

St Laurence C of E Primary



ST LAURENCE CE PRIMARY SCHOOL

Head Teacher
Application Pack

2026

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

Application Overview

Post - Headteacher

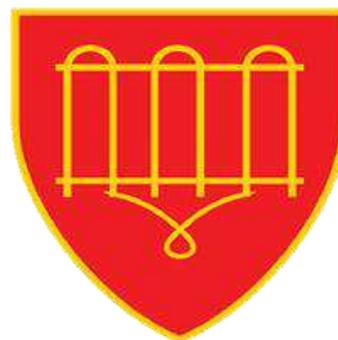
School - St Laurence Primary CE School

Address - Jockey Field, Ludlow, SY8 1TP

Telephone - 01584 872766

Email - admin@st-laurenceprimary.com

Website - st-laurenceprimary.com



The Governors invite application for the above post from candidates who meet the criteria outlined on the following pages.

Information is also given in this pack about:

- The school
- Primary education in Shropshire
- The Post

Further information is available by contacting:

- Mathew Edwards, HR Advisor, Schools HR Team
- Email - 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 telephoning the school administrator, contact details to arrange a visit are at the top of the page.

INTRODUCTION FROM THE CHAIR OF GOVERNORS

Dear Prospective Applicant,

On behalf of the Governing Body, thank you for your interest in the Headteacher position at St Laurence Church of England Primary School.

St Laurence is a warm, inclusive and ambitious school at the heart of its community. We are proud of our strong Christian ethos, our caring and nurturing environment, and the high expectations we hold for every child. Our pupils are enthusiastic, well-behaved and eager to learn, and they are supported by a dedicated and committed staff team who work tirelessly to provide a rich and engaging educational experience.

As a Governing Body, we are deeply committed to the continued success and development of the school. Our board is made up of a diverse group of individuals, including parent governors, foundation governors, staff representatives and members of the local community. This breadth of experience enables us to provide both robust challenge and meaningful support to school leadership. We work collaboratively, with a clear focus on maintaining high standards, ensuring strong financial stewardship, and promoting the wellbeing of both pupils and staff.

We see this appointment as a significant and exciting opportunity. We are seeking a Headteacher who will build on the school's many strengths, while bringing fresh ideas, energy and vision. The successful candidate will be supported by a governing body that is proactive, approachable and fully invested in the life of the school.

We are particularly keen to appoint a leader who values partnership – someone who will work closely with staff, parents, the Church through the Hereford Diocese, under which Ludlow falls and the wider community to ensure that St Laurence continues to thrive. There is great potential here to shape the future of the school and make a lasting impact on the lives of our children.

If you are an inspirational leader with a passion for primary education and a commitment to nurturing every child to achieve their very best, we would be delighted to hear from you.

We strongly encourage prospective applicants to visit the school and experience first-hand the warmth, values and sense of community that make St Laurence such a special place.

Thank you for considering this opportunity.

Yours faithfully,

Peter Sell

Chair of Governors

St Laurence C of E Primary School



Diocesan Director of Education
Hereford Diocesan Board of Finance
The Diocesan Office
The Palace
Hereford
HR4 9BL

Tel: 01432 373309/07593 817684

General Enquiries: 01432 373341

Email: gemma.martin@hereford.anglican.org

March 2026

Dear Applicant,

The Hereford Diocesan Board of Education (HDBE) warmly welcomes your interest in the position of Headteacher of St Laurence's CoFE Primary School, Ludlow.

The DBE directs and oversees the work of the Diocesan Education Team, which is committed to work in the 78 church schools within the diocese. We advise and provide training on all aspects of denominational education, including collective worship, religious education, Statutory Inspections of Anglican and Methodist Schools (SIAMS), church school governance and leadership. The Education Team also provides specific induction training for newly appointed headteachers, whether they are new to the diocese, new to headship or new to church school headship.

The HDBE shares the Church of England's 2016 vision for education, as set out in 'Deeply Christian, Serving the Common Good' and all of the Education Team's work with schools is rooted in this vision. The focus is on the right of all to be able to flourish through a high-quality Christian education, enabling both adults and children to live life to the fullest.

