

# Great Tew Primary School

## *Headteacher Candidate Pack*



“Education is not the filling of a bucket,  
but the lighting of a fire”  
W.B. Yeats



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Closing date for application is Friday 27 June 2025

“Children thrive due to the high levels  
of support and care they are given  
Ofsted Inspection 2025”



# Welcome letter from Chair of Governors

Dear Applicant,

Thank you for your interest in the Headteacher position at Great Tew Primary School. We are delighted that you are considering joining our warm, vibrant school community at what is an exciting and significant time in our journey.

This rare opportunity arises as our Headteacher prepares to retire, leaving behind a strong legacy and a school that is well-positioned for its next chapter. Great Tew is a highly successful, values-led village school with a proud heritage and an ambitious vision for the future.

At Great Tew, our guiding belief is that "Education is not the filling of a bucket but the lighting of a fire" (W.B. Yeats). Everything we do is rooted in the conviction that children must be at the heart of our school. We aim not only to spark a lifelong love of learning, but to nurture high levels of academic achievement, personal growth, and strong character in every child.

We are proud of our track record of consistently strong academic outcomes. Our broad and ambitious curriculum is designed to inspire curiosity, promote deep thinking, and equip children with the knowledge, skills, and cultural capital they need to thrive—both now and in the future. As Ofsted recognised in our most recent inspection: "An ambitious and broad curriculum is provided for all children"; and "Children are supported to become confident and articulate learners, well prepared for life beyond primary school."

We believe strongly in the development of the whole child and our rich curriculum is complemented by exceptional outdoor learning; specialist provision in music; sport and the arts; and deep links with our local and wider communities.

Thanks to prudent and strategic budget management, Great Tew Primary School is a well-staffed and well-supported learning environment. We benefit from the expertise of a dedicated School Business Manager, a skilled Special Educational Needs and Disabilities Coordinator (SENDCo), and a compassionate Pastoral Support Advisor, each of whom plays a vital role in supporting our children's learning, development, and wellbeing. Our most recent Ofsted inspection highlighted the strength of our cohesive and nurturing staff team, praising the high levels of support and care that enable pupils to thrive from the moment they join us in Reception.

Safeguarding is a central pillar of our practice. Our culture is one of vigilance, care, and shared responsibility. We expect our next Headteacher to champion the safety and well-being of every child, ensuring that safeguarding is not only robust and rigorous, but fully embedded in the fabric of school life.

We are looking for a Headteacher who can lead with strategic clarity, warmth, and ambition; someone who will inspire excellence in teaching and learning, foster innovation, and empower staff and children alike to reach their full potential.

You will be supported by a dedicated and experienced staff team, engaged families, and a proactive Governing Body who are deeply committed to the school and its continued success.

We encourage you to visit Great Tew to experience first-hand the spirit of our community and to meet the children and staff who make our school so special. Please contact Cassie Whitney ([sbm.2104@great-tew.oxon.sch.uk](mailto:sbm.2104@great-tew.oxon.sch.uk)) - to arrange a visit. If you would like to contact me directly to ask any questions or just have an informal chat - please use the details below.

We look forward to receiving your application and learning more about the qualities and experience you would bring to our school. Together, we can continue to light the fire of learning, enabling every child at Great Tew to become a confident and articulate learner, well-prepared for life beyond primary school.

Yours sincerely,

Naomi Roberts  
**Chair of Governors**  
**Great Tew Primary School**  
[chair.2104@great-tew.oxon.sch.uk](mailto:chair.2104@great-tew.oxon.sch.uk)  
07968214289



# Our school

Great Tew Primary School is a small, vibrant, and inclusive village school set in the heart of the Cotswolds, surrounded by stunning countryside and a strong sense of local heritage. We offer an intimate and nurturing environment where every child is known, valued, and supported to thrive.

We are proud of our reputation as a school with a strong culture of kindness, high expectations, and excellent behaviour (Ofsted, 2025). Children are immensely proud of their school, which offers an inclusive family feel and a curriculum that is both ambitious and broad. From the moment children join us in Reception, they benefit from high levels of care and support, and they flourish as confident, articulate learners, well-prepared for life beyond primary school.

