



St Kenelm's School



HEADTEACHER APPLICANT PACK

Letter from Chair of Governors

Thank you for your interest in the post of Headteacher at St Kenelm's Church of England Primary School, a small and friendly village school at the heart of the Minster Lovell community.

This vacancy arises as our current Headteacher, Mrs Catherine Souch, moves on to new opportunities following a period of exceptional leadership at St Kenelm's. We are genuinely sad to see her go and immensely grateful for the warmth, professionalism, and dedication with which she has guided the school. Under her leadership, St Kenelm's has continued to thrive—academically, pastorally, and spiritually—and she leaves behind a strong, happy school community and an excellent foundation on which the next Headteacher can build.

St Kenelm's is a caring, nurturing school with a Christian ethos and a deep commitment to ensuring that every child is known, valued, and supported to achieve their full potential. Our vision 'Nurturing each and all: Guiding, Trusting, Inspiring and Celebrating' reflects our belief that every individual should be celebrated and supported on their life journey. We aim to provide a nurturing environment that inspires all to achieve their full potential and to flourish through personal discovery within a caring and trusting community.

We are proud of our reputation for academic strength, excellent pastoral care, and the warm, family atmosphere that defines our school. Our most recent Ofsted inspection (November 2023) confirmed that *St Kenelm's continues to be a good school*, praising our inclusive ethos, high expectations, and ambitious curriculum. Inspectors highlighted the strong relationships between staff and pupils, the calm and purposeful atmosphere in classrooms, and the confidence and kindness pupils show towards one another. They also commended our well-designed curriculum, the strength of our reading provision, and the way our pupils develop as responsible and caring citizens through a wide range of enrichment opportunities.

We believe that nurture is the foundation of learning. Staff take time to know every child, build positive relationships, and create a safe and happy environment in which all can flourish—personally, socially, and academically. Working in close partnership with parents, the parish church, and the wider community, we provide a broad, ambitious, and creative curriculum that inspires curiosity and confidence.

St Kenelm's is a proud member of the Burford Partnership of Schools, a local network that brings together Burford Secondary School and eight partner primaries. Through this collaboration, we share curriculum development, sporting and cultural opportunities, professional development for staff, and a wide range of enrichment experiences for pupils. This partnership plays an important role in ensuring a smooth, successful transition for our pupils as they move on to secondary education.

The Governing Body places great importance on the well-being and professional growth of its Headteacher. We actively encourage time for reflection, collaboration, and learning beyond the school, including dedicated opportunities each week to work from home or to visit other schools. We see this as essential to sustaining effective leadership and keeping St Kenelm's outward-looking, innovative, and connected.

We are now seeking an inspirational leader who will build upon our many strengths and guide the next stage of our journey. The successful candidate will be someone who:

- is passionate about inclusive, high-quality teaching and learning;
- values collaboration and community; and
- brings creativity, vision, and strategic expertise to lead the school with warmth and integrity;
- embodies our values and nurturing ethos.

You will be joining a skilled and committed staff team, a supportive governing body, and a community that takes immense pride in its school. Together, we share a deep belief that every child can thrive when they feel safe, loved, and challenged to reach their potential.

This is also an exciting time to join St Kenelm's, as the new Headteacher will have the opportunity to shape the school's future leadership team. Following a planned retirement and leadership restructure, the successful candidate will oversee the appointment of a new Deputy Headteacher, enabling them to build a senior team aligned with their vision and priorities for the next stage of the school's development.

I invite you to explore our website (www.st-kenelms.oxon.sch.uk) to learn more about our school, our values, and our community. I also warmly encourage potential applicants to arrange a visit to the school to meet our current Headteacher, Mrs Catherine Souch, and see St Kenelm's in action. To arrange a visit, please email head.3125@st-kenelms.oxon.sch.uk.

If you would like an informal conversation about the role or the school, I would be very happy to speak with you directly. Please contact me via chairofgovernors@st-kenelms.oxon.sch.uk to arrange a convenient time for a call.

We look forward to receiving your application and thank you for your interest in leading our wonderful school.

