

Chair's Welcome

Dear Applicant,

On behalf of the Governing Board, I am delighted to thank you for your interest in the post of Headteacher at our wonderful church school. This is an exciting opportunity to lead a nurturing, ambitious and faith-centred community where pupils truly flourish.

Our most recent Ofsted inspection (February 2023) graded the school as Good, recognising that our Christian values of love, aspiration and forgiveness permeate every aspect of school life. Inspectors noted that we offer a safe, happy and caring environment in which our pupils thrive. We are immensely proud of this, and we remain committed to building on these strengths as we move into the next phase of our school's journey.

Due to the forthcoming retirement of our longstanding and highly respected Headteacher, who has led the school with care, nurture and unwavering commitment, we are seeking an exceptional primary leader to guide Sir John Offley into its next chapter. We are looking for an inspirational individual with a clear vision for high-quality education rooted in Christian values. The successful candidate will champion the wellbeing and development of every child, lead with integrity, and inspire staff and families alike.

You will be joining a school supported by a dedicated Governing Board and a committed, talented staff team who work collaboratively and passionately for the good of our community. We will support and encourage you as you bring your own ideas, strengths and leadership to our school.

We warmly encourage prospective candidates to visit us. Seeing the school in action is the best way to experience the ethos, enthusiasm and care that define our community. If you would like to arrange a visit, please contact our school office on Tel: 01782 750301 or email: bursar@sirjohnoffley.staffs.sch.uk

In support of your completed application form we invite you to write a letter, of no more than two sides of A4, detailing your current skills, knowledge and experience which demonstrates why you believe you could be the next Headteacher of Sir John Offley CofE (VC) Primary School.

I look forward to hearing from you.

Yours Sincerely,

Mr. O Warman
Chair of Governors



Advert

Headteacher

Contract Type: Full Time

Contract Term: Permanent

Salary: L9 (£63,070) – L15 (£73,105)

Required from the summer term 2026 (13th April 2026)



Website www.sirjohnoffley.co.uk

About Us

At Sir John Offley CE Primary School, we live each day through our motto *“With God all things are possible”* and our core Christian values of Love, Aspiration and Forgiveness. These values underpin all that we do, they shape how we nurture our pupils, how we teach, and how we build our community. Our child-centred curriculum encourages curiosity, creativity and a lifelong love of learning. We provide many opportunities to learn both inside and outside the classroom in our wonderful grounds or further afield, helping children to flourish in every sense.

We believe high self-esteem is vital: when children are happy, confident and resilient, they are ready to meet life’s challenges. Our talented and caring staff set high expectations and work hard to build strong partnerships with parents and the wider community, enabling our pupils to grow, learn, and thrive.

We currently have 156 pupils on roll including our Nursery provision. We enjoy strong links with our local church (All Saints' Church) and value the support and sense of community that connection brings.

The Role

The Governors are seeking to appoint a dynamic, caring and inspirational leader who will:

- Provide clear, strategic leadership consistent with our Christian vision and values, ensuring these remain at the heart of school life and decision-making.
- Inspire pupils, staff and the wider community, promoting high expectations, a love of learning, and respect for our shared values.
- Build upon our existing strengths: nurture every child, support staff development and promote a culture of continuous improvement.
- Work collaboratively with staff, the Governing Board and the church community to shape the school’s future.
- Embed and champion our child-centred curriculum and values, ensuring opportunities for outdoor learning, enrichment, spiritual growth, and broad life education.

We’re Looking For Someone Who:

- Is a practising Christian committed to upholding and promoting the distinctive Christian character and ethos of our school
- Demonstrates compassionate, inclusive leadership rooted in our values of Love, Aspiration and Forgiveness.
- Has strong interpersonal skills and a track record of building positive relationships with pupils, staff, parents, governors and the church community.
- Believes passionately in the potential of every child and is dedicated to enabling all to flourish academically, socially, emotionally and spiritually.
- Is committed to high standards and to leading by example.

Advert Continued

What we offer:

- A warm, welcoming and values-led school community, where children are happy, supported and encouraged to be their best.
- A committed and caring staff team who share your passion for excellence and nurturing.
- Strong links with parents, families and our church community, ensuring a genuine sense of belonging and shared purpose.
- A distinctive Christian environment where faith, learning and personal growth are integrated.
- Opportunities for professional development and leadership growth, with supportive governors and community backing.

If you are ready to lead a school where faith, values, learning and community go hand-in-hand and you believe wholeheartedly that *with God all things are possible*, we would love to hear from you.

