

**Cannington
Church of England Primary School**



**HEADTEACHER
APPLICATION PACK**

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WELCOME

Dear Applicant

Welcome and thank you for your interest in becoming our new Headteacher.

Cannington Church of England Primary School is a lovely and much loved village school on the edge of the Quantocks, which has served the local community for over 100 years. There are 165 pupils on roll and a full complement of committed staff who, with the Head, Governing Body, parents and carers, work together to nurture the minds, bodies, and spirits of all children and adults who enter through our doors.

This opportunity to lead our school has arisen due to the forthcoming retirement of our current Headteacher Claire Nurse in July, after 15 happy and successful years. Under Claire's leadership significant development has occurred but we are not content to stand still. There is always potential for further improvement.

We are seeking to appoint a Headteacher who will build on current good practice whilst bringing a fresh perspective. We see this change of leadership as an opportunity for growth and are looking for an inspirational leader to take the school forward. We aspire to improve outcomes for our children across the board, recruit and retain quality people, transition to a Multi Academy Trust, and invest in our staff, and in our buildings and infrastructure.

On taking up the post, the new Head will be working closely with the Governing Body and the staff on developing the schools key priorities through the school development plan. The Governing Body see their relationship with the Headteacher as a real

partnership; each working to support the other for the benefit of the children and the school. Governors will seek support in monitoring the quality of provision, raising standards and introducing new initiatives.

We welcome applications from serving Headteachers and Deputies, as well as those not currently in these roles, and the flexible start date has been agreed specifically to enable applications from all eligible groups. The post will commence in January 2026 or earlier if preferred.

Within this application pack is the Job Description and Person Specification and details of how to apply are given on page 4.

We are looking for someone to take us forward by building on the best of what we already have while bringing your own perspective and experiences to ensure all children at Cannington can grow, flourish and thrive. If this sounds like you – and if you're up for the challenge – then we would love to hear from you.

We highly recommend you visit so you can get a feel for our school before you apply. School visit dates are w/c 19 May 2025 – please call the School Office on 01278 652 368 to arrange a visit.

Yours sincerely

Carly Kew & Revd Alison Waters
Co-Chairs of Governors

HOW TO APPLY

Salary: L10-L16 (£62,202 – £72,162)

Closing date: 4th June 2025, 12pm

Interviews: 12th / 13th June 2025

Start date: January 2026 (or earlier)



1

Please read this application pack carefully. On page 12 you will find the Person Specification, which lists the key competencies that we are looking for.

2

Complete the enclosed application form; CVs will not be accepted.

When writing your accompanying letter of application, please address the priorities described in this information pack.

Also, please include:

3

Your reasons for applying for the Headship of this school.

Your experience and skills which would equip you for this role.

Your letter should be no more than two pages in length

4

You are very welcome to visit our school before you apply. School visit dates are w/c 19 May 2025 – please call the School Office on **01278 652368** to arrange a visit.

5

Completed applications should be emailed to:

recruitment@somerset.gov.uk

6

References will be sought for shortlisted candidates prior to the interview date. The successful candidate will be required to complete an enhanced DBS check.

ABOUT US



Cannington Church of England Primary School is situated in the heart of the village on a large site with our own playing fields and a range of outdoor learning spaces, including a wildlife area and space for forest school.

Our accessible school buildings include classrooms, a library area, a computer suite, a main hall, a staffroom, and an intervention room .

We are proud of our status as a Church of England School and work in partnership with The Church of St Mary the Virgin, Cannington and The Diocese of Bath and Wells to deliver an education founded on Christian values.

165 students on the school roll

11 teachers, **16** teaching assistants, **1** HLTA and **37** staff covering **45** positions

15.4% of children are eligible for the Pupil Premium Grant

14.2% of children are eligible for Free School Meals

9.7% of children live in homes who speak a language other than English

14% of children have special educational needs and **4.8%** have an EHCP

Attendance at the school is **94.8%**

OUR NEW HEAD

The children were asked what sort of new Headteacher they would like.

Here are their answers...



With thanks to Louis F, Lola-Beau, Winnie, Layla, Rocky, Louis G, Alice, Ferris and Harvey.

HEADTEACHER: Job Description

Salary Scale

ISR L10 - L16

Overriding Requirements

The Headteacher shall carry out all professional duties in accordance with and subject to the "Conditions of Employment of Headteachers" set down in the Schoolteachers Pay and Conditions Document (STPC document) as amended from time to time. In particular, paragraphs 54.1 and 54.2 of the STPC document refers.