Academic excellence lies at the heart of our vision. Our carefully-designed curriculum encourages curiosity, creativity, and critical thinking. Reading is a cornerstone of learning across the school, and children are supported to develop strong foundations in phonics, writing, and mathematics from an early age. Across the wider curriculum, teaching is engaging and responsive, enabling children to deepen their knowledge and develop a real love of learning.

We place equal importance on personal development. Children take on leadership roles, participate in a wide range of clubs, and enjoy rich learning experiences through trips, theatre visits, festivals, and sports competitions. Outdoor education in our wild garden, alongside opportunities for performance, music, and the arts, help children grow into well-rounded, resilient individuals.

Great Tew actively collaborates with a range of partners—including other local schools, independent secondary schools, and community organisations—to enrich the curriculum and widen opportunities. Our arts and sports provision is enhanced through regular input from private music and dance teachers, local artists, and sports coaches. Our commitment to physical development is reflected in our strong sporting record, with the school having been overall winners in the local sports partnership for the past three consecutive years.



“Great Tew Primary School has strong culture of kindness, high expectations, and excellent behaviour  
Ofsted Inspection 2025”



We enjoy exceptional community support. Parents and friends of the school are actively involved in fundraising and volunteering, and their contributions have had a transformational impact. Recent projects have included the construction of a bespoke EYFS unit, a distinctive part-subterranean KS1 classroom, refurbished Victorian classrooms, a new adventure playground, and exciting plans for an outdoor classroom. Major projects now underway include replacing the roof on our Grade II listed building, tackling water ingress in our subterranean classroom, and resurfacing our multi-use games area (MUGA)—all part of our continued commitment to enhancing the learning environment and fully funded by Oxfordshire County Council.

Safeguarding is central to everything we do. We maintain a vigilant culture where all staff understand their responsibilities and where children feel safe, heard, and supported. As Ofsted noted in our 2025 inspection, “Children learn how to stay safe” and “know there is always someone to talk to if they have any worries.”

We firmly believe that education should light a fire within each child, inspiring them to grow into confident, compassionate individuals who are ready to take on the world. We are now seeking a visionary and compassionate Headteacher to lead our school into the next exciting chapter of its journey.

A photograph of four young children, two girls and two boys, wearing blue and white checkered school uniforms and dark blue caps with the Great Tew Primary School crest. They are smiling and standing in front of a green leafy background. The photo is partially overlaid by a teal banner on the left and a teal box at the bottom containing text.

# Location

Great Tew is a picturesque and historic village nestled in the rolling hills of north Oxfordshire, just a few miles from the market town of Chipping Norton.

Renowned for its honey-coloured stone cottages and charming rural character, the village lies within the Cotswolds Area of Outstanding Natural Beauty. Great Tew is part of the Great Tew Estate, which adds to its unique character and sense of community. Nearby attractions include Soho Farmhouse, Blenheim Palace, and the cultural hub of Oxford, all within easy reach.

With its strong local identity and tranquil surroundings, Great Tew offers an inspiring and supportive setting for our thriving primary school.



# How our parents describe Great Tew School

*Warm*

*Nurturing*

*Friendly*

*Happy*

*Amazing*

*Kind*

*Confident*

*Individual*



Quotes from School Council to the question  
“What do you love best about Great Tew School?”

*I love the people in the school, they are special, and kind and they spread the kindness*

*Everyone is very inclusive and supportive*

*We are a community, we trust and know each other, everyone is a friend*





# Who we are looking for

Following a lively debate, our school council concluded that they are looking for the following qualities in their new Headteacher:

## *Kindness and Supportiveness:*

Above all, they want someone who is kind, caring, and always there for them

## *Patient and Calm:*

A steady, calm presence who can be trusted and relied upon

## *Cares for Others:*

Not self-centred, but someone who puts the children and school community first

## *Good Listener:*

They want a headteacher who notices and values each child's unique talents and voice

## *Motivated and Hardworking:*

A leader who is energetic and dedicated, especially when it comes to important things like fundraising and school improvement



Our families are looking for a compassionate, visionary leader who prioritises the happiness and development of children while maintaining strong academic standards.

They will be hands-on, approachable, and invested in the school's community, fostering a nurturing and inclusive environment that encourages confidence, resilience, and kindness in every child.



# Job description

## **Purpose**

To provide professional leadership and management of the school, develop and deliver an agreed strategic plan to implement continuous improvement, and advance and maintain an ambitious, inclusive, safe and secure learning environment, so that all children and staff can achieve their full potential.