Visits are warmly welcomed and encouraged. If you would like to arrange a visit, please contact our school office on Tel: 01782 750301 or email: bursar@sirjohnoffley.staffs.sch.uk

Your completed application form should be accompanied by a letter no more than two sides of A4, addressed to the Chair of Governors, Mr O Warman, outlining your suitability for this role focusing on your current knowledge, skills and experience. Please send your application electronically to the following email address:

Email: lynsey@insightr ltd.co.uk

Closing date: 19th January 2026 at 12 noon

Interview date: week commencing 26th January 2026

Sir John Offley CE (VC) Primary School is committed to safeguarding and promoting the welfare of children. All staff and volunteers are expected to share this commitment. The successful candidate will be subject to enhanced DBS checks and other safeguarding procedures.



Headteacher: Job Description

Reporting Relationships

Responsible to: The Governing Board

Main Purpose

To carry out the duties of the headteacher in accordance with the current conditions of employment for headteachers contained in the School Teachers' Pay and Conditions Document, Headteachers Standards, the required standard for Qualified Teacher status and any other current educational legislation as required in various Education Acts.

Key Responsibilities:

1. Promoting improvement and shaping the future

The headteacher will:

- promote a constant focus on raising achievement, improving teaching, promoting the highest standards of behaviour and safety, and developing the leadership skills of self and others.
- work with the Governing Board, staff and parents to create a shared vision and strategic plan.
- work with the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- demonstrate the vision and values in everyday work and practice.
- inspire and motivate others.
- create a shared culture and positive climate
- challenge any form of prejudice and inequality, and promote the richness of cultural and religious diversity
- ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- present a coherent, understandable and accurate account of the school's performance to a range of audiences including the governors, staff, parents and carers

2. Leading teaching and learning

The headteacher will:

- take the leading role in improving pupils' learning through a constant drive to raise the standards of teaching throughout the school
- use data and other benchmarks to monitor the quality of teaching through evaluating pupils' progress.
- ensure that learning is at the centre of strategic planning and resource management.
- establish creative, responsive and effective approaches to teaching and learning.
- ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- demonstrate and articulate high expectations and set challenging targets for staff and pupils.
- implement strategies which secure high standards of behaviour and safety, and attendance.
- determine, organise and implement a diverse, flexible curriculum and an effective assessment framework to meet the needs of all pupils.
- take a strategic role in the development of new and emerging technologies to enhance and extend pupils' learning experiences.
- monitor, evaluate and review classroom practice and promote improvement strategies.
- challenge underperformance at all levels and ensure rapid improvement.

Headteacher: Job Description

3. Promoting continuing professional development and working with others

The headteacher will:

- promote and provide opportunities for the continuing professional development of all staff
- ensure effective communication systems and relationships within the school, and between the school and all external support agencies and the wider community.
- treat people fairly, equitably and with dignity and respect, creating and maintaining a positive school culture in which people are happy to come to work and feel valued and respected.
- build a collaborative learning culture and actively engage with other schools to build effective learning communities and manage resources.
- develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals.
- ensure clear delegation of tasks and devolution of responsibilities.
- acknowledge the responsibilities of individuals and teams and celebrate their achievements.
- develop and maintain a culture of high expectations for self and others and take appropriate swift action when performance requires improvement or is inadequate.
- regularly review own practice, set personal targets and take responsibility for own professional development.
- manage own workload and that of others to allow an appropriate work/life balance.

4. Management of the school

The headteacher will:

- provide effective school management and continuously seek to improve organisational policies and structures based on effective self-evaluation.
- ensure that all safeguarding policies and procedures are in place and are acted upon by all staff and governors.
- ensure that the organisational structure includes an appropriately qualified and experienced SENDCO and Designated Safeguarding Lead.
- create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements, national priorities and the school's aims and objectives.
- ensure that policies and practices take account of national and local circumstances, policies and initiatives.
- manage the school's financial and human resources effectively and efficiently, liaising as appropriate with the Governing Board, to achieve the school's educational aims and objectives, comparing favourably to national benchmarks.
- recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.
- implement successful performance management processes for all staff.
- manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, and health and safety regulations including emergency procedures.
- ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- use and integrate a range of technologies effectively and efficiently to manage the school.
- undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Governing Board.

Headteacher: Job Description

5. Securing accountability

The headteacher will:

- effectively fulfil commitments arising from contractual accountability to the Governing Board.
- work with the Governing Board (providing information, objective advice and support) to enable it to meet its responsibilities.
- develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- ensure individual staff accountabilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation, taking appropriate action where performance is unsatisfactory.
- develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- reflect on personal contribution to school achievements and take account of feedback from others.