Many ethos statements for Church of England schools state: 'Recognising its historic foundation, the school will preserve its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.' Every Church of England school in the Diocese of Hereford aims to serve its whole community by providing an inclusive education of the highest quality within the context of Christian belief and practice. This encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all pupils. The close partnership with our team of headteachers is extremely important in ensuring we achieve these aims.

With prayers and good wishes as you further consider your application.

Kind regards,

A handwritten signature in black ink, appearing to read 'Gemma Martin'.

Gemma Martin
Diocesan Director of Education

Expectations of a Church School

The following points are adapted from:
The Way Ahead: Church of England Schools in the New Millennium,
Church House Publishing, 2001.

They are as true and important now, as they were at the start of the Millennium.

As a minimum, every church school should:

- Ensure the school is led by a Headteacher committed with the help of the staff, to establishing and maintaining the Christian character of the school in its day-to-day activities, in the curriculum, in all that's said and done;
- Engage meaningfully in an effective act of Christian worship every day;
- Offer a school life that incorporates the values of the Christian faith and builds upon them;
- Provide a Christian understanding of the world and the place of humanity within it;
- To work within a framework of discipline that demonstrates a readiness to seek and offer forgiveness;
- Have an explicit commitment to honesty, openness and loving care;
- Respect the beliefs of others and of other faiths, not actively seeming to convert children from the faith of their parents, but providing an experience of what it is to live in a community that celebrates the Christian faith. (The school should promote a sense of inclusion and involve the leaders of other faiths as appropriate);
- Provide a knowledge of how to pray and of the liturgy, respecting those of other faiths who cannot engage in the full liturgy of Christian worship;
- Provide an awareness of the spiritual life within everyday experience;
- Celebrate the identity and nature of culturally and ethnically diverse groups;
- Ensure that Religious Education is given in at least 5% of school time and that the character and quality of Religious Education are particular concerns of the Headteacher and governing body;
- Observe the major Christian festivals and, where other faiths are present, ensure that those faiths are able and encouraged to mark their major festivals with integrity;
- Maintain and develop an active and affirming relationship with the parish church(es);
- Proclaim that it is a church school on its external signboard and on its stationery, and make appropriate use of Christian symbols inside and outside the school.



INTRODUCTION

About Our School

St Laurence C of E Primary School is a thriving primary school for children aged 3–11, located in the historic town of Ludlow. With approximately 239 pupils on roll, we are a close-knit, welcoming school with a strong sense of community.

St Laurence's School enjoys an excellent reputation in the locality for providing high standards of education and a broad and balanced curriculum

Our school includes a well-established nursery provision and offers a rich educational experience from early years through to Year 6.



Our Vision and Values

At the heart of our school is our Christian vision:

“Love one another. As I have loved you, so you must love one another.”

Our core values of Trust, Wisdom and Creativity underpin everything we do. These values create a nurturing environment where children feel safe, valued and inspired to achieve their full potential.

We aim to develop happy, confident and independent learners who contribute positively to society.

