



# WOODCOTE PRIMARY SCHOOL

## Headteacher Application Pack



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*broadening horizons every day*

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## Letter from the Chair of Governors

Dear Applicant

Thank you for your interest in this role at Woodcote Primary School. On behalf of the Governing Body, I am delighted to introduce our school and share our hopes for the future as we seek a new leader to take us into the next exciting chapter of our journey.

Woodcote Primary School is a small, vibrant village primary school at the heart of our rural community. We are proud of our warm, inclusive ethos, our committed and caring staff, and our enthusiastic, curious children who love to learn. The school plays a central role in village life, and the relationships we hold with families, local organisations, and the wider community are a vital part of who we are.

As the newly appointed Chair of Governors, I am honoured to be working alongside a dedicated team of governors, staff, and parents to ensure the school continues to flourish. We are ambitious for our children and are committed to maintaining high standards of teaching and learning, while also nurturing the whole child and supporting their wellbeing.

We are now looking for an inspirational Headteacher who shares our values and vision—someone who will embrace all that is special about our school, while bringing fresh energy, leadership, and strategic direction. Whether you are an experienced Headteacher or an aspiring leader ready to take the next step, we welcome your application and your ideas for how we can continue to grow as a school.

We would strongly encourage you to visit us to experience the atmosphere of Woodcote Primary School for yourself and meet our wonderful children and staff.

Thank you once again for your interest. We look forward to hearing from you.

Kind regards

**Nicola Baker**  
**Chair of Governors**



# Our Area

## **Woodcote: A Welcoming Village in the Heart of the Chilterns**

Nestled in the stunning Chiltern Hills Area of Outstanding Natural Beauty, Woodcote is a vibrant and picturesque village in South Oxfordshire, just seven miles from Reading. It offers the perfect blend of countryside charm and urban convenience.

Woodcote boasts a close-knit community and excellent educational facilities, including two pre-schools, Woodcote Primary School, and Langtree School (secondary). The village is well-equipped with a range of amenities such as local shops, traditional pubs, a GP surgery, sports facilities, and a popular garden centre.

Community spirit thrives here, with a busy calendar of clubs and groups, and beloved annual events like the Woodcote Rally and the Village Fete drawing residents and visitors alike.

With easy access to Reading, Oxford, and major motorways (M4/M40), Woodcote is an ideal location for school staff seeking a peaceful, family-friendly environment without sacrificing connectivity.

# Our School

## **Woodcote Primary School: A Nurturing Environment for Lifelong Learning**

Woodcote Primary School is a warm, welcoming, and inclusive school for children aged 4 to 11, located in the heart of Woodcote, Oxfordshire. Rated “Good” by Ofsted in its most recent inspection (February 2024), the school was praised for its calm, purposeful atmosphere, strong routines, and pupils' respectful behaviour.

From September 2025, the school will begin an exciting new chapter as it merges with the on-site preschool, expanding its provision to include nursery places for children from the age of 2. This development will enhance the school's already strong Early Years offer and further strengthen its role within the community.

With approximately 166 pupils on roll from Woodcote and the surrounding villages, the school fosters a caring and supportive environment. Ofsted highlighted the robust pastoral care in place, noting that pupils feel safe, known, and well-supported. The curriculum places a strong emphasis on developing confident, capable readers, underpinned by high-quality phonics teaching and a rich, literature-based approach. Pupils benefit from a broad and balanced curriculum, complemented by a wide range of extracurricular activities that promote creativity, resilience, and teamwork.

Strong partnerships with families and the wider community are central to school life. The active Friends of Woodcote Primary School (FOWPS) group plays a vital role in organising events and fundraising. Wrap-around care is available through a well-attended breakfast club, Busy Bees enrichment clubs, and an externally managed after-school club—providing valuable support for working families.

[You can learn more about Woodcote Primary School at our website.](#)

# Vision & Values

**Inspiring Confident, Curious, and Kind Learners**

Through learning, caring and sharing we broaden horizons every day.

Our aim is that every pupil grows in confidence, developing their self-belief. Each child, emerging as an independent thinker with a thirst for learning, having fostered a love of curiosity and challenge, will be happy, healthy and proud of who they are.

It is important to us that pupils are polite, tolerant of others, showing empathy, kindness and respect, fostering a sense of community, building friendships with everyone.

Through a culture of mutual trust, promoting positivity and teamwork, a Woodcote pupil is expected to be an individual who perseveres with determination to be the best they can, inspired by rich opportunities to explore the world.

## **Our Core Values**

At the heart of everything we do are our core values:

- Honesty
- Positivity
- Respect
- Courage

We believe Woodcote Primary School is a brilliant place to work and to learn. With fantastic children and a dedicated, supportive team, we are proud of our school community. If you're excited to be part of our continuing journey of excellence, we'd love to hear from you.