Nothing in this job description can amend, or is intended to amend, those overriding requirements.

Job Purpose

The core purpose of the Headteacher is to provide professional leadership and management for the School.

With the Governing Body, the Headteacher provides vision, direction and leadership for the School ensuring it is managed and organised to meet its aims and objectives. The Headteacher also seeks to secure the commitment of the wider community to the School by developing and maintaining appropriate networks and relationships.

Key Relationships

The Headteacher establishes and maintains effective working relationships with:

the Governing Body;

the Local Authority;

the Diocese of Bath and Wells;

and

consults and interacts on a professional level with all Headteacher colleagues. In particular, developing and maintaining positive relationships with:

Headteachers in the local area;

Headteachers of Haygrove School, Brymore Academy and other relevant secondary schools;

Headteachers in Primary and Special Schools in Somerset;

Early Years' providers; and,

other services and agencies for children.

Key Responsibilities and Accountabilities

When appropriate, consult with the Governing Body, Local Authority, staff and parents.

Strategic Direction and Development

To develop a strategic view for the School in its community, identifying and determining its philosophy, overall aims, objectives and targets.

Create and develop a strategic plan for the School, underpinned by sound financial planning and management. Identifying priorities and targets aimed at raising achievement, critical to sustaining school improvement.

To consult, develop, implement, monitor, review and evaluate policies for delivery of agreed overall aims and objectives. Ensuring these take account of global and national trends, local and School data, and inspection and research findings.

Create an ethos providing a collaborative educational vision of excellence and direction which secures effective teaching, successful learning and achievement for all pupils, including sustained improvement in their spiritual, moral, cultural, mental and physical development.

Continue to develop and oversee the school's wrap-around activities and after-school clubs

Ensure commitment to the school's aims and objectives from all those involved in the School

Ensure the management and organisation of the School delivers its vision, aims and objectives.

To be the accountable for Safeguarding and Child Protection for the School. Ensuring that all staff understand and practise all necessary procedures and that appropriate training takes place according to statutory requirements.

Learning and Teaching

Determine, organise and implement a diverse, flexible and appropriate curriculum for the School; within the overall framework provided by the National Curriculum and implement an effective assessment framework.

Ensure extracurricular activities are included in the full curriculum to enhance pupils' total learning experience and support their broader development. The school has well established credentials in music and sports.

Create and maintain an environment and code of behaviour which promotes and secures good teaching, effective learning, high standards of achievement with good behaviour and discipline.

Monitor and evaluate the standards of teaching and learning in the School. Ensuring that appropriate standards of professional performance are established and maintained with under-performance at all levels being challenged and rectified.

Assess, monitor and evaluate the curriculum in order to identify and act upon areas for improvement and to develop a personalised learning culture within the school.

Produce and revise as appropriate a School Development Plan relevant to the needs and development of the pupils, incorporating both available and potential resources.

Monitor and evaluate the quality of learning and teaching in the School including Special Educational Needs. Using data to support and implement strategies for ensuring inclusion, diversity and access.

Develop and maintain effective partnerships with parents, carers, the community, other academies and schools, Clergy and the local worshipping communities. Extend pupils' learning experiences, their achievement and personal development by creating effective links with business and industry.

Participate, to such an extent as may be appropriate and in consultation with the Governing Body, in the teaching of pupils in the School, including the provision of cover for absent teachers.

Leading, Managing and Deploying Staff

Take the lead role in the selection and recruitment of the teaching and support staff in seeking to ensure the best available people are appointed.

Manage arrangements for the deployment and effective allocation of work to, and supervision of, all teaching and support staff in the School. To maximise their skills and contribution to the improvement of the quality of education provided and standards achieved.

Implement and sustain effective systems for the management and induction of staff performance, participating in arrangements for the appraisal of his/her own performance and the appraisal and performance management of teaching and support staff as appropriate.

Lead professional development of the staff by example, ensuring that all staff have access to relevant advice, training and development opportunities. Including needs identified through Performance Management systems in accordance with the policies of the Governing Body, the School Development Plan and of the Authority.

Ensure that teachers at the School receive all information they need in order to carry out their professional duties.

Ensure that professional duties and conditions of employment as set out in the STPC document, including those for the Headteacher, and national and local conditions of service for teachers and support staff are fulfilled.

