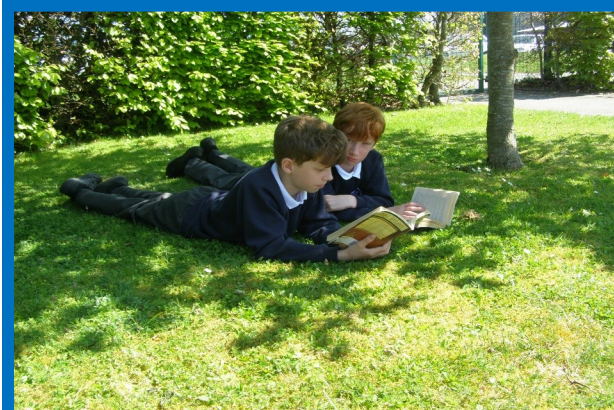


The Meadows Primary School HEADTEACHER APPLICATION PACK



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Application Overview

Post: Headteacher (starting 1st September 2025)

School: The Meadows Primary School

Address: Harlech Road, Oswestry, Shropshire SY11 2EA

Telephone: 01691 656080

Email: admin@meadows.shropshire.sch.uk

Website: www.meadows.shropshire.sch.uk

The Governors invite applications for the above post from candidates who meet the criteria outlined on the following pages. The closing date for applications is Friday 21st February 2025.

Information is also given in this pack about:

- The post
- The school
- Primary education in Shropshire

Further information is available by contacting:

Mathew Edwards, HR Advisor, Schools HR Team, 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 or disability.

Visits to the school are actively encouraged, and can be arranged by telephoning the school secretary Carol Trow, or Linda Burnett, Clerk to the Governors: 01691 656080.

Letter from the Governors

Dear Prospective Applicant,

Thank you for your interest in the position of Headteacher at The Meadows Primary School in Oswestry.

Pupils love coming to The Meadows Primary School. There is a strong team spirit here, summed up in the school's tagline 'Play Together, Learn Together, Achieve Together'. Pupils behave really well and bullying is rare. Pupils are kind, caring and look after each other. They know if they have any problems, staff will help sort it out.

These are not our words, but the Ofsted inspectors' opening words in their latest report - we could hardly put it better. The Meadows has a proud tradition of providing high-quality education and fostering a nurturing environment where every child can thrive.

The governors take pride in the school and the children who attend it. We offer a supportive and collaborative working environment, dedicated teachers, teaching assistants and supporting staff, and a community that values education and lifelong learning. This post is a unique opportunity for a dynamic and forward-thinking individual to make a significant impact on our school's future.

The Meadows is a Local Authority Maintained School and we can therefore set our own priorities within the parameters set by Shropshire Council. All of our staff, parents and children are valued members of the team and are encouraged and supported to share ideas to improve our school further, helping everyone to grow and develop. Hopefully, you are the exceptional leader who shares our commitment to excellence and has the vision, passion, and skills to inspire both staff and students.

We hope you find this information pack captures at least some of what makes our school so very special. I would encourage you to contact us and arrange a visit to see for yourself why.

Jan Herman Kuiper

Chair of Governors

Job Description

The Post: Headteacher (full-time) at The Meadows Primary School

Description of Post:

The statutory conditions of the post are as laid down in the School Teachers' Pay and Conditions Document. The following details summarise the major tasks expected of the Head of the school. Please note that this job description 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.

Responsible to:

The Governing Body of The Meadows Primary School.

Reporting to:

The Chair of Governors

Job Purpose:

The role of the Headteacher is to provide strategic and professional leadership to this school. The Headteacher will develop a vision and ethos which is shared by the whole school and secures its values and high-quality education for all its pupils.

The Headteacher will also effectively and efficiently manage the resources to create an environment where pupils and staff can achieve their full potential.