# Our future

## **What We're Looking for in Our Next Headteacher**

We are seeking an inspiring, forward-thinking Headteacher to lead **Woodcote Primary School** into its next exciting chapter. Our ideal candidate will be a compassionate, innovative, and resilient leader with the vision and energy to build on the school's existing strengths and strong community ethos.

You will be confident in leading and developing a dedicated team of staff and governors, all committed to providing our pupils with a rich, engaging, and high-quality education rooted in real-life experiences and high expectations. This is currently a non-teaching role.

As a central figure in our village community, you will understand the importance of pastoral care for pupils, staff, and families alike, while also demonstrating sound judgement, strong organisational skills, and the ability to manage budgets and school operations effectively.

This is a unique opportunity to make a lasting impact in a thriving village school that values excellence, inclusion, and community. If you are ready to lead with integrity, inspire with purpose, and nurture a culture where every child can flourish, we would love to hear from you.

# Your application

You are invited to submit an application (application form and letter of application, 2 sides of A4 maximum) to the **School Business Manager** at [finance.2510@woodcote.oxon.sch.uk](mailto:finance.2510@woodcote.oxon.sch.uk) titled Headteacher Recruitment.

To arrange an informal discussion or visit to the school, please email **Nicola Baker, Chair of Governors** at [chairofgovernors@woodcote.oxon.sch.uk](mailto:chairofgovernors@woodcote.oxon.sch.uk).

<b>Application deadline:</b>	Monday 15 <sup>th</sup> September 2025 – 12 noon
<b>School visits:</b>	Due to school holidays these will take place w/c 1 <sup>st</sup> September and 8 <sup>th</sup> September.
<b>Interviews:</b>	Friday 26 <sup>th</sup> September 2025
<b>Contract details:</b>	Permanent
<b>Salary:</b>	L15 – L21
<b>Start date:</b>	1 <sup>st</sup> January 2026 or Easter 2026

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

## Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



# Job Description

<b>Post:</b>	<b>Headteacher</b>
<b>Responsible to:</b>	<b>The Governing Body and Local Authority</b>
<b>Responsible for:</b>	<b>Whole school</b>
<b>Location of role:</b>	<b>Woodcote, Oxfordshire</b>
<b>Pay Range:</b>	<b>L15-L21</b>

## **Main purpose of the role**

The Headteacher is the lead professional responsible for creating a nurturing, inclusive, and high-achieving environment for children. The role requires strategic leadership and day-to-day management to ensure the highest standards of teaching, learning, personal development, and wellbeing. The Headteacher will inspire and support staff, work in close partnership with parents and the wider community and promote a positive school culture where every child is encouraged to flourish academically, socially, and emotionally. Central to the role is the commitment to safeguarding, equity, and providing a broad and balanced curriculum tailored to the needs of young learners.

## **Responsibilities**

The Headteacher is accountable to the Governing Body for ensuring the educational success of the school within the framework of the school improvement plans. They provide professional leadership and management of the school and must establish a culture that promotes excellence, equality and high expectations of all pupils.

To be responsible for:

- The effective implementation and embedding of the school's vision, values and policies;
- Providing leadership across all aspects of the internal organisation, professional leadership, management and financial control of the school;
- Creating a culture of constant improvement and through being an inspirational leader, committed to the highest achievement for all in all areas of the school's work.

## **Shaping the Future (Strategic Leadership)**

- To work with the Senior Leadership Team and Governing Body to develop the shared vision and strategic plan for the school, which is responsive to the community it serves. At the core of this should be the educational and personal development of the pupils;
- To work with Governors and staff to define and implement the schools vision and strategic direction so that it is understood and acted upon by all stakeholders;
- To work within the school community to translate the vision and values into agreed objectives and operational plans, which will drive forward and sustain school improvement;

- To ensure the sustained raising of aspiration, achievement and attainment, is met through an inclusive, sustainable and innovative lifelong education environment;
- To ensure the school achieves its performance targets;
- Demonstrate the vision and values of the school in everyday work and practice. Motivate and work with others to create a shared culture and positive climate;
- Promote the school and develop effective and productive relationships with a wide range of stakeholders, including local authority and neighbouring schools;
- Secure the commitment of parents and the wider community to the vision and direction of the school;
- To challenge, motivate and empower others to attain ambitious outcomes;
- In conjunction with the Governing Body, develop strategies for school readiness in Early Years and a positive transition across Key stages and into both primary and secondary education for children and parents/carers.

