



## Headteacher Application Pack June 2022



### OFSTED REPORT 2019:

*"Pupils' well-being and care is at the heart of the school's work and is a strength"*

*"They behave exceptionally well, have positive attitudes and are keen to learn. Pupils say that other pupils are kind and that everyone at West Witney is treated with respect."*



## Letter from Chair of Governors

Thank you for your interest in the post of Headteacher at West Witney Primary School & Nursery. As the school celebrates 30 years at the heart of our community, we have the opportunity for an inspiring and ambitious leader to lead our team. The current Headteacher leaves the school at Christmas 2022 having laid secure foundations for any future Headteacher to build on; this includes the expansion of the school to being a two-form entry school across all year groups from 2022/23 Academic Year.

We are incredibly proud of our school community and our established and dedicated team who are committed to inspiring lifelong learners with the confidence to achieve their potential. We are proud of the school's nurturing environment (both physically and culturally), our progressive, ambitious and inclusive curriculum, our commitment to excellence in teaching, our varied and valuable enrichment opportunities, and the intellectual, social and wellbeing outcomes these combine to deliver for our children. Our families take pride in the school and are a key part of what makes the school a unique place to be. We are seeking someone who can build on our many successes and achievements, complete our journey from Ofsted Good to Outstanding, and work effectively with staff, governors, children and parents/carers to drive the school forward to ever great heights. The school's resources have been well managed and as a result, the governors can support ambitious strategies that will deliver enhanced student outcomes and community benefit.

We welcome high performing candidates with vision, ambition, and commitment to work at our school, with children at all levels, whilst ensuring a high standard of teaching and learning. This is a fantastic opportunity for the right person to lead the school on our ongoing journey to being an outstanding school, and to sustaining its development to enable future successes.

You can find out more about us in this pack and on our website.

If you are an experienced Headteacher, who is ready to take on the challenge and become the leader of our team, please come and visit to see for yourself what makes West Witney Primary School & Nursery so special.

Yours sincerely,

Dr Kevin P Stenson  
Chair of Governors



# West Witney Primary School & Nursery

Inspiring life-long learners with the confidence to achieve their potential

## About Witney

West Witney Primary School & Nursery is situated in Witney, a market town in West Oxfordshire. Surrounded by stunning countryside, Witney lies on the edge of the Cotswolds, just 15 miles west of Oxford.



The largest market town in the Cotswolds, Witney's architecture reflects its past prosperity from the wool trade, including the 17th century Buttercross, the church of St Mary the Virgin and the fine tree-bordered green.







## Our School

West Witney Primary School & Nursery is a maintained school that aims to provide a personalised education which brings out the best in every child, builds on their strengths and enables them to develop a life-long love of learning.



Our solid and established reputation reflects our commitment to ensuring that all learning is taught enthusiastically through a range of real and creative experiences, taking into account individual learning styles. We believe that motivation for learning is promoted through a child centred approach, which celebrates the success and achievement of all. We work with the children in a safe environment teaching them the skills required to build positive relationships with others. Children are taught how to collaborate and work as part of an effective team so that they grow into confident citizens valued for the contribution they make to society.

**RESPECT – RESPONSIBILITY – PERSEVERANCE – COOPERATION – TOLERANCE – COURAGE – PEACE  
CHARITY – HOPE – UNITY – HONESTY - APPRECIATION**



## Our School Environment

Our School was built in 1991 and was extended in 2020 with a new two floor building comprising of four spacious classrooms, and kitchen, in order to enable the school's expansion to being a two-form entry school. The school is one of the largest in West Oxfordshire, and from 2022/23 academic year will have two forms across all year groups. The quality of our school and grounds reflects our ongoing maintenance programme and is consistent with our vision as a school to provide an environment in which students can be inspired to become life-long learners.

The School has a Nursery registered to offer full-time places (30 hour) and part time (15 hour) places for 30 students. Our Nursery is oversubscribed, and we operate a waiting list.



Extensive outdoor grounds provide playground and grassed areas for outdoor play and learning. The school benefits from an onsite forest school, and following the completion of the school extension the grounds are undergoing a programme of development work including all weather running track, sensory garden, trim trail/climbing frame, and stage. The school has commissioned an anniversary garden and mosaic to mark our 30 years at the heart of our community; the mosaic is being produced by children and staff.







## Our Nurturing School

West Witney Primary School is a nurturing and caring environment with a professional approach that keeps the children's outcomes and wellbeing at the heart of all we do. It is a strong community, and our relationships with pupils, parents/carers, governors and volunteers and outside agencies represent that.