Key responsibilities of the Headteacher:

- Establish and articulate a strategic vision, aims and objectives of the school in collaboration with the staff and governing body
- Maintain and develop the school's ethos and values
- To lead the development of teaching and learning within the school
- Lead the development of the school through effective planning, communication and implementation of improvement strategies, resulting in high quality provision for pupils
- Create policies for the monitoring and evaluation of the success of the school, with an ability to search and gather evidence

Job Description

- Organise the appointment of staff, establish professional development for teaching and non-teaching members of staff and to define and monitor roles and responsibilities across the school
- Monitor and maintain all aspects of the school budget and financial management
- Keep up to date with developments in education and have knowledge of education systems locally and nationally
- Develop and deepen links and communications between the school, its networks and the community that it serves
- Represent the school in the outside world professionally, including the promotion of the school's vision, intention and impact.
- Prepare the school for inspection by OFSTED and aim for improvement in all areas

Safeguarding:

The successful candidate will be expected to carry out the role of Designated Safeguarding Lead guided by two important principles. First, following The Children Act 1989, the principle that the welfare of the child should be paramount. Second, the principle that confidentiality should be respected as far as possible (without compromising the first principle).

The Designated Lead must be familiar with all the key documents relating to this role and will be confident in procedures involving the referral of individual cases of suspected abuse to the relevant Local Authority (LA) Children Services area (following SSP guidelines) and to liaise with them and other agencies on individual cases and on general issues relating to Child Protection.

They will also be willing to undertake "Prevent" awareness training and lead on this within the school and must assume responsibility for organising training on all aspects of Child Protection within school and to act as a school-based resource on Child Protection issues for staff.

The post is subject to:

- The terms and conditions for teachers as set out in the School Teachers' Pay and Conditions Act 1991 and any orders made under it;

Job Description

- The other terms and conditions set out in the various national collective agreements in force from time to time;
- The Local Authority's Rules and Conditions including any local agreement entered into with recognised trade unions;
- Statutory regulations regarding the governance and management of schools as prescribed in the Schools Standards and Framework Act;
- The conditions set out in the Job Description and in the letter of appointment.

The Meadows Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check and references.

Salary and Pension:

The salary for this post is Headteacher Group 2 (L12 – L18), currently **£65,286 to £75,675 per annum**, subject to negotiation. The salary of the successful candidate will be determined in accordance with the Schools Leadership Pay Policy and will be dependent upon experience and confirmed once an offer is made. Details about the Teachers' Scheme may be obtained from Teachers' Pensions www.teacherspensions.co.uk. 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.

Equal Opportunities

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.

Person Specification

School: The Meadows Primary School

Post: Headteacher

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	<ul style="list-style-type: none"> • Qualified Teacher status • Holds NPQH qualification or working towards this, with the expectation to have obtained NPQH qualification by 1 September 2025 (the start of the post). 	
Teaching & Learning	<ul style="list-style-type: none"> • Teaching experience with a strong commitment to outstanding classroom practice • Demonstrable knowledge of how children learn across EYFS, KS1 and KS2 and what good teaching looks like? • Excellent communication, listening and interpersonal skills • Experience of high-quality provision for pupils with SEND including those with complex needs 	<ul style="list-style-type: none"> • Has taught across EYFS, KS1 and KS2 • Knowledge of online learning and developing blended approaches to teaching
Leadership & Management	<ul style="list-style-type: none"> • Commitment to the School's ethos and values • Experience of leadership in a Primary school • Is an inspirational and innovative leader of teaching and learning • Experience of line and/or performance management • Experience of supporting staff development and team building • Able to delegate management tasks and monitor their delivery • Familiarity with school budgets and effective management of financial resources including staff and LA support • Experience of working with other professional agencies, learning networks and partnerships e.g. EHCP • Secure knowledge of the current Ofsted and Statutory Inspection of Local Authority maintained schools 	<ul style="list-style-type: none"> • Experience of reporting to Governors • Experience of Ofsted and/or SIAMS inspection(s)

Person Specification

Criteria	Essential Requirements	Desirable
Strategic Development	<ul style="list-style-type: none"> • Organisational and planning skills, being flexible and responding to external demands • Experience in school self-evaluation and development planning • Ability to gather a variety of key insights into school performance across the spectrum of activity and translate this into development activity • Ability to implement a strategic approach to pupil assessments and adapt curriculum and frameworks to meet individual needs 	<ul style="list-style-type: none"> • Experience of using ASP
Personal attributes	<ul style="list-style-type: none"> • Passionate about children's learning • A great communicator • Ability to build and maintain relationships with the wider partners of the school e.g. the governors, parents, LA, ITE partnerships, arts partnerships • Ability to multi-task • A team player, reliable and supportive 	<ul style="list-style-type: none"> • Evidence of a commitment to continuous development including keeping abreast of current knowledge creation in education research

