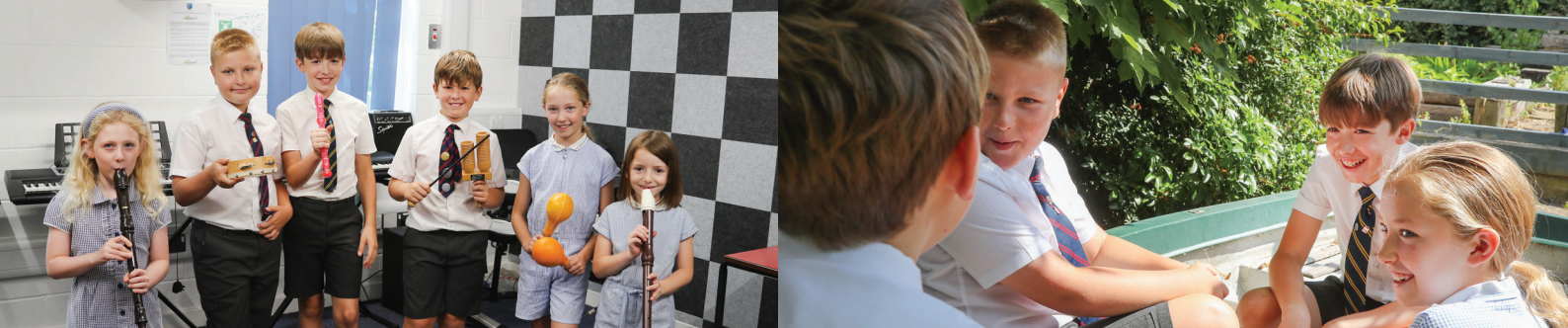


profile includes a large proportion of older residents, contributing to a stable and settled community where family networks are strong and intergenerational support is a defining feature of local life.

Despite its rural setting, Shipston has the vibrancy of a busy small town, with active volunteer groups, well-used local amenities, and a culture shaped by long-established traditions. The town's predominantly White British population drives our commitment to global citizenship - working intentionally to expose pupils to diverse cultures and perspectives through our curriculum.

Shipston-on-Stour Primary sits at the heart of this community. It benefits from highly engaged families, strong local partnerships, and a shared commitment to nurturing children so they feel known, supported, and celebrated. This rich community context provides a firm foundation for the school's continued success and its central role in shaping the next generation.





# About The Stour Federation



Established in 2014 in South Warwickshire, The Stour Federation Multi Academy Trust is a dynamic group of 5 church and non-church schools, working generously in collaboration to provide excellent education to the children in our settings and beyond.

## Trust Vision and Mission

Through collaborative leadership, unswerving devotion and future thinking, the vision of The Stour Federation is to develop and grow our group of inspirational schools which instill ambition and desire in learners, open their minds, widen their horizons and equip them to succeed in a diverse, challenging world.

## Trust Motto

*“LEARN, GROW, SUCCEED TOGETHER”*

## Trust Core Values

Our values underpin system leadership and the capacity to collaborate with others leads to a long-lasting driver for improvement – partnership only works when both sides are adding capacity and receiving support as the foundation of the relationship.

## Other schools in the Stour Federation MAT

Acorns Primary School | Brailles CofE Primary School | Kineton CofE Primary School | Wilmcote CofE Primary School



## THE STOUR FEDERATION HEADTEACHER JOB DESCRIPTION

Play. Make their day. Choose your attitude. Be there.

### CORE PURPOSE

The Headteacher will provide visionary leadership to ensure that flourishing is the reality for every child, staff member, and family in the school community.

In line with Department for Education requirements, the Headteacher must consistently demonstrate principled, professional conduct while upholding both teacher and headteacher standards. By providing expert professional leadership and management, the Headteacher will establish a school culture that champions excellence, equality, and high expectations for all pupils and staff.

Working alongside the Executive Leadership Team, the Headteacher is responsible for defining the school's aims, directing staff, and managing resources to deliver an exceptional education that meets key strategic priorities. Ultimately, the Headteacher is accountable to the Local Academy Council and the CEO of The Stour Federation for the school's educational success, ensuring all progress aligns with the Trust's strategic framework.