## **Vision**

Work with the governing body and staff to create a shared strategic vision and school development plan and inspire, motivate and challenge the entire team to support and implement change, delivering continuous improvement in outcomes, performance and achievement.

## **Ambition**

- Promote an ambitious culture of encouragement, support and challenge, with high expectations for all stakeholders in the school community
- Foster a positive, inclusive, and respectful school culture that promotes the well-being and personal development of all children and staff
- Encourage creativity, innovation and the use of appropriate technologies and techniques to achieve excellence within the school and the wider educational environment

## **Management Responsibilities and Accountability**

- Lead the overall organisation and daily operations of the school in line with statutory requirements, governing body policies and agreed budgets
- Develop and implement the School Development Plan in collaboration with governors and staff
- Oversee the strategic deployment and evaluation of all school resources—human, physical, and financial—to support the school's aims
- Ensure effective health and safety management across all areas of school operations
- Manage school assets and resources to ensure value for money, operational efficiency, and long-term sustainability
- Anticipate potential problems, plan for contingencies, identify mitigating measures, own issues and seek acceptable solutions or resolutions
- Ensure all statutory requirements relating to the school are fulfilled and that all relevant policies, processes and procedures are maintained, implemented and reported as appropriate

## **Leadership**

- Lead, motivate and develop all staff to achieve the highest possible professional standards, treating them fairly, equitably and with integrity to create and maintain a positive school culture
- Manage appropriate procedures for staff recruitment, selection, appointment, induction, deployment, development, retention and performance management
- Support the professional growth of staff through coaching, mentoring, and providing access to targeted professional development opportunities
- Ensure the motivation, development and wellbeing of the whole school staff, including the expectation of a healthy balance between work and other commitments
- Provide visible, inspirational leadership and communicate consistently and effectively with children, staff, parents/carers and all stakeholders in the school community
- Create and maintain an effective partnership with parents and carers to support and improve children's achievement and personal development
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning partnerships
- Monitor and evaluate the effectiveness of school policies, practices, and initiatives, providing regular updates and reports to the Governing Body on pupil progress, staff performance, and financial status
- Take responsibility for own personal development and achieving agreed objectives, through regularly review and reflection on practice, taking account of feedback from others



## **Quality of Education**

- Lead the implementation of an ambitious, broad, and coherent curriculum that meets the needs and aspirations of all children
- Ensure high standards of teaching and learning across all subjects and phases, underpinned by subject expertise and effective use of assessment
- Promote a culture of high expectations and continuous improvement to enable all children to achieve their full potential
- Oversee regular curriculum review and development in line with national and local policies, in collaboration with staff and governors
- Develop and support curriculum leadership, ensuring subject leaders have the expertise and professional networks needed to drive excellence
- Use reliable and proportionate assessment strategies to monitor and improve pupil outcomes
- Work effectively with parents, carers, professionals, the SENDCo, and the Pastoral Support Advisor to identify additional needs, provide adapted support, and fulfil statutory duties

## **Behaviour & attitudes**

- Establish and maintain high expectations for the attendance, behaviour and conduct of children that are applied fairly and consistently such that they are reflected in the learning environment
- Cultivate a culture that is positive and respectful, in which intolerant attitudes are unacceptable and dealt with effectively, promoting a happy, hardworking and harmonious school

## **Personal Development**

- Provide vision and direction to secure effective teaching, successful learning and achievement by children and sustained improvement in their social, moral, cultural, spiritual, and physical development to prepare them for the opportunities, responsibilities and experiences of later life
- Ensure that the curriculum extends beyond excellent academic achievement to support the broader wellbeing, character and development of children
- Promote diversity, tolerance and respect, preparing children for the next stage in their learning journey and for life in modern Britain
- Foster a positive, inclusive, and respectful school culture that promotes the well-being and personal development of all staff and children

## **Performance**

- Establish and maintain appropriate processes and procedures to measure, monitor and manage the performance and achievements of all staff and children
- Create an environment of evidence-based continuous improvement, within a longer-term plan, in which everyone is always learning to be their best