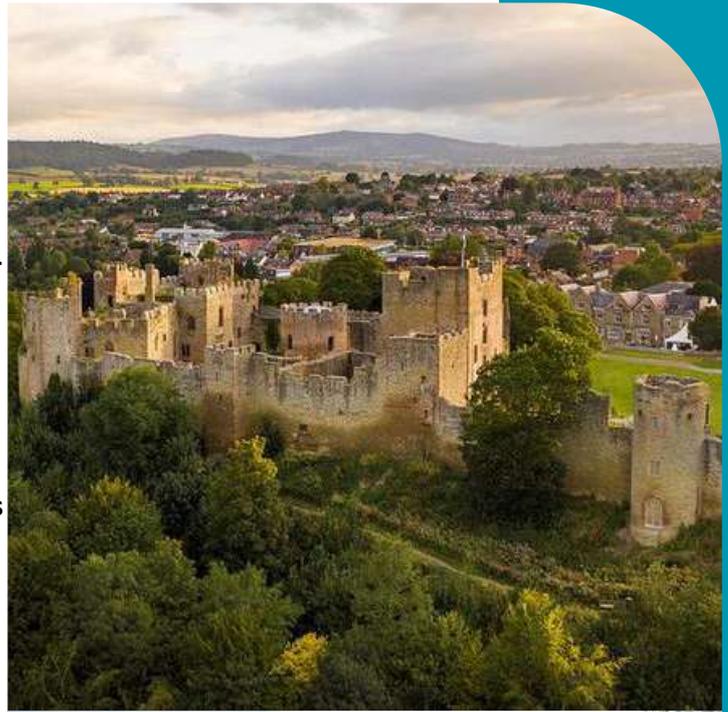
SCHOOL

Shropshire and Local Area

Shropshire is a beautiful, rural county shaped by the River Severn and rich in agricultural heritage. With the Shropshire Hills National Landscape on your doorstep and family-friendly adventures at Carding Mill Valley and the Long Mynd, there is space to breathe, explore and thrive.

In Shrewsbury, Britain's Favourite Market (2025) supports a lively independent scene, while towns and villages across the county are widely recognised as wonderful places to live and work. The historic market town of Ludlow adds to this appeal, known for its striking architecture, including Ludlow Castle, and its renowned food and drink culture.

Excellent transport links via road and rail connect Shropshire to the rest of England, Scotland and Wales, with Birmingham, Cardiff and London all within easy reach.



Ludlow...is probably the loveliest town in England with its hill of Georgian houses ascending from the river Teme to the great tower of the cross-shaped church, rising behind a classic market building.