### KEY RESPONSIBILITIES

#### STRATEGIC DIRECTION AND DEVELOPMENT

- Shape the strategic vision and direction for the school under the guidance of the Trust Senior Leaders, setting very high expectations with a clear focus on pupil learning.
- Set aims and objectives for the school and formulate the School Improvement Plan with the governors, school leaders and other Trust senior staff.
- Take responsibility for developing excellent practice to deliver the objectives set out in the School Improvement Plan that drive sustainable school improvement.
- Lead school self-review and evaluation and the effective planning and management of resources to secure improvement.
- Participate in and, where required, lead trust-wide initiatives focused on developing and sharing excellent practice across all Trust schools.
- Actively engage with other schools within the Trust and beyond to build effective, collaborative learning communities.



- Undertake research, attend events and participate in working groups to ensure that the Trust continues to stay abreast of developments in education and continues to grow as a recognised leader in providing excellent education.
- Attend Local Academy Council meetings and provide strategic updates linked to school improvement work and the measurable impact of School Improvement Plan priorities.

#### LEADING TEACHING AND LEARNING AND ENHANCING THE TEACHING PRACTICE OF OTHERS

- Ensure that teaching in all year groups is improving.
- Ensure effective and appropriate pastoral support is available to all children.
- Ensure that all children make good progress including where there are barriers to learning, through clear, consistent and excellent systems and provision for all, actively promoting inclusion.
- Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on pupil learning.
- Drive and inspire a passion for learning, utilising new technologies and innovative curriculum design to ensure flourishing for all, preparing pupils with the academic knowledge and skills alongside a highly developed sense of social responsibility.
- Demonstrate pedagogical depth of understanding how children learn and the core features of successful inclusive practice.
- Develop whole staff, phase teams and individuals to enhance performance:
  - Undertake coaching and mentoring.
  - Plan, organise and deliver staff meetings,
  - Keep abreast of the latest developments in the area and disseminate effectively to other members of staff
- Distribute leadership throughout the organisation, forging teams that hold each other to account for decision-making.
- Take an active lead role in sharing effective practice and innovation across Trust schools and beyond.
- Work with the Trust Senior Leadership team to lead school reviews in other schools to bring ideas back for The Stour Federation.
- Create, maintain and enhance effective relationships.

#### SECURING ACCOUNTABILITY

- Develop a strong culture of belonging and mattering which enables everyone to work collaboratively.
- Incorporate strategic financial planning to ensure the equitable deployment of budgets in the best interests of pupil achievement.
- Ensure individual staff accountabilities are clearly defined, understood and agreed.
- Work with the Local Academy Council to enable the school to meet its statutory responsibilities.
- Ensure every child has access to high quality teaching and learning.
- Strategically analyse data on attainment, attendance, behaviour and wellbeing to inform future improvement.
- Ensure curriculum provision is in line with The Stour Federation curriculum principles.

## LEADING THE ORGANISATION

- Provide effective organisation and leadership of the school to ensure it reflects the school and Trust values and enables effective and efficient operations.
- Prioritise staff wellbeing and a healthy work-life balance.
- Develop effective relationships and communications which underpin a professional learning community that enables everyone in the school to achieve.
- Develop effective team communication to ensure staff involvement in the school improvement plan and ensure they are kept informed of key priorities and developments.
- Create an inspiring, professional work environment consistent with The Stour Federation's values and aspirations.
- Work with the school and Trust Senior Leadership team to recruit and retain high quality leadership, teaching and support staff and deploy staff effectively to improve the quality of education.
- Research, integrate and use a range of technologies effectively and efficiently to manage the school.
- Manage and organise accommodation efficiently and effectively to ensure the learning and school environment enables outstanding learning and reflects the school and Trust high standards.
- Ensure evidence-based improvement plans and policies promote continuous school improvement linked to the school SEF and Trust strategic planning.
- Secure and allocate resources to support effective learning and teaching within subject areas.
- Monitor and control the use of resources and budget according to the Trust's agreed financial procedures.
- To ensure compliance with the Data Protection Act (2018) and the Freedom of Information Act (2000).

## STRENGTHENING COMMUNITY

- Build a school culture that takes account of the richness and diversity within the school's community.
- Ensure that strategic planning and curriculum planning takes account of the diversity, values and experience of the school and the local community.
- Create and maintain effective partnerships with parents, Governors, the Local Authority, DBE, local Trusts and networks, and The Stour Federation, to support and improve pupils' achievements and personal development.
- Work with staff to promote community cohesion and extended services and work with other external partners.
- Provide civic leadership to develop wider school community engagement. This includes ensuring a range of community-based learning experiences and collaboration with other agencies to ensure pupil and community needs are met.