We are dedicated to student safeguarding, welfare and attendance, and supporting our families is at the heart of ensuring positive outcomes for our pupils. We believe warm and empathetic pastoral care is fundamental to the wellbeing of staff and children alike and are proud of the nurturing and caring environment we provide to all. The newly developed 'Hive' is a space designated for one-to-one or small group interventions, from academic focus to cooking, arts, music, play and nurture groups led by our ELSA trained team.



The School offers a wide range of extra-curricular enrichment activities both at lunchtime and after school; athletics, football, singing, dance, eco club, school council. The school enjoys success locally and nationally via its extra curricula activities.

From Reception through to Year 6, the school offers wrap around care from 07:45 to 18:00, via Earlybirds (07:35 to 08:30) which is managed by the school and currently staffed by existing school employees, and Little Treasures Academy (15:15 to 18:00) managed by a third party.

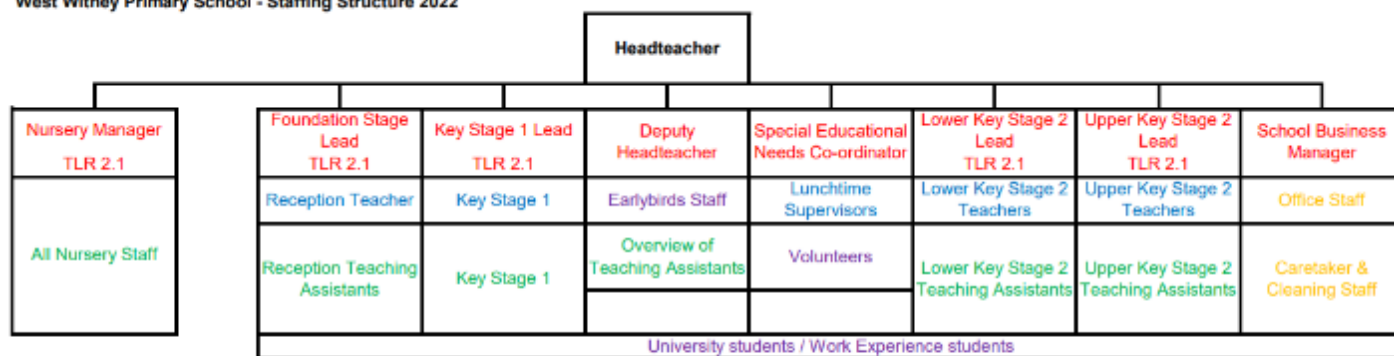
We pride ourselves on being part of the local community. Children from our choir and dance groups have visited local nursing homes and day care centres to perform to the residents or even just to read them a story. Our choir performs each year at the Cogges Christmas Market. We have links with local churches and hold regular assemblies with visits from the Reverend of St Mary's Church and the Witney Baptist Minister.



## Our Team

The Senior Leadership group is made up of leaders across the school from Nursery through to Year 6, a full time SENDCo, and School Business Manager. The Office team create a professional and warm welcome, and work hard to create an efficient environment with excellent communication to all stakeholders. Staff retention is excellent due to high levels of staff satisfaction.

West Witney Primary School - Staffing Structure 2022



Senior Leadership Team – Red

Teachers – Blue

Teaching Assistants – Green

Office/Premises Staff – Yellow

Earlybirds Staff/ Volunteers/ Students - Purple

Strategic governance at the school is delivered through a strong, dynamic and vibrant governing body. Whilst our longest serving governor has provided 10 years of support to the school, the governing body has been significantly strengthened over the last four years drawing on the professional knowledge, experience and skills of our parents, staff and local community.



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## What Our Community Is Looking For

The qualities of a headteacher our **children** value:



The qualities of a headteacher our **parents** value:



The qualities of a headteacher our **staff** value:







## Job Description

**Position Title:** Head Teacher

**Responsible To:** Governing Body

**Start Date:** January 2023

**Salary:** Group 3 L:18 – L:24

**Full Time Permanent Position**

## Job Purpose

The role of Headteacher is to provide outstanding professional leadership and management of West Witney Primary School & Nursery. As the lead professional within the school, the Headteacher will:

1. Build on the secure foundation to achieve even higher standards in all areas of the school's activities, ensuring each individual child is inspired to be a life-long learner with the confidence to achieve their potential.
2. Lead and manage the school in an inspirational and ambitious manner that delivers the agreed vision, continuing the school's journey towards becoming Ofsted 'Outstanding', and continued recovery post COVID-19