## **Safeguarding**

- Take lead responsibility as the Designated Safeguarding Lead (DSL), ensuring that the safety, well-being, and best interests of every child are paramount and at the centre of all decisions, policies, and practices across the school
- Champion a culture of vigilance where safeguarding is everyone's responsibility, and where children's voices are heard, valued, and acted upon
- Ensure all safeguarding and safer recruitment policies and procedures are robust, up to date, fully implemented, and consistently followed by all staff and volunteers
- Lead and actively participate in all safeguarding matters, including strategy discussions, inter-agency meetings, and the assessment of children, to secure the best outcomes for children
- Foster an open, trusting environment where staff and volunteers feel confident and supported to raise concerns about any aspect of safeguarding, with clear processes in place to respond swiftly, sensitively, and appropriately

**Scope** - This job description should be read alongside the range of duties and responsibilities for headteachers with the **National standards for excellence for Headteachers** and the annual **School Teachers' Pay and Conditions**. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the professional responsibilities and duties of the post holder. Whilst there is no regular teaching commitment in the post, the post holder will be expected to provide teaching cover from time to time when required. This job description may be subject to amendment or modification at any time after consultation with the post holder and the governing board.

# Person specification

## Qualifications

### Essential

- Qualified teacher status
- Degree level qualification
- Leadership and management training
- Regular, recent and relevant professional development with evidence of impact

### Desirable

- National Professional Qualification for Headship (NPQH)
- Evidence of further academic or professional development

## Personal Qualities

### Essential

- Leads by example in all areas, including teaching, with consistency and clarity
- Approachable, flexible, resilient and optimistic with a good sense of perspective and humour
- Vision, enthusiasm, drive, honesty
- Strategic thinker who looks ahead to anticipate potential opportunities and issues
- Strong time management with the ability to work under pressure and prioritise effectively
- Ability to deal with the unexpected and the complex with humility and humour
- Conveys calm authority, confidence, consideration and approachability
- Accountable to stakeholders and prepared to hold others to account
- Able to make and implement difficult decisions with empathy and sensitivity to challenge and change
- Committed to equality of opportunity and actively promotes diversity and inclusion
- Prepared to ask for help and support where necessary
- Demonstrates a deeply embedded, compassionate, and child-centred philosophy towards inclusive education, ensuring that every pupil—particularly those with a broad range of SEND—is welcomed, understood, and supported to thrive

## Experience

### Essential

- Senior leadership experience in a primary school as headteacher, deputy/assistant headteacher or equivalent leadership role
- Management of staff including line management, professional development, coaching and mentoring
- Substantial involvement in school self-evaluation and development planning
- Extensive teaching across the primary school age range
- Experience of developing, implementing and monitoring strategic aims and action plans.
- Experience of effective working with governors to create and articulate a clear vision for the future of the school and delivery against this vision
- Proven record of raising achievement across a wide range of abilities and social contexts
- Robust implementation and oversight of safeguarding procedures

### Desirable

- Leadership position in a small primary school with mixed age classes
- Responsibility for financial planning, budget management and resource management
- A commitment to developing sport, art, drama and music in the curriculum and through extra-curricular activities
- Experience of building or site management including health & safety
- Experience of acting as a Designated Safeguarding Lead (DSL) or Deputy DSL



## Knowledge

### Essential

- Legal and statutory responsibilities relevant to school leadership
- Understanding of current national education policy, curriculum frameworks and inspection processes
- Familiar with accountability measures and performance data in education
- Principles of effective teaching and learning across a range of abilities