## SAFEGUARDING

- Act in the role of designated safeguarding lead and fulfil all associated duties as outlined in Keeping Children Safe in Education and associated safeguarding and child protection policies.
- Ensure a strong culture of safeguarding where pupil voice is visible and empowered.
- Co-ordinate and lead staff induction and INSET to ensure best practice in safeguarding.
- Work closely with senior DSLs to ensure strategic planning for safeguarding is in place on an annual basis.



- Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistleblowing practices.

## HEALTH AND SAFETY

- Ensure all members of the school community feel safe and able to fulfil their potential at the school.
- Ensure the Trust's Health and Safety Policy is embedded across all aspects of the school and be responsible for ensuring all staff deploy best practice.
- Ensure the safety of all parties whilst on site at the school including staff, pupils and visitors.
- Ensure staff receive appropriate in relation to health and safety practice including risk assessment.

## GENERAL

- Lead the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the school's line managers.
- Publicly support all decisions of the Trust's Senior Leadership Team and Trust Board.
- Ensure that all duties and services provided are in accordance with the Trust's Equality and Diversity Policy.

## SAFEGUARDING CHILDREN & SAFER RECRUITMENT

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The post is subject to enhanced DBS disclosure, prohibition and disqualification checks, and two satisfactory references.

The Stour Federation will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment and adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated persons and other staff to discharge their responsibilities in relation to safeguarding.





















## ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description will be reviewed annually and the CEO reserves the right to alter the content of this job description to reflect the changing demands of the job or services provided, without altering the general character or level of responsibility. This job description does not form part of the contract of employment.

|   | Essential                           | Desirable                           |
|---|-------------------------------------|-------------------------------------|
| <b>Qualifications</b>   |                                     |                                     |
| Qualified to degree level and above with Qualified Teacher Status.  | <input checked="" type="checkbox"/> |                                     |
| Qualified to teach in the UK.   | <input checked="" type="checkbox"/> |                                     |
| Evidence of continuing professional development.  | <input checked="" type="checkbox"/> |                                     |
| NPQH (or equivalent) achieved or underway.  |                                     | <input checked="" type="checkbox"/> |
| Experience of leading an Academy  |                                     | <input checked="" type="checkbox"/> |
| <b>Teaching and Leadership</b>  |                                     |                                     |
| Outstanding primary teacher with several years' teaching experience.  | <input checked="" type="checkbox"/> |                                     |
| Experience of raising attainment of all pupils.   | <input checked="" type="checkbox"/> |                                     |
| Experience as a leader in school, promoting a subject/ phase and/or motivating and leading staff.   | <input checked="" type="checkbox"/> |                                     |
| Leading staff development.  | <input checked="" type="checkbox"/> |                                     |
| Experience of successfully developing, implementing and evaluating policies in curriculum areas.  | <input checked="" type="checkbox"/> |                                     |
| Recent leadership training.   | <input checked="" type="checkbox"/> |                                     |
| <b>Knowledge and Understanding</b>  |                                     |                                     |
| Excellent classroom practitioner able to lead by example.   | <input checked="" type="checkbox"/> |                                     |
| Evidence of highly effective teaching in more than one key stage.   | <input checked="" type="checkbox"/> |                                     |
| Ability to set high expectations which inspire, motivate and challenge pupils.  | <input checked="" type="checkbox"/> |                                     |
| Core subject leadership or experience of leading whole school initiatives.  | <input checked="" type="checkbox"/> |                                     |
| Knowledge of the curriculum for Foundation Stage, KS1 and KS2.  | <input checked="" type="checkbox"/> |                                     |
| In depth knowledge of curriculum development and effective pedagogy.  | <input checked="" type="checkbox"/> |                                     |
| Excellent understanding of assessment, recording and reporting.   | <input checked="" type="checkbox"/> |                                     |
| Ability to use a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance. | <input checked="" type="checkbox"/> |                                     |
| Experience of having led, or made a significant contribution to, the success of a school, through its leadership, pupil outcomes and ethos.                               | <input checked="" type="checkbox"/> |                                     |
| Up to date knowledge of current educational issues.   | <input checked="" type="checkbox"/> |                                     |