John Betjeman

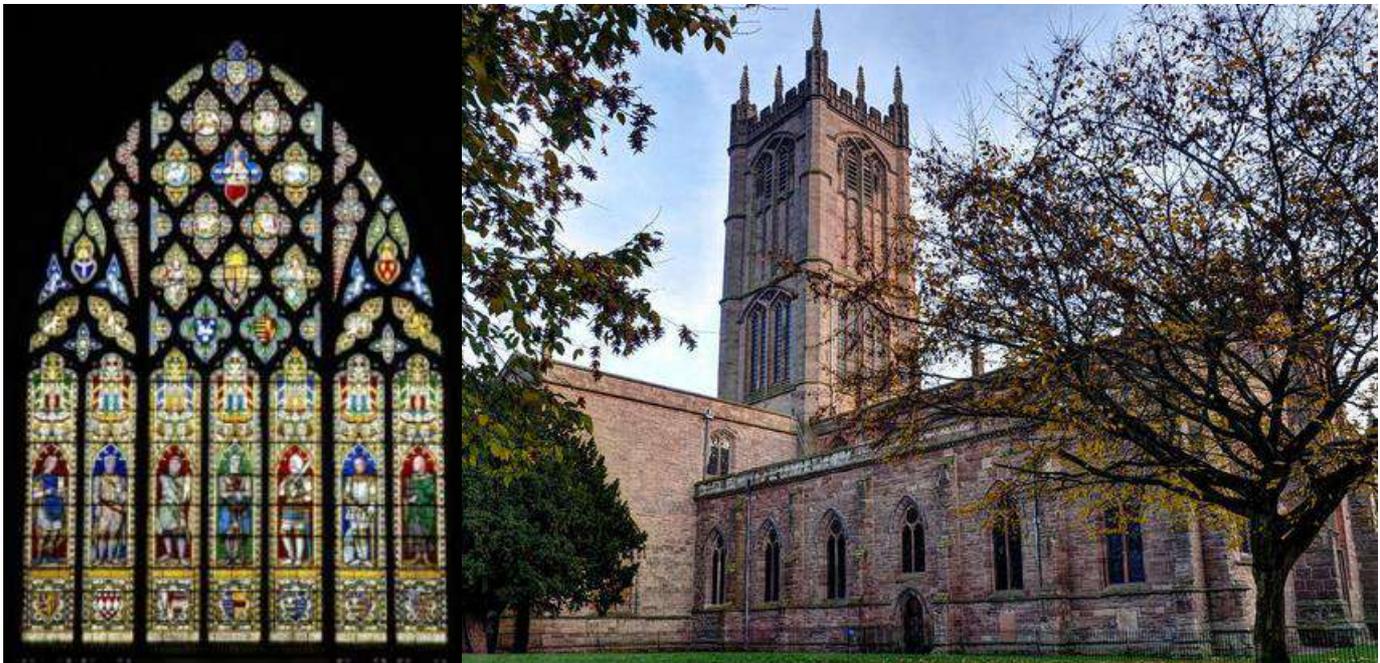
CHURCH OF ENGLAND PRIMARY SCHOOL

We are a church school with a positive Christian ethos and are proud to have received an 'Outstanding' judgement in our recent Church Inspection. Our values are deeply rooted in Christian principles, which underpin all aspects of school life and help to nurture a caring, inclusive and respectful community where every child is encouraged to flourish.

We enjoy a well-established and meaningful link with St Laurence's Church, which plays a central role in the spiritual life of our school. Known as one of the finest parish churches in the country, St Laurence's Church has a rich history dating back to the 12th century and is often referred to as the "Cathedral of the Marches" due to its impressive size and architecture. Its stunning stained-glass windows, historic memorials and beautiful interior provide a unique and inspiring setting for worship and reflection.

Our pupils visit the church regularly as part of their Religious Education lessons, allowing them to explore Christianity in a meaningful and engaging way. In addition, we come together at St Laurence's Church throughout the year to celebrate key moments in the Christian calendar, including Harvest, Christmas, Easter and Leavers' services. These experiences help children to develop a strong sense of belonging, deepen their understanding of all faiths especially that of Christianity and strengthen their connection with the wider community.

The close partnership between the school and St Laurence's Church enriches the spiritual, moral, social and cultural development of our pupils, ensuring that our Christian ethos is lived out in a real and purposeful way.



Our School Prayer

Dear God,

Thank You for the love of life and the joy of learning.

Help us to be kind, to trust one another,

To grow in wisdom and creativity.

Teach us to love ourselves, others, and the world around us.

As You have loved us, so we must love one another.

Let our hearts be full of peace, and our minds open to new things.

Amen.

School Information

St Laurence Primary School currently has approximately 240 children on roll including our school nursery.

The total number of children in each year at present (03/2026):

Reception	- 30
Year 1	- 31
Year 2	- 25
Year 3	- 33
Year 4	- 31
Year 5	- 31
Year 6	- 31
Nursery	- 29

School Statistics

- 6.67% of children have an EHCP - this is above national average.
- The school has identified 26 pupils as requiring SEN support. This figure is in line with national average and the school is recognized and enjoys an excellent reputation for supporting children with additional needs.
- The school has 12.5% of EAL children - this figure is below national average.
- The school has 14.8% of children identified as FSM6 - this figure fluctuates between different years. This figure is below the national average.



Management and Government

We currently have a Governing body made up of 9 Governors. Full meetings are held each term with statutory and managerial committees as required. The budget is managed by the headteacher and is closely monitored by personnel and the Governors.

Parents and Community

St Laurence C of E Primary School have an active and committed PTA made up of parents and staff members. They support the school by fundraising and organising a variety of social events such as; Quiz Nights, Film Nights, Fetes and Markets.

A message from
Bridget Phillipson



Dear Stephen,

Congratulations to you and your team on the excellent outcomes the disadvantaged pupils at St Laurence CofE Primary School achieved at the end of the 2024/25 academic year. Your school's performance places it among the very best nationally, and this is a significant achievement.

This success reflects the dedication of your staff and the hard work of your pupils. It shows what can be achieved when ambition and commitment come together. Thank you for everything you do to give children the best possible opportunities to succeed.

Your school's achievements demonstrate what is possible, and I hope you will continue to share your experience and best practice with others. Even the strongest schools can go further. We encourage you to lead the way as a system leader - sharing effective practice, championing networks, supporting collaboration, and helping raise standards across the sector.