## Leadership

1. Embraces the values as set out by the Governors and ensures that these underpin all activities and inform all relationships
2. Defines and implements the school's vision and strategy so that it is understood, agreed and acted upon across the school community including staff, parents and pupils
3. Identifies priorities and targets for ensuring that pupils achieve high standards and make good progress, increases Teachers' effectiveness and secures continuous school improvement
4. Demonstrates the commitment to inspire, model and motivate the whole school community to meet high expected behaviour standards that support staff and children's health, safety and well-being.
5. Strategically plans for future needs and the further development of the school
6. Challenges, supports, motivates and develops all staff to raise their performance by setting effective performance targets
7. Leads by example, is personally visible and observably committed to the school
8. Demonstrates a leadership approach which is focused, flexible, and inclusive
9. Is an inspiring communicator to different audiences
10. Demonstrates motivational leadership that inspires collaboration and supports staff in their continued professional development



## Teaching and Learning / Curriculum

1. Demonstrates the ability to develop a progressive, ambitious and inclusive curriculum which responds to the needs of different cohorts and that actively engages children in the love of learning and to have pride in their work.
2. Implements highly effective strategies to support and challenge teachers to achieve outstanding teaching and learning outcomes
3. Operates systems for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using data and setting targets for achievement of all pupils, especially those in vulnerable groups
4. Demonstrates the vision and desire to improve attainment and progression for all children, with additional focus for PPG and SEND children, identifying gaps, implementing interventions and monitoring their effectiveness.
5. Promotes excellence in teaching and learning, using the latest evidence base, ensuring a continuous focus on pupils' achievement and the development of the whole child
6. Ensures that learning is enjoyable as well as challenging
7. Ensures that a varied and rich educational experience is available for all pupils, including a variety of extra-curricular opportunities
8. Ensures that effective and appropriate pastoral support is available to pupils
9. Through measurement and analysis, identifies and acts on areas of development in relation to all aspects of school improvement

## Relationships

1. Demonstrates inclusiveness and respect in dealings with pupils, staff and others within the school community
2. Promotes personal responsibility, rewards excellence and deals appropriately with underperformance
3. Ensures a high standard of professional development for all staff
4. Develops effective management and teaching teams
5. Demonstrates personal resilience and sustains that of other staff
6. Creates conditions for pupils, staff and the school community to speak up and be heard if they have concerns or ideas for improvement
7. Demonstrates the personal capability to coach for high performance and develop coaching within school management as standard
8. Demonstrates relevant consultation and cooperation around change affecting the school or groups or individuals within it



## School Improvement

1. Demonstrates a constant drive for school improvement
2. Is aware of and responsive to developments in educational policy, techniques, leadership and management practice
3. Ensures the successful delivery of the values, vision, aims, ethos, strategy and objectives
4. Creates school systems and structures in support of outcomes and priorities
5. Monitors the performance of school policies and amends as appropriate to support school improvement or compliance with laws, regulations or educational policies
6. Uses data to create insights for the governing body, staff and parents/carers into how to support school improvement
7. Drives collaboration and the exchange of ideas/best practise within school and across other local schools in our community in order to improve student outcomes
8. Creates, implements and monitors school improvement plans

## Management

1. Works with school leadership team and the Board of Governors to set an annual budget consistent with school priorities
2. Recruits, develops and retains staff of the highest quality
3. Plans for and deploys all staff effectively to improve the quality of outcomes
4. Strategically monitors and manages school budgets to secure the long term future of the school
5. Ensures the school sets and maintains high standards for health, safety and well-being
6. Reports openly and honestly to the Board of Governors on the performance of the school
7. Manages the effective application of school pay and performance policy
8. Works with unions or other employee representatives where required to do so
9. Works in partnership with the local education authority, local schools and other agencies
10. Upholds the school's obligations for safeguarding and working with pupils
11. Ensures the school operates best value principles in purchasing of goods and services and the allocation of school capital expenditure





## Community

1. Drives community engagement including pupils, staff, parents/carers, local residents, local schools, local employers, and wider community stakeholders
2. Creates and maintains an effective partnership with parents/carers using a range of approaches and media
3. Promotes an honest and positive image of the school, supporting parent choice and providing information through the school website as well as developing our social media presence
4. Establishes, develops and maintains constructive partnerships with other local schools. Our partnerships with primary schools will support the exchange of ideas and best practise in order to improve student outcomes. Our partnerships with nursery and secondary schools will support the smooth transitions of pupils to and from our school.
5. Develops the school as an integral part of the local community by, engaging in community celebrations and other events as appropriate