School Staff

Headteacher

Mrs Karen Morris

Deputy Headteacher

Mrs Angie Jones

Class Teachers

Mrs Jess Baggaley

Mr James Berry

Mrs Gemma Cherrington

Mr Steve Durrell

Mrs Alison Fell

Mrs Jen Firkins

Mrs Sarah Griffiths

Mrs Jennie Jeukens

Mrs Harriet Leonard

Miss Bethan Liqueorish

Mrs Emma Miller

Mrs Jo Peebles

Mrs Sam Thomas

Mrs Mary Smith

Non Teaching Staff

Mrs Laura Monks

Mrs Katarzyna Kierat

Ms. Sioned Parry

Mrs Heather Davies

Mrs Sophie Kirkham

Mrs Jill Gilbert

Mr Melvyn Price

Teaching Assistants

Mrs Rachael Beetson

Mr Harrison Bickley

Miss Imogen Brookes

Mrs Clare Duxbury

Mrs Sharon Graham

Mrs Sarah Griffiths

Mrs Michele Howell

Ms. Claire Lewis

Miss Amy Langford

Miss Corinne Langley

Miss Nancy Lloyd

Ms. Hazel Meredith

Miss Tamara Morris

Mrs Naomi Perks

Miss Chantal Robinson

Mrs Elizabeth Williams

Mrs Sandra Wynn

Job Description

School Cook

Kitchen Assistant

Kitchen Assistant

Cleaning Assistant

Cleaning Assistant

Cleaning Assistant

School Caretaker

Learning Mentor

Mrs Tracey Evans

School Secretary

Mrs Carol Trow

School Business and Resources Co-ordinator

Mrs Linda Burnett

Clerk to Governors

Mrs Linda Burnett

The Governing Body

Governing Body meetings are held once a month via Teams, with one full face-to-face meeting each term. Governors spend the full afternoons of these meetings in the school, giving them the opportunity to work on their link governor roles and attend staff team meetings.

The budget is managed by the governors and Headteacher and is monitored regularly by the Governing Body.

School Governors

Jan Herman Kuiper (Chair)

Harry Cade (Co Vice Chair)