There are real opportunities available for you to support improvement for a wider group of pupils including through:

- engaging actively with [your region's RISE networks](#) and partnering with nearby schools and trusts;
- contributing to regional roundtables and professional communities to spread the approaches that are working in your context; and
- sustaining excellence by continuing to focus on disadvantaged pupils

Please pass on my thanks and congratulations to your staff and pupils. I look forward to working with you as we strive together to raise standards for all.

Your sincerely,

A handwritten signature in cursive script that reads "Bridget".

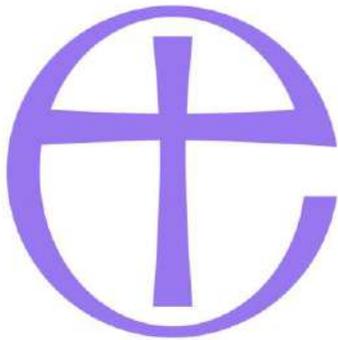
Bridget Phillipson

Secretary of State for Education

Ofsted

The school was last inspected by Ofsted on 5-6th March 2024 and was judged to be good

The previous Ofsted inspection was on 26th June 2018 when the school was judged to be good.



THE CHURCH
OF ENGLAND

SIAMS Outstanding

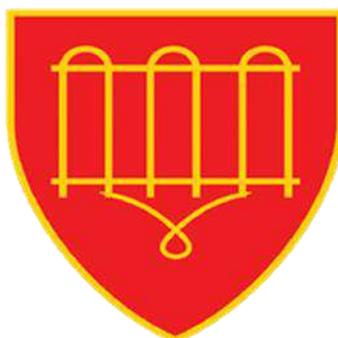
SIAMS

The school was inspected by SIAMS on 3rd July 2018 and was judged as outstanding. We are delighted with the report which can be found on the school website.

Financial Summary

The Budget Plan Summary for 2025/2026 was approved as follows;

2024/2025 carried forward (including investments)	£28,901
2025/2026 Funding of the financial year	£1,448,937.
2025/2026 Year End summary	Surplus £41, 234
Projected carry forward (including investments) as of 31/03/2026	+£41, 234



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	mathematical	scientific
human and social	moral	spiritual
linguistic and literacy	physical	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 primary schools, and several general and specialist teachers' centres.

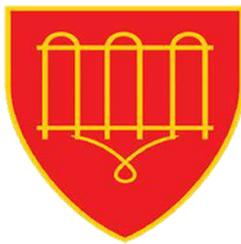
Shropshire Council gives support to schools in financial, human resources and management matters.

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. There are nineteen school development groups and several informal clusters and an association for small schools has been formed.

Standards in Shropshire schools are high and there is a tradition of continuous development and improvement.



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 Tel. 01743 251278)

Please also submit a concise letter of application, either using the blank pages on the form or presented separately on A4 sheets

Please note:

- Your letter of application must be specific to this post; generalised applications are unlikely to be successful,
- 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,
- The closing date is **Monday 11th May 2026 at 9am**
- Short-listing for this post will take place on **Wednesday 13th May 2026**. Interviews will be held on **Wednesday 20th May 2026**
- **Start date January 1st 2027, with earlier start date upon agreement.**
- 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

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 are interviewed and who wish to take up the opportunity, focusing on issues of professional development highlighted by the interview.

Contacting the School

St Laurence CE School
Jockey Field
Ludlow
Shropshire
SY8 1TP

01584 872766

admin@st-laurenceprimary.com

HEADTEACHER – JOB DESCRIPTION

Name of School: St Laurence CofE Primary School

Responsible to: The Governing Body

Reporting to: Chair of Governors

Contract: 1.0 FTE, Permanent

Location: St Laurence CofE Primary School, Jockey Field, Ludlow Shropshire SY8 1TP

Closing date for Application: 11th May 2026 9am

Salary and Pension:

The salary for this post is Headteacher Group 2, 14 – 21 (£71,330 - £83,860)

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.

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 or disability.

1. Job Purpose

The Headteacher will provide strategic, professional and inspirational leadership for the school, developing a shared vision that secures high quality education, outstanding outcomes for all pupils, and a safe, inclusive and ambitious school culture. They will oversee day-to-day management, efficient resourcing and full statutory compliance.