Yours faithfully,

Dan Pullin
Chair of Governors

Information about the school

Nurturing each and all. Guiding, Trusting, Inspiring and Celebrating.

St Kenelm's is a small, friendly village school in the heart of Minster Lovell offering excellent provision for all children.

At St. Kenelm's, we celebrate and support all individuals within a Christian ethos. We aim to empower all our pupils, developing their curiosity and a lifelong love of learning. We provide a nurturing environment, inspiring all to achieve their full potential within a caring, trusting community. We believe that nurture is the key principle to ensure children are happy and ready to learn. We take time to know our children, build positive relationships and put them at the heart of all that we do.

As a school, we are passionate and committed to learning and recognise the uniqueness of individual learners. We are driven by our desire to offer the best possible education for all our pupils in partnership with our parents, the church and the wider community.

We currently have 132 children on roll, with 18% SEND, 23% Pupil Premium and 12% service families. Our PAN is 20 and we have been oversubscribed for the last few years. Our school attendance is above national average at 95.31%

We have high behaviour expectations and Ofsted recognised that our *Classrooms are calm and purposeful. Across the school, staff work intelligently to support pupils to manage their emotions. This means that everyone is able to focus on their learning without disruption.*

We have a school ELSA, who supports our pupils within school.

Key Stage 2 SATS Data

2025	2024	2023
Reading 78% Writing 78% Maths 70% RWM 51%	Reading 76% Writing 76% Maths 82% RWM 65%	Reading 79% Writing 79% Maths 74% RWM 63%
Scaled Scores Reading 106 GPS 104 Maths 105	Scaled Scores Reading 108 GPS 109 Maths 105	

Year 1 Phonics Data	EYFS GLD
2025 76%	2025 75%
2024 88%	2024 50%
2023 86%	2023 56%

Classes

Children are currently organised into 6 classes. We have 8 teachers and 8 teaching assistants.

- Little Minster: Reception children
- Dovecote: Year 1
- Wenrisc: Year 2
- Charterville: Year 3 & 4
- Cotswold: Year 4 & 5
- Lovell Year 6

SIAMS

The school was last inspected in October 2019 and was graded *Good*. It was noted that, *At its heart, St Kenelm's creates an environment of dignity and respect for all. Pupils from all backgrounds flourish because the Christian values are used as a toolkit to deliver the vision for each member of the school community.*

Forest School

We have a very successful Forest School, which is run by a member of our school staff. This is for all children across the school enabling them to access outdoor learning opportunities throughout the year.

Burford Partnership

St. Kenelm's Primary School works in close partnership with Burford Secondary School and eight local primary schools. This strong partnership exists to develop curriculum, cultural and sporting links, as well as providing professional development opportunities for staff. The Headteachers from the Burford Partnership of schools meet regularly. The subject leaders from the partnership also meet regularly to share good practice and to moderate work. The Burford Partnership also organise a range of PE festivals and tournaments for children of all ages to participate in. There is a programme of activities for children in Key Stage 2 to support the transition process. Burford organise enrichment days to which all of our Year 5 children are invited and senior leaders come to talk to parents/carers of Year 5 pupils. Since Oxfordshire County Council made changes to the free bus entitlement for Year 7 pupils, we also liaise with other local secondary schools including The Henry Box School and Wood Green Secondary School in Witney and Carterton Community College in Carterton.

Playgroup

Minster Lovell Playgroup is a community Playgroup, established in 1974, and now run from a portable building in the grounds of St. Kenelm's School. It is a small setting for children aged 2 and a half to 5 years and they are open Mon & Fri 9am to 12 midday and Tues to Thurs 9am - 3pm during term time. We have a close relationship with them.

The St. Kenelm's School Association (SKSA)

The SKSA is a voluntary group of parents of children from the school, who raise money for specific projects and extra-curricular activities that are not covered by normal school funding, to enhance the educational and pastoral life of all the children who attend the school.