Di Rogers

Tony Bainbridge

Sue Meeke-Smith

Marie Williams-Cooke

Rebecca Evans

Jenny Brennan

Lucy Cielecki

Lucy Samuels

Janine Wozencraft

Alison Fell

Mrs Karen Morris

Governor Category

Co-opted Governor

Co-opted Governor

Co-opted Governor

Co-opted Governor

Co-opted Governor

Co-opted Governor

Co-opted Governor

Local Authority Governor

Parent Governor

Parent Governor

Parent Governor

Staff Governor

Headteacher



General School Information

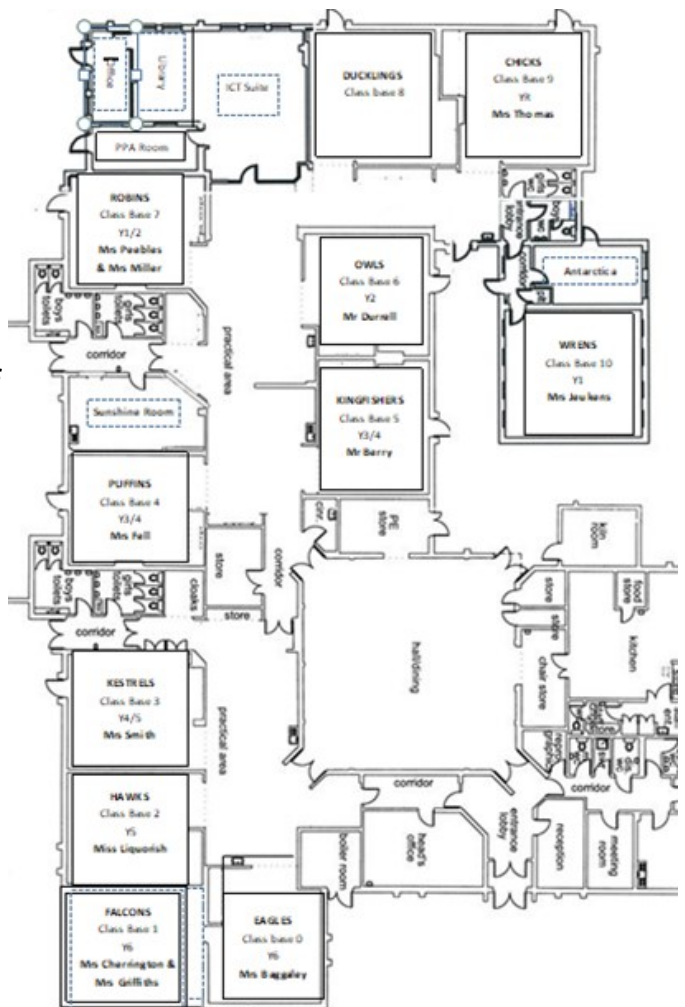
School Introduction



The Meadows Primary School is one of five town schools in the market town of Oswestry and currently has 270 children aged between 5 and 11 years on roll.

At 11 years of age, the majority of children transfer to The Marches School. However, some also transfer to other local secondary schools such as Lakelands and St. Martins.

The school has eleven class-bases, a large school hall, a library, a kiln room, an ICT suite, Early Years outdoor play area with canopy, and a multi-sports area.



General School Information

Location - Shropshire

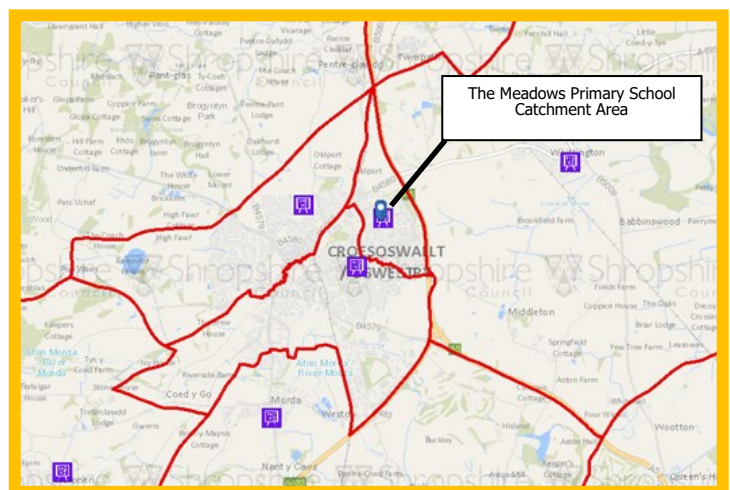


The Meadows Primary School serves the area of Eastern Oswestry. Oswestry is a friendly and traditional market town, civil parish and historic railway town in Shropshire, England, close to the Welsh border. It is at the junction of the A5, A483 and A495 roads and is close to a fascinating industrial heritage – heritage railways, scenic canals and a unique UNESCO World Heritage Site: the Pontcysyllte Aqueduct and Canal World Heritage Site.

Shropshire is a particularly attractive rural county which is sparsely populated and built upon an agricultural landscape.

It boasts the large market Town of Shrewsbury which is looped by the River Severn which cuts its way through the county. It is also home to the Shropshire Hills, an area designated as an Area of Natural Beauty which provide much heritage, scenic views and opportunities to explore.

Shropshire offers a wide range of places to live, from busy towns to sleepy villages, all within easy access via the M54, A5, M6 and rail to the rest of England, Scotland and Wales.



General School Information

School Profile

[The Meadows Primary School - GOV.UK](https://www.gov.uk/school-performance-tables)

We expect to have **272** pupils on roll by 1st September 2025

The total number of children in each year at present (January 2025) is as follows:

Reception	27
Year 1	36
Year 2	43
Year 3	40
Year 4	40
Year 5	44
Year 6	39



From September 2025, we expect that there will be eleven classes due to the numbers on roll.