6. Strengthening Community

The headteacher will:

- build a school culture and curriculum which takes account of our Christian distinctiveness, richness and diversity of the school's communities.
- create and promote positive strategies for challenging racial and other prejudice.
- ensure learning experiences for pupils are linked into and integrated with the wider community.
- collaborate with a range of external agencies to provide effective support for pupils and their families.
- create and maintain an effective partnership with parents to raise pupils' achievement and support their personal development.
- seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to promote pupils' learning.

7. Safeguarding

The headteacher will:

- take overall responsibility for promoting the safety and welfare of all pupils.
- creates an organisational culture which is vigilant to, monitors and prioritises the safeguarding of its pupils above all considerations.
- co-operate and work with relevant agencies to protect children.

The content of this job description maybe amended at any time following discussions between the Governing Board and the headteacher, and will be reviewed on an annual basis.



Person Specification

Prepared By: The Governing Board

Listed below are the requirements that the governors consider to be necessary in undertaking the role of Headteacher at Sir John Offley CofE (VC) Primary School.

Attributes	Requirements	Essential/Desirable
Qualifications	Qualified Teachers Status	Essential
	Honours Degree or equivalent	Essential
	Recent and relevant ongoing CPD	Essential
	NPQH or currently studying towards it	Desirable
Experience	Recent and relevant experience as a Senior Leader	Essential
	A proven track record of raising achievement through successful leadership	Essential
	Working with and engaging the involvement of external partners and the local community	Desirable
Knowledge and understanding	Knowledge and understanding of current issues and best practice including:	
	Safeguarding children and young people	Essential
	What constitutes a good and outstanding school?	Essential
	The process of strategic planning and school self-evaluation	Essential
	Ways to communicate and translate a shared vision into practice	Essential
	Leading the management of change	Essential
	Application of new technologies to teaching, learning and management	Essential
	Comparative data and performance indicators to establish benchmarks and set targets for improvements	Essential
	National policy framework and current educational legislation and initiatives	Essential
	Principles of effective teaching and assessment for learning	Essential
	Roles and responsibilities of Governing Boards, Local Authorities and the requirements of accountability.	Essential
	School budget management and financial responsibilities	Essential
	Strategies for fostering school improvement, including attendance and behaviour for learning	Essential
	Equal opportunities and commitment to their pursuit	Essential
Legal issues relating to school management	Essential	

Person Specification Continued

Attributes	Requirements	Essential/Desirable
Personal Qualities	Commitment to the welfare and safeguarding of young people	Essential
	Strong personal motivation and drive to ensure school improvement	Essential
	Commitment to upholding and promoting the distinctive Christian character and ethos of our school	Essential
	A genuine enthusiasm for, and commitment to, the development of young people, and concern for the development of colleagues and members of the wider school community	Essential
	The ability to inspire, motivate staff, pupils and the wider community and engage their active commitment to your vision	Essential
	Commitment to ensuring inclusion, addressing diversity and access	Essential
	Commitment to own personal and professional development and that of all staff	Essential
	High order analytical and problem-solving skills and the ability to make informed judgements	Essential
	Excellent communication skills in a variety of media to a range of audiences including students, parents/carers, colleagues and the wider school community	Essential
	The ability to project the school in a positive way and continue to enhance its standing and role at the heart of the community	Essential
	The ability to engage parents in supporting children's learning	Essential
	The ability to fill the role of lead professional in classroom practice	Essential
	Commitment to an open, collaborative style of management	Essential
	Evidence of collaborative working and networking with others, within and beyond the school to build and sustain a learning community	Essential
	The ability to understand and appreciate the school's current strengths and the ways in which these might be further developed	Essential
	The ability to form and maintain appropriate relationships and personal boundaries with young people	Essential
	The ability to promote a school culture and curriculum which takes into account the richness and diversity of a wider community	Essential

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and;
- Attitudes to use of authority and maintaining discipline

If a candidate is short-listed any relevant issues arising from his or her references will be taken up at interview.

How to Apply

Salary: L9 (£63,070) – L15 (£73,105)

Contract type : Permanent

Closing date: 19th January 2026 at 12 noon

Our ambition is to appoint a candidate to start in the Summer Term 2026 (13th April 2026)

Interviews will take place week commencing 26th January 2026

How to apply:

Your completed application form should be accompanied by a letter no more than two sides of A4, addressed to the Chair of Governors Mr O Warman outlining your suitability for this role focusing on your current knowledge, skills and experience. Please send your completed application form and supplementary documents electronically to the following email address:

Email: lynsey@insightr ltd.co.uk

Visits to the school are warmly welcomed. If you would like to visit and find out more about the role and our school, please contact the school office to book an appointment on 01782 750301 or e-mail: bursar@sirjohnoffley.staffs.sch.uk

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

Sir John Offley CofE (VC) Primary School

Izaak Walton Way

Madeley

Cheshire

CW3 9PJ