### Desirable

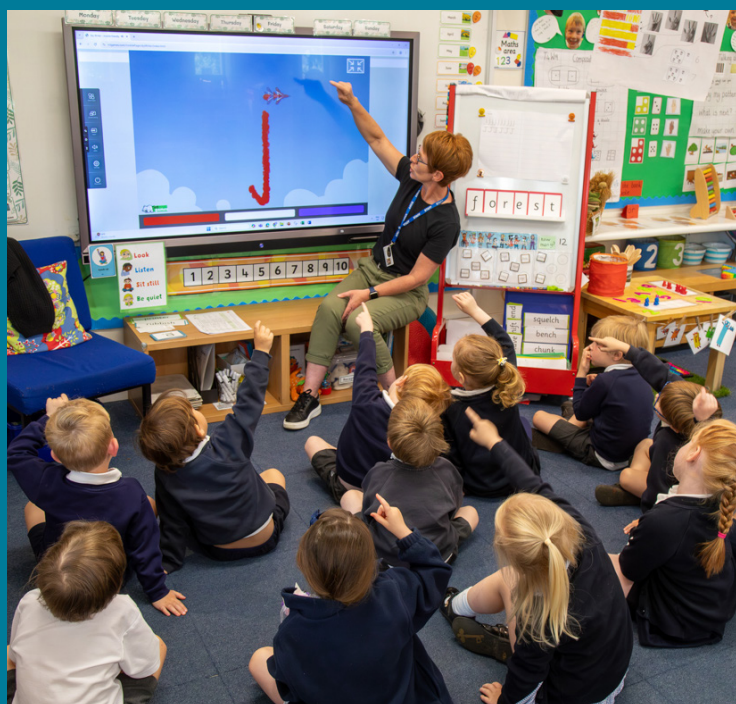
- Knowledge of financial planning and school budget management
- Understanding of legal obligations in relation to staff recruitment, retention, deployment and development

## Skills

### Essential

- Outstanding teacher with a love of education, a passion for the whole curriculum and up to date knowledge of best practice
- Proven leadership ability with capacity to communicate a shared vision and inspire others
- Able to create, inspire and promote a culture of high achievement for all
- Excellent interpersonal skills and the ability to quickly establish good relationships with adults and children based on confidence and trust
- Ability to communicate clearly and effectively, verbally and in writing, to a range of individuals, groups and larger audiences
- Effective team player, able to lead, listen, collaborate and motivate with energy and enthusiasm
- Strategic organisation and attention to detail with the ability to prioritise effectively
- Competence in data analysis for performance tracking and target setting
- Confident use of ICT to support management and learning
- Able to engage effectively with external partners including parents, governors and the wider community

“The school acts swiftly to identify pupils’ needs accurately, including those with special educational needs and/or disabilities (SEND). Staff adapt learning carefully for these pupils to ensure all pupils access the full curriculum successfully.  
Ofsted Inspection 2025





# How to apply

Please complete the official Oxfordshire County Council application form available from <https://oxfordshire.education-jobs.org.uk/> or visit our website - <https://greattewschool.co.uk/our-school/vacancies/>

We look forward to receiving your application. The completed application form should be accompanied by a covering letter, outlining your personal philosophy for primary education and vision for the future of Great Tew Primary School, as well as a supporting statement indicating how your qualifications and experience are relevant to the requirements of this role. This statement should be no more than 1000 words.

Visits to the school prior to application are welcomed and actively encouraged. Please contact Cassie Whitney - [sbm.2104@great-tew.oxon.sch.uk](mailto:sbm.2104@great-tew.oxon.sch.uk) or call 01608 683642 to arrange a visit.



## KEY DATES

Application closing date:  
Friday 27 June 2025 at 12 noon  
Short-listing date:  
Monday 30 June 2025  
Interview dates: Wednesday 9 &  
Thursday 10 July 2025

Full details about interview arrangements will be provided to those shortlisted. Suitable references will be required from your current and previous employer. We will only request references in relation to candidates shortlisted for interview.

Contract: Full & permanent  
Salary: L8 – L14  
Start date: January 2026 – dependent on availability

### 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.

The successful applicant for any position will be required to undertake an enhanced disclosure via the DBS (disclosure and barring system) and appropriate Right to Work clearances in line with our recruitment and selection practices.

Great Tew Primary School, The Green,  
Great Tew, Chipping Norton OX7 4DB  
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# Safeguarding statement

At Great Tew Primary School, the health and safety of all of our children is of paramount importance.

Great Tew Primary School is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and members of our community to share this commitment. We listen to our children and take what they tell us seriously.

Clear governance and leadership is central to embedding a safeguarding culture; all Great Tew staff and governors have a full and active part to play in protecting our children from harm and ensuring that a child's welfare is our paramount concern.

Our school provides a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the individual child free from discrimination or bullying where children can learn and develop happily.

We recognise that as well as threats to the welfare of children from within their families, children may be vulnerable to abuse or exploitation outside their homes and from other children.

The Headteacher and all the adults that teach and support our children, are vigilant and alert to these potential risks.

‘Safeguarding is everyone’s responsibility, every day’.



“Children are immensely proud of their village school, which offers an inclusive family feel  
Ofsted Inspection 2025”