The SKSA are a small group of parents that work together alongside the school to raise money from a range of fundraising events and activities that all the children and their families can enjoy. Their activities and events have included school discos, a Smarties challenge, kids' bingo evenings, designing Christmas cards, as well as the popular Summer Fete and raffles.

Extended Schools

The school offers a Breakfast and After School Club, which is run by school staff. Breakfast club runs from 07.45am to start of school at a cost of £5.00 per child per session. This includes breakfast. After School care runs from 3.15pm to 5.00pm at a cost of £10.00 for the full session per child, or £5.00 if you are able to pick up at 4.10pm. Club only runs to 4.10pm on Fridays. Children receive a light snack.

Extra-curricular Clubs

We offer a variety of extracurricular clubs throughout the year ranging from sports clubs, art club, dance, science, coding and forest school.

How to apply

Applications must be made using the provided application form. CVs will not be accepted.

In addition, please include a supporting letter. Your letter should not exceed two sides of A4, in no less than font size 11, and should address how you meet the requirements of the role, providing evidence of experience, skills, ability and knowledge.

Your letter and application form should be submitted via email to Mr Daniel Pullin, Chair of Governors: chairofgovernors@st-kenelms.oxon.sch.uk

Closing date: Monday 11th January 10.00am

Interview dates: Thursday 22nd January (Friday 23rd January also reserved for final interviews if necessary)

Potential candidates are warmly encouraged to arrange a visit to the school to have a tour meet our current Headteacher, Mrs Catherine Souch. To arrange a visit, please email head.3125@st-kenelms.oxon.sch.uk.

If you would like an informal conversation about the role or the school with the Chair of Governors, please contact them via chairofgovernors@st-kenelms.oxon.sch.uk to arrange a convenient time for a call.

Safeguarding Statement

We are committed to providing a safe and supportive environment for all children and young people. Safeguarding and promoting the welfare of students is at the core of everything we do. All staff are expected to share this commitment and to follow the school's policies and procedures to ensure that every student feels secure, valued, and able to learn.

This post is subject to comprehensive safer recruitment checks. Successful applicants will be required to:

- Complete an enhanced DBS check with barred list information
- Provide satisfactory references that comment on suitability to work with children
- Demonstrate an understanding of safeguarding responsibilities during the recruitment process
- Participate in safeguarding training as part of induction and ongoing professional development

We expect all members of staff to act with integrity, maintain appropriate professional boundaries, and uphold the highest standards of conduct. Any concerns relating to the safety or welfare of students must be reported through the appropriate channels without delay.

Job description: Headteacher

Job details

Salary: L7 – L13 (£60,145 - £69,596) – starting salary will depend upon experience

Contract type: full-time, permanent

Start date: 1st September 2026

Reporting to: Governing Body

Main purpose

The headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively

Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Duties and Responsibilities:

School culture and behaviour

The headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism

- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Teach equivalent to at least 1 day a week in the classroom
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs (SEN) and disabilities

The headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Managing the school

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care. In addition, act as a DDSL.
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk

Professional development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Make sure professional development opportunities draw on experts both within, and beyond the school
- Seek training and continuing professional development to meet the needs of all staff members

Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person Specification

Criteria	Qualities	Essential	Desirable
Qualifications and training	Qualified teacher status	✓	
	Degree	✓	
	Appropriate headship qualifications (e.g. NPQH or Master's level)		✓
Experience	Successful leadership and management experience in a school	✓	
	Extensive teaching experience in a primary setting	✓	
	Involvement in school self-evaluation and development planning	✓	
	Demonstrable experience of successful line management and staff development		✓
	Designated safeguarding lead		✓
	Buildings/facilities improvement and expansion		✓
Skills and knowledge	Data analysis skills, and the ability to use data to set targets and identify weaknesses	✓	
	Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve	✓	
	Understanding of school finances and financial management		✓
	Effective communication and interpersonal skills	✓	
	Ability to communicate a vision and inspire others	✓	
	Ability to build effective working relationships	✓	
Personal qualities	Commitment to uphold the 7 principles of public life (the Nolan principles) at all times	✓	
	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	✓	
	Ability to work under pressure	✓	
	Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	✓	