### **Leading Learning and Teaching**

- Drive and inspire a passion for learning in every member of the school community;
- Provide a model of outstanding practice to all staff in teaching and school leadership;
- Secure and sustain effective teaching and learning throughout the school by ensuring sound strategies are in place for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting and monitoring targets for rapid improvement of all children including those in vulnerable groups;
- Promote excellence in teaching and learning, ensuring a continuous and consistent focus on pupils' achievement and development (whole-person as well as academic);
- Ensure that a high quality educational experience is available for all children and young people;
- Create a positive culture of challenge, support and high expectations, in order to achieve the school's Strategic School Development Plan, to raise standards and improve the quality of teaching;
- Ensure that all children make good progress including where there are barriers to learning, through clear, consistent and excellent systems and provision for all, actively promoting inclusion;
- Support the SENDCo to deliver a high quality provision for pupils with special educational needs and disabilities;
- Provide effective and appropriate pastoral support is available to all children in the school;
- Through robust and effective monitoring and evaluation, identify and act on areas of improvement in relation to the curriculum and assessment;
- Keep informed of developments within the National Curriculum and other relevant curriculum development sources, to ensure that the curriculum is rich, relevant and inspirational and contributes to outstanding educational and whole-person outcomes;
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence;
- Develop an inclusive and supportive approach so that Woodcote Primary School is a place where all young people and the wider school community feel welcome.

### **Developing Self and Working with Others**

- Treat everyone within the school fairly and equitably;
- Develop a culture of personal responsibility that recognises both excellence and supports

appropriate strategies to deal with under performance in accordance with adopted Appraisal and Capability policies and procedures;

- Ensure a high standard of professional development for all staff and for self-including attending all mandatory training events;
- To build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities;
- Work with all staff to build effective teams;
- Sustain their own enthusiasm and motivation and develop and sustain that of other staff;
- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities;
- Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal;
- Effective and consistent implementation of the Appraisal Policy and other systems of quality assurance and professional development of teachers and support staff;
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs and identified through the appraisal process;
- Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the school;
- Actively consider succession planning to develop capacity, including through coaching and mentoring members of the SLT;
- Keep abreast of educational developments and best management practice in order to introduce appropriate innovation and contribute to joint practice development across other schools locally.

### **Managing the Organisation**

- Develop and implement clear, evidence-based School Development Plans and policies for the development of the school and its facilities;
- Manage the annual budget so that the school secures its financial objectives;
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities;
- Recruit and retain staff of the highest quality, in line with safer recruitment procedures;
- Deploy all staff effectively in order to improve the quality of education provided;
- Monitor the budget on a monthly basis for the school and the use of resources;
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations;
- Ensure that the allocation and use of accommodation within the school provides a positive learning environment that promotes the highest achievement for all;
- Work the School Business Manager to maximise the level of external funding that is attracted to support the school's development;
- Promote, embed, secure and monitor all agreed policies.

### **Securing Accountability**

- Work with the Governing Body (providing information, objective advice and support) to enable them to meet their responsibilities;

- Ensure that individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation;
- Develop a school ethos which will enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers;
- Reflect on personal contribution to school achievements and take account of feedback from others.

### **Strengthening Community**

- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities;
- Ensure learning experiences for pupils are linked into and integrated with the wider community;
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development;
- Seek opportunities to invite parents and carers, community figures, and those from the wider business or other organisations into the school to enhance and enrich the school and its value to the wider community.

### **Equal opportunities**

- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

### **Safeguarding children and Safer Recruitment**

- To act as the school's Designated Safeguarding Lead (DSL);
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school & Governing Body;
- Ensure that all policies and procedures adopted by the school and Governing Body are fully implemented and followed by all staff;
- Ensure that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children;
- Ensure all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

### **Health and Safety**

- To work in compliance with the school's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school;
- To ensure compliance with procedures is observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training, instruction and supervision as necessary to accomplish those goals.

### **Data Protection**

- To ensure compliance with the Data Protection Act (2016) and the Freedom of Information Act (2000).

# Person Specification

Knowledge and Skills Required	Essential	Desirable
<b>Knowledge</b>		
At least four years' experience of teaching in the primary setting	X	
Outstanding teacher	X	
Proven track record of raising educational standards	X	
Using data to set targets and raise standards	X	
Experience of managing / leading a team	X	
The monitoring and evaluation process for teaching and learning	X	
Assessing pupils with SEN&D and EAL	X	
Statutory testing and access arrangements	X	
Working with Children's Services	X	
Working with the Education Legal Intervention Team, or other local authority equivalent	X	
Managing in-house admissions	X	
Engaging difficult to reach families	X	
Contributing to the SEF and SDP		X
Conducting performance management / appraisal		X
Managing Attendance		X
Experience of governance		X
<b>Qualification</b>		
Relevant degree	X	
Master's degree		X
NPQH or equivalent	X	
Designated Safeguarding Lead Qualification	X	
Qualified Teacher Status	X	

Evidence of further effective professional development	X	
<b>Personal Qualities</b>		
Flexibility of approach	X	
Well organised	X	
Supportive – able to work as part of a team	X	
Able to respond to and seek advice	X	
<b>Interest and motivation in the job</b>		
Enthusiasm for children's learning	X	