|   | Essential   | Desirable   |
|---|---|---|
| Deep understanding of Equalities legislation and the ability to implement strategies across all aspects of the school.                              |   |    |
| <b>Leadership</b>   |   |   |
| Ability to plan strategically and communicate a coherent vision in a range of compelling ways to diverse audiences, both verbally and in writing    |    |   |
| Experience as a senior leader in school at Assistant/Deputy Head level or equivalent  |    |   |
| Proven record of raising standards that have impacted positively on pupil attainment and teaching quality.  |    |   |
| Excellent relationships and interpersonal skills when working with children, staff, parents/carers and governors                                    |    |   |
| Ability to positively influence others.   |    |   |
| Ability to implement change strategically.  |    |   |
| Understanding, analysis and interpretation of school performance data.  |    |   |
| Ability to prioritise, work under pressure and meet deadlines.  |   |   |
| Effective problem-solving skills.   |  |   |
| Experience at Headteacher or Head of School level with expertise in managing the impact of change.  |   |  |
| <b>Leadership Behaviours</b>  |   |   |
| Optimistic personal behaviour, resilience under pressure, and the ability to model the Trust's values and vision daily.                             |  |   |
| High expectations of oneself, the team and the pupils.  |  |   |
| A genuine passion and belief in the potential of every child.   |  |   |
| Act as a role model to staff and children.  |  |   |
| Flexibility and adaptability to work effectively with a wide range of stakeholders, including the diocese, local authority, and community partners. |  |   |
| Flexibility and adaptability to work effectively with a wide range of stakeholders, including the diocese, local authority, and community partners. |  |   |
| Excellent attendance, punctuality and time keeping.   |  |   |
| Possess personal impact and presence.   |  |   |
| Ability to hold others to account effectively while welcoming strong governance and external review.  |  |   |



# A message from the School Council

## What makes a perfect Headteacher?

We asked our School Council representatives what they are looking for in our new leader. Here is their "Job Description" for you:

"Someone who models positive behaviour and is patient: by being kind and responsible, it will show us how to behave and help us learn. This will work better than telling us what to do."

"Someone who is innovative and creative: willing to try something new."

"Someone with vision and courage: a confident speaker who represents our school in assembly and the wider community."

"Someone who is fair and treats everyone the same."

"Someone who is the reason someone else smiles today."

"Someone who is fun, kind and caring, but with boundaries: able to ensure the school runs smoothly and make sure the rules are upheld. This will help us feel safe."

"Someone who is encouraging, trustworthy and a good listener: listen to our thoughts, ideas and problems so that we can trust you to make wise decisions. This will help us learn how to work things out."

"Someone who notices good behaviour, focuses on the positives and sends notes home when we have done well. This will encourage us to keep trying."

"Someone who is collaborative and works well with parents and staff."



# What our staff are looking for

At Shipston-on-Stour Primary School, our staff are our most valuable asset. In line with the Trust's "Growing great People" Strategy we are looking for a leader who:

*"Communicates clearly – provides clarity of direction and is willing to involve staff in the decision-making process."*

*"Trusts professionals – values staff expertise and gives them autonomy to take risks in the classroom."*

*"Values the Thrive approach towards mental health and social and emotional development. Being aware that academic interventions will not work if the child is not emotionally available."*

*"Prioritises wellbeing – understands the pressures of workload and time restraints in school. Be mindful of expectations around change and its effect on wellbeing."*

*"Is approachable and accessible to staff. Is proactive in acting upon any issues raised. Welcoming new approaches and willing to trial innovations in school."*

*"Is present and visible around the school. Supporting staff with pupil behaviour and setting consistent expectations throughout the school."*

*"Prioritises and represents Shipston Primary within the Trust. Is confident of the school's identity and focuses on the specific needs of the children in our school."*



# Application Process

## Visits to the School:

Visits are warmly welcomed. Please contact the school office to arrange a tour.

## How to Apply:

Apply online at DfE Teaching Vacancies including a supporting statement addressing the person specification.

## Safeguarding Statement:

Shipston-on-Stour Primary School and The Stour Federation are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS with a Children's Barred List Check, online searches, and two satisfactory references.



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**Shipston-on-Stour**  
Primary School