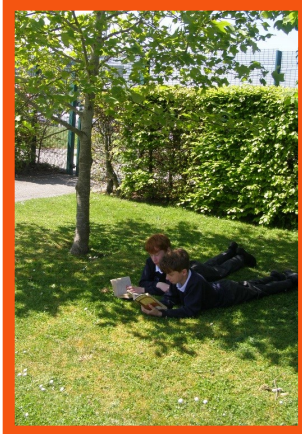
Potential class organisation for 2025-2026

Numbers for next year		Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11
		Chicks	Duckling	Wrens	Robins	Owls	Puffins	Kingfishers	Kestrels	Hawks	Eagles	Falcons
Year R	42	21	21									
Year 1	27			20	7							
Year 2	36				15	21						
Year 3	43						21	22				
Year 4	40						10	10	20			
Year 5	40								10	30		
Year 6	44										22	22
Class size		21	21	20	22	21	31	32	30	30	22	22
NOR	272	Year R	Year R	Year 1	Year 1/2	Year 2	Year 3/4	Year 3/4	Year 4/5	Year 5	Year 6	Year 6



General School Information

Curriculum & Ethos



The governors and staff of the school are committed to ensuring the best for each and every individual child and we seek to create a positive environment where children feel happy, safe and secure and where they can develop a life-long love of learning.

We strive to provide the highest quality learning experience for all our children through our stimulating school environment and commitment to a broad and balanced curriculum that is fully supported by a wide and exciting range of enrichment activities.

Our aim is for every child to achieve their fullest potential in every way possible and to enjoy their primary school years. We endeavour to work together, in successful partnership with parents and carers, to ensure that each child's time at the Meadows is a happy and successful one.

General School Information

Our Aims & Values

Play Together, Learn Together, Achieve Together

At The Meadows we aim to:

- ◆ develop a love of learning, through an enriching, stimulating educational experience.
- ◆ provide a safe, happy, supportive environment where everyone respects, values and cares for one another.
- ◆ encourage, educate, and inspire the whole school community to be the best they can.
- ◆ nurture every individual and celebrate their successes.
- ◆ provide opportunities for children to explore, discover and achieve their full potential.
- ◆ promote the health, happiness and personal well-being of all individuals.



Our School Values:

Through all aspects of our work, we encourage all children at The Meadows to become learners who are:

- ◆ **Respectful**
- ◆ **Honest**
- ◆ **Responsible**
- ◆ **Caring**
- ◆ **Resilient**
- ◆ **Reflective**



These values are explored through our whole-school and class assemblies each half term and special recognition is given to children who demonstrate these values in action.

General School Information

Financial Summary



The budget plan summary for 2024-2025 was approved as follows:

Funding for FY 2024/25	£1,590,690
Carry forward for FY 2023/24	£132,132
Total funds available for FY 2024/25	£1,722,822
Estimated commitments	£1,625,120
Projected surplus	£97,702* (*) includes any invest-
Income [2024/25] £1,590,690	Expenditure [2024/25] £1,625,120
In year balance [2024/25] -£34,430	

Further Information For Applicants

Your application should be completed on-line via <https://shropshire.gov.uk/>

The School's HR Officer Mathew Edwards may be contacted regarding any queries (email Mathew.Edwards@shropshire.gov.uk Tel. 01743 251278)

Please note:

- The closing date is **Friday 21 February 2025**
- Short-listing for this post will take place on **Tuesday 11 March 2025**. If you have not been contacted by Monday 17th March please assume that your application has been unsuccessful.
- Interviews will be held on **Monday 24 March 2025**

- 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 photographic identification e.g., driver's licence or passport,

- 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.

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 Shirehall, located within Shrewsbury town centre. The Executive Director for People, Tanya Miles, 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.

Primary Education in Shropshire

- 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.

Schools are supported by a strong Education Improvement Team, which includes both subject specialists and primary generalist area advisers who have themselves been Headteachers of primary schools. Each school has an allocation of area adviser time, related to school size, for work on the school's agenda. There is a substantial programme of Continuing Professional Development (CPD), including management development courses, and consultancies, which can be purchased to support particular development needs.

Shropshire Council gives support to schools in financial, personnel 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.