2. Key Areas of Responsibility

A. Strategic Leadership & School Improvement

- Develop and articulate the strategic vision, values and aims of the school.
- Lead the School Improvement Plan (SIP) and Self-Evaluation Framework (SEF).

- Use accurate self-evaluation and data analysis to drive improvement.
- Ensure alignment with the Education Inspection Framework.
- Keep up to date with national and local developments in education policy.

B. Leadership of Teaching, Learning & Curriculum

- Ensure the highest standards of teaching, learning and assessment.
- Lead development of a broad, balanced and inclusive curriculum.
- Oversee monitoring systems including lesson visits and progress reviews.
- Ensure effective SEND provision in line with the SEND Code of Practice.
- Promote a culture of high expectations and professional learning.

C. Safeguarding, Behaviour & Pupil Welfare

- Fulfil DSL duties or oversee the DSL role in line with statutory guidance.
- Embed safeguarding across the school's culture and systems.
- Ensure effective behaviour, attendance and inclusion systems.
- Ensure compliance with Prevent, safer recruitment and risk assessment.

D. Leadership of Staff and Professional Development

- Build a strong, motivated staff team.
- Lead performance management and staffing structures.
- Provide clarity of roles, expectations and responsibilities.
- Lead professional development for all staff.
- Promote wellbeing and workload management.

E. Finance, Resources & Compliance

- Lead strategic financial planning and budget management.
- Ensure compliance with all financial regulations.
- Deploy staff, resources and premises effectively.
- Ensure compliance with Health & Safety, Data Protection and Equality Act.
- Oversee maintenance and development of the school site.

F. Governance & Accountability

- Work in partnership with the Governing Body, providing accurate information.
- Act as principal adviser on curriculum, finance, staffing and policy.
- Support statutory policy review cycles.
- Ensure statutory reports and returns are accurate and timely.

G. Community, Partnership & External Relations

- Promote the school within the community.
- Build relationships with parents, agencies and local authority partners.
- Champion the school's values and achievements externally.

3. General Duties

Carry out the professional duties of a Headteacher as set out in the School Teachers' Pay and Conditions Document (STPCD). Meet the expectations of the Headteachers'

Standards (2020). Undertake other responsibilities reasonably assigned by the Governing Body.

4. Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children and young people. The Headteacher must ensure a culture of safeguarding across the school. This post is subject to an enhanced DBS check and all safer recruitment procedures.

5. Equal Opportunities

We are an equal opportunities employer and welcome applications from all sections of the community. We are committed to equality, diversity and inclusion throughout the school.

HEADTEACHER – PERSON SPECIFICATION

In making this appointment, the Governors will be seeking a candidate who will demonstrate the following essential skills and experience, personal qualities and managerial strategies:

Criteria	Essential Requirements	Desirable
Qualifications	Qualified Teacher Status (QTS) NPQH or working towards completion Evidence of relevant CPD	
Teaching & Learning	Strong teaching experience with commitment to outstanding practice Knowledge of learning across EYFS, KS1, KS2 Experience supporting SEND provision	Taught across EYFS–KS2 Knowledge of blended/online learning

Criteria	Essential Requirements	Desirable
Leadership & Management	Commitment to school ethos and values Primary leadership experience Inspirational leader of teaching and learning Performance management experience Staff development and team-building Delegation and monitoring Budget/financial management Experience with multi-agency partnerships Knowledge of Ofsted and statutory inspections	Experience reporting to Governors Experience of Ofsted/SIAMS inspections

Criteria	Essential Requirements	Desirable
Strategic Development	<p>Organisational and planning skills</p> <p>Experience in school SEF and development planning</p> <p>Ability to analyse performance information and implement improvement</p> <p>Strategic approach to assessment and curriculum adaptation</p>	Experience using ASP

Criteria	Essential Requirements	Desirable
Personal Attributes	<p>Passionate about children's learning</p> <p>Strong communicator</p> <p>Ability to maintain relationships with governors, parents, LA, partners</p> <p>Able to multi-task</p> <p>Team player, reliable and supportive</p>	Evidence of commitment to continuous development