



# **Windmill Primary School**

## **Headteacher**

### **Candidate Information Pack**



## Our Vision, Values and Strategy

### The Windmill Way

*Achievement through Creativity, Community and Challenge*

### Our Vision

Windmill Primary School is a large (Group4), maintained school in the heart of Headington. As a vibrant, inclusive and ambitious learning community, children are at the heart of everything we do. We combine high expectations with care, kindness and a strong sense of belonging.

Our most recent Ofsted inspection (January 2025) recognised the strength of Windmill's provision, judging **Behaviour and Attitudes, Personal Development, Leadership and Management, and Early Years Provision as Outstanding**, with **Quality of Education judged Good**. Inspectors highlighted the calm, respectful culture of the school, the confidence and maturity of our pupils, and the strong leadership that underpins daily practice.

The Windmill Way is lived daily through our shared values of **kindness, respect, ambition, inclusion and responsibility**. We are proud to be a school where children feel safe to be themselves, to take creative risks and to rise to challenge.

Our children experience a broad, rich and creative curriculum that excites curiosity and nurtures a lifelong love of learning. Learning at Windmill encourages pupils to think deeply, collaborate thoughtfully and take pride in their achievements. We support every child to become a confident, resilient and reflective learner, well prepared for the future as a critical thinker and responsible global citizen.

We celebrate diversity, promote equality and inclusion, and place strong emphasis on physical and mental wellbeing for both pupils and staff. Windmill is rooted in its local community, with strong partnerships locally and internationally, and a clear commitment to sustainability and environmental responsibility.



Our Strategic Direction

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## Headteacher

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The Governing Board has set out a clear strategic direction, grounded in the Windmill Way and delivered through an ambitious School Improvement Plan. Priorities are reviewed annually and informed by pupil voice, staff expertise and robust governance.

Key priorities include:

### **Excellence in learning and teaching**

- A broad, coherent and creative curriculum underpinned by high-quality pedagogy.
- Research-informed approaches to teaching that challenge pupils and support strong progress.
- High expectations for all pupils, with effective support for disadvantaged pupils and those with SEND.

### **A positive and inclusive school culture**

- Outstanding behaviour, relationships and personal development.
- A calm, purposeful environment where pupils feel safe, respected and valued.
- A strong commitment to equality, diversity and belonging.

### **People, leadership and wellbeing**

- Recruiting, developing and retaining excellent staff.
- Prioritising staff wellbeing, professional growth and distributed leadership.
- Sustaining a culture of reflection, collaboration and high expectations.

### **Community, sustainability and global awareness**

- Strong partnerships with families and the local community.
- Meaningful opportunities for pupils to engage with global and environmental issues.
- Developing pupils as thoughtful, responsible citizens prepared for the future.

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## Welcome letter from the Co-chairs of Governors

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## Headteacher

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Thank you for your interest in the role of Headteacher at Windmill Primary School.

Windmill is a joyful, inclusive and high-performing school where children are encouraged to be curious, creative and confident learners. Guided by the Windmill Way — *Achievement through Creativity, Community and Challenge* — our school combines high expectations with warmth, care and a strong sense of belonging.

Our most recent Ofsted inspection (January 2025) recognised many aspects of the school as Outstanding, reflecting the strength of our leadership, the quality of our relationships and the rich personal development opportunities we provide for pupils. We are immensely proud of our staff, our pupils and our community, and we are equally ambitious for Windmill's future.

We are seeking a Headteacher who will embrace our values, build on our many strengths and lead the school with integrity, energy and compassion. You will find at Windmill a talented and committed staff team, engaged and supportive families, enthusiastic learners and a governing board that understands its role in both challenge and support.

If you are a reflective, values-led leader who believes in children, in people and in the power of education to change lives, we would be delighted to hear from you.

Anne Cowan

Bríd Cronin

Co-chairs of Governors  
Windmill Primary School



### Letter from the current headteacher

Dear Applicant

My decision to apply to be the headteacher at Windmill Primary School in 2006 was the best career choice I could ever have made. If you are reading this, then I am delighted that you are considering becoming the next headteacher of this very special school.

It has been an incredible privilege to have been the head at Windmill for the last 20 years and to be a part of such a thriving school culture. Windmill is at the heart of the local community and fully represents the huge diversity which typifies Headington and Oxford. The ethos of "We all Belong Here! Is actively lived out every day by the staff, children and families making it a huge strength of the school.