Person Specification	Essential	Desirable	Application	Interview
<b>Qualifications</b>				
Qualified Teacher Status	X		X	
NPQH or equivalent	X		X	
Proven commitment to ongoing CPD, including work relating to school leadership and management, curriculum development and leading teaching and learning	X		X	
<b>Experience</b>				
Head Teacher, or experienced Deputy Head Teacher of a similar sized school	X		X	
Head Teacher of a similar size school		X	X	
Experience of leading a school towards an Outstanding Ofsted Inspection		X		X
Experience and secure knowledge of SEND needs and SEND protocols and systems	X		X	
Leading teaching and learning across the full primary range with proven evidence of raising outcomes and standards	X			X
Leading curriculum development to ensure secure and consistent implementation and sustained impact	X			X
Experience of using a range of data, information and evidence to drive decision making and improve teaching, learning and the curriculum	X			X
Experience of setting clear, realistic and challenging targets for staff and knowledge of performance management	X			X
Evidence of leading and inspiring a team to success	X			X
Successful track record of strategic financial and resource management, reporting to Governors	X			X
Experience of effective self evaluation and successful strategies for improvement or change management	X			X
<b>Professional Knowledge</b>				
Demonstrate a good understanding of highly effective pedagogy	X			X
Knowledge and understanding of the statutory educational framework, current education issues, relevant policies, legislation and codes of practice	X			X
Demonstrate a good understanding of successful and effective behaviour management	X			X
Understanding the characteristics of, and an ability in developing, an effective learning environment	X			X
Proven ability as a good classroom teacher	X		X	
Knowledge of working across EYFS, KS1 and KS2		X		X
Knowledge of how to work effectively with Governors to ensure robust scrutiny and build and maintain relationships	X			X
Understanding of the importance of working collaboratively with all stakeholders in the school, including the wider community and other local schools	X			X



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Developed understanding and commitment to promoting and safeguarding the welfare of pupils and staff	X		X	
<b>Professional Skills</b>				
Ability to demonstrate a range of leadership styles	X			X
Working with colleagues to accurately judge provision and provide feedback that leads to change	X		X	
Ability to motivate and empower pupils and staff	X			X
Ability to communicate clearly and effectively through a range of media, engage with and influence staff, parents, pupils, Governors and other stakeholders	X		X	
<b>Personal Qualities</b>				
Ability to demonstrate effective active listening skills	X			X
Ability to adhere to the principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership	X		X	
Understand and be committed to promoting the wellbeing of employees	X			X
Excellent interpersonal skills	X			X
Possesses and can demonstrate empathy with children	X			X
Demonstrate enthusiasm for, and commitment to, the role; along with resilience, integrity and a passion for education.	X		X	X
Confident and able to remain calm, enthusiastic and positive when working under pressure	X		X	X
<b>Philosophy and Commitment</b>				
Ability to hold and articulate clear vision, values and moral purpose that will strengthen our whole school community	X			X
Ability to demonstrate strong, clear leadership alongside the desire and capacity to develop leadership in others	X			X
Commitment to establishing, developing and maintaining partnerships with other schools and organisations	X			X
Ensure the school holds ambitious expectations for all pupils	X			X
Belief of developing the whole child, understanding the need for a holistic approach to meeting their needs	X			X





## Application Process

The first stage of the application process is to complete an application form and submit to [headrecruitment@west-witney.oxon.sch.uk](mailto:headrecruitment@west-witney.oxon.sch.uk)

From this a shortlist of candidates will be chosen. These will be invited to attend interview day one, with successful candidates invited to attend interview day two.

**Visits to our school are welcomed and encouraged, please contact** Flora de Ospina, School Business Manager, 01993 706249, [flora.deospina@west-witney.oxon.sch.uk](mailto:flora.deospina@west-witney.oxon.sch.uk)

### Closing date

12:00 on Monday 12 September 2022

### Short Listing

Wednesday 14 September 2022

### Assessment Day and Interviews

Tuesday 20 September 2022

Wednesday 21 September 2022

### Equal Opportunities

West Witney Primary School & Nursery is an equal opportunities employer.

West Witney Primary School & Nursery is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosure and Barring Service Enhanced check". It should also be noted that all staff are expected to promote the values of democracy, the rule of law, individual liberty, and mutual respect and tolerance.