Windmill is a happy school and every day I am proud to see how much the children love their learning, demonstrating creativity and resilience in all that they do. The children care for each other and are proud to be a pupil at Windmill. Every child is special! The children are given their voice through a range of opportunities which allow them to take on extra responsibilities and contribute to making their school the place that they want it to be.

The staff team is strong and works hard to ensure that the children get the very best education they can have, regularly going that "extra mile" to allow the children to have exciting opportunities to extend and enrich the curriculum. The positive relationships that exist between the staff and children coupled with high expectations, support high achievement and success. CPD is highly valued and there are professional development opportunities for all staff to develop their skills and expertise.

The Governing Board is effective and works hard to support and challenge the school to be the best it can be. The PTA also works closely with the school to raise additional financial support for school resources and activities as well as creating events that just bring families together.

We have worked hard to build partnerships and to collaborate with local community groups which further enrich the experiences that the children have. We are proud of our reputation of saying "yes" to opportunities that come our way.

Having spent 20 incredibly happy and fulfilling years as head of this unique and dynamic school, it is now time for me to pass the baton onto someone who shares my passions and commitment to providing every child with the best possible education. If you feel that you are the right person for the position, please come and see the school to see what a great place you could be a part of.

Yours faithfully

Lynn Knapp

Headteacher

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Headteacher

## What Makes Windmill Special?

### The school in numbers

On roll	626/630
Ages	4 – 11 years
Established	1908
Moved to current site	2004
Free School Meals	6.9%
SEND	13.2%
EAL	31.4%
Pupil Premium	8%

### A few things we learned from our Ofsted inspection

“A love of reading early on is clear.”

“Children are proud of their work.”  
warmth.”

“Staff know pupils really well.”

“Leaders are deeply committed.”

“There is a strong sense of community.”

“Respectful relationships between everyone shine with

“Rich opportunities for all.”

“We all belong here!”

### The Windmill Way in action

- Pupils show exceptional respect for one another and take pride in their school community.
- Creativity is woven through learning, from classroom practice to wider opportunities.
- Children are encouraged to think critically, ask questions and take responsibility for their learning and their world.

For more information please visit [www.windmill.oxon.sch.uk](http://www.windmill.oxon.sch.uk)



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## Headteacher

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### Job description

**Post:** Headteacher

**School:** Windmill Primary School

**Contract:** Full-time, Permanent

**Salary:** £86,803 - £97,136 (Group 4)

**Start date:** 1 September 2026

**Closing date:** 5pm 23 February 2026

**Interview dates:** 12 and 13 March 2026

**Responsible to:** Governing Board

#### Core Purpose

The Headteacher will be responsible to the Governors for the smooth operation of the School and ensuring that each child achieves their full potential within a caring and stimulating environment. The Headteacher will be expected to ensure that staff maintain high expectations of children and high standards of professional practice. As well as the Headteacher, the current school team consists of a deputy and two assistant head positions, 26 teaching staff, 39 teaching assistants and inclusion staff (varied FTE), and an excellent operations team to oversee the office, premises, lunchtimes, and before school club.

#### Specific responsibilities:

##### Ethos

- Create an ethos in which everyone feels valued and in which they can reach their full potential;
- Ensure that everyone identifies positively with the School, its values and with the community.

##### Curriculum and Teaching

- Ensure that the curriculum is regularly reviewed, evaluated and updated, ensuring it is broad, balanced, and inclusive and taking account of local and national initiatives, policies and statutes.
- Encourage innovative and creative teaching approaches to engage students and foster a love of learning.
- Coordinate the curriculum subject areas and/or cross-curricular initiatives where necessary, working with colleagues and Governors.
- Monitor and evaluate the quality of teaching and learning, ensuring it meets the needs of all children, including those with additional learning needs.
- Be a role model promoting best practice teaching.

##### Management

- In consultation with the Governors and colleagues, ensure that the School Improvement Plan is formulated and implemented, and that School policies are instigated and updated as required;
  - Deploy, monitor and evaluate the available human, physical and financial resources according to the School's aims and objectives, and the School Improvement Plan in consultation with colleagues and Governors;
  - Ensure the effective management of all health and safety matters in accordance with current policies.
  - Ensure the professional development of staff through regular training, mentoring, and performance management.
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- Promote a culture of continuous improvement, encouraging innovation and a growth mindset among all staff.

### Financial

- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievement and the school's sustainability.
- Lead and manage the school's finance and resources, ensuring best value is obtained.

### Student Welfare and Safeguarding

- Promoting a safe, supportive, and inclusive environment for all students and staff.
- Ensure that the school complies with all safeguarding and child protection policies, maintaining the highest standards of pupil welfare.
- Act as the key point of contact for parents and the local community, maintaining positive relationships and open communication.
- Have overall responsibility for pupil behaviour and discipline.

### Parents, Governors and the Community

- Advise and assist the Governing Body in the fulfilment of its responsibilities, and to ensure that Governors and Parents have access to up-to-date information about the School and the curriculum.
- Develop and maintain positive home-school co-operation and links with the local community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives;
- Foster and maintain positive relationships with other schools in the area and with the LA.

### General

This job description should be read in conjunction with the current conditions for headteachers contained in the current National School Teachers' Pay and Conditions Document. For full details, please refer to the role of headteachers, as defined in the Headteachers' Standards 2020.

If successful with your application, you may also be required to undertake such additional duties as may be reasonably determined by the Governing Body from time to time. The job description is subject to annual review and the Governing Body reserves the right to change the job description to reflect upon changes in the demands of the post, in consultation with the post holder



### Selection Criteria

#### Qualifications and experience

##### Essential

- Qualified Teacher Status [B Ed/Cert Ed/PGCE/QTS] and substantial experience in primary education.
- A proven track record of leading improvements in an educational setting, ideally at a senior leadership level.
- Knowledge and experience of effective safeguarding practices and promoting the welfare of children.
- Sound understanding of current educational policy, national curriculum, and assessment systems.
- Evidence of commitment to personal and professional development in educational leadership.
- Experience in managing school budgets, resources, and staff effectively.

##### Desirable

- National Professional Qualifications for Headship [NPQH].
- A proven track record of school improvement and raising standards of teaching and learning.
- Evidence of building respectful working relationships with all staff, with care for their wellbeing.

#### Professional skills

##### Essential

- Strong leadership skills, with the ability to inspire, motivate, and support staff, pupils, and the wider School community.
- Excellent communication skills, both written and verbal, with the ability to build positive relationships with all stakeholders.
- A deep understanding of the primary curriculum and assessment frameworks, including knowledge of current educational policies and best practices.
- A clear vision for primary education, with a focus on raising achievement and improving outcomes for all children.
- Ability to analyse data to and key indicators of performance, identify areas for improvement, and implement effective change.
- Strong organisational and time-management skills, with the ability to prioritise tasks and manage competing demands.
- Strong problem-solving and decision-making skills, with the ability to adapt to changing circumstances.
- Sound knowledge of safeguarding procedures and a commitment to ensuring the safety and well-being of all pupils.
- A passion for learning beyond the classroom, developing creativity and wider skills through enrichment activities that support the holistic development of children.
- A good understanding of financial management.
- A commitment to develop an outward facing school.

## Equality, Safer Recruitment and Selection

Windmill Primary School is an equal opportunities employer. We are committed to promoting equality, diversity and inclusion in our workforce and welcome applicants from all backgrounds. We will treat all applicants fairly and we will make reasonable adjustments to enable candidates with disabilities to participate fully in the recruitment process. Any request for adjustments should be made in confidence to [office.2527@windmill.oxon.sch.uk](mailto:office.2527@windmill.oxon.sch.uk).

Safeguarding and the welfare of our pupils are central to Windmill Primary School. All appointments are conditional on satisfactory completion of pre-employment checks, including an enhanced DBS check (and where appropriate a barred list check), identity and right to work checks, verification of academic and professional qualifications, and receipt of two satisfactory references (one from the current/most recent employer). At least one member of the selection panel will have completed accredited safer recruitment training. The school follows statutory guidance published by the Department for Education.

## How to apply

Please use the Oxfordshire County Council Teacher Application Form (August 2022) to apply for this post and email it to Anne Cowan ([acowan@windmill.oxon.sch.uk](mailto:acowan@windmill.oxon.sch.uk)). The application form can be downloaded from our website [www.windmill.oxon.sch.uk](http://www.windmill.oxon.sch.uk).

Alternatively you can request an application form to be emailed to you from the school office email address ([office.2527@windmill.oxon.sch.uk](mailto:office.2527@windmill.oxon.sch.uk)).

References are taken up for all school positions so please ensure your referees are aware and that all contact information on the application form is correct.

Visits are warmly welcomed on the afternoon of Tuesday 10 February and the morning of Thursday 12 February, please email [office.2527@windmill.oxon.sch.uk](mailto:office.2527@windmill.oxon.sch.uk) to arrange.