Develop and maintain a communication and decision making structure providing opportunities for staff participation, including the use of formal procedures to solve problems and resolve conflict.

Foster and maintain relationships with organisations representing teachers and support staff.

Deployment of Resources

Set priorities and targets for expenditure, allocate funds and ensure effective administration and management of all school resources.

Ensure the sound financial management of the school in accordance with relevant regulations.

Make arrangements for security and effective supervision of the School buildings, their contents and School grounds. Ensuring that such resources are managed to meet the needs of the curriculum and comply with all relevant Health and Safety Regulations.

Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

Accountability

To be accountable for the safeguarding and welfare of children and all stakeholders using the school.

To be accountable for the efficiency and effectiveness of the school to the Governing Body, the Local Authority and the Diocese of Bath and Wells.

At all times to fulfil the tenets of the Trust Deed.

Foster and maintain good community relations by implementing School policy and liaising with Local Authority and Diocesan officers where appropriate.

Present a coherent, understandable and accurate account of the School's performance in a form appropriate to a range of audiences including governors, parents and carers. Maintaining and providing adequate and appropriate records, statistical data and returns.



HEADTEACHER: Person Specification

This document is based on the National Standards for Headteachers which sets out, under key areas, the role of the Headteacher. Within these areas are identified the knowledge requirements, professional qualities, skills, dispositions and personal capabilities needed by Headteachers and the actions needed to achieve the core purpose. It is important to emphasise that these skills and qualities are interdependent and many are applicable to all the key areas.

1. QUALIFICATIONS AND EXPERIENCE (CAREER DEVELOPMENT)		
CORE SKILLS & COMPETENCIES	ESSENTIAL	DESIRABLE
<p><u>Attainment</u></p> <p>Through career progression and experience, CPD and specialist training.</p> <p><u>Knowledge</u> of and <u>commitment</u> to CPD of self and others.</p>	<p>1.1 Qualified teacher status and education to degree level or equivalent</p> <p>1.2 Evidence of recent and relevant professional and personal development</p> <p>1.3 Experience of teaching and record of excellent Primary practice including effective assessment methods</p> <p>1.4 Experience leading a School/Academy or senior role experience in leadership</p> <p>1.5 Appropriate Safeguarding training and a willingness to be the Deputy Designated Safeguarding Lead</p>	<p>1.6 NPQH</p> <p>1.7 Advanced qualification</p> <p>1.8 Experience in more than one other school</p> <p>1.9 Experience working in an Academy and/or a MAT</p> <p>1.10 Experience as DH</p> <p>1.11 Diocesan Pre-Headship Training</p> <p>1.12 SENCo qualification and experience in this role</p>

HEADTEACHER: Person Specification

2. LEADING LEARNING & TEACHING		
CORE SKILLS & COMPETENCIES	ESSENTIAL	DESIRABLE
<p>Communication</p> <p>Listening</p> <p>Influencing</p> <p>Analytical</p> <p>People Management</p> <p>Problem solving</p> <p>Creativity</p> <p>Team Orientation</p> <p>Results Orientation</p>	<p>2.1 Use strategies to raise achievement, using data and benchmarks to monitor progress in each child's learning</p> <p>2.2 Ensure that learning is at the centre of strategic planning</p> <p>2.3 Organise and implement a diverse, flexible curriculum and an effective assessment framework</p> <p>2.4 Monitor, evaluate and review classroom practice, challenging underperformance at all levels, and promoting improvement strategies</p> <p>2.5 Implement strategies for ensuring inclusion, diversity and access and supporting a culture where all pupils can achieve success</p> <p>2.6 Develop a creative, responsive and effective approach to learning and teaching</p> <p>2.7 Take a strategic role in the development of new and emerging technologies and extend the learning experiences of pupils</p>	<p>2.8 Demonstrate an enthusiasm for out of classroom learning</p> <p>2.9 Demonstrate a commitment to and understanding of community based learning</p> <p>2.10 Experience of working with mixed age classes</p>



HEADTEACHER: Person Specification

3. LEADERSHIP			
CORE SKILLS & COMPETENCIES		ESSENTIAL	DESIRABLE
Creativity	Leadership of the school	3.1 Build, communicate and implement a shared vision which is understood and acted upon effectively by all	3.11 Substantial leadership demonstrated in more than one setting and possibly outside an education setting
Planning and Organisational		3.2 Provide spiritual leadership within the context of the school and wider community	
Listening	Leadership in the community	3.3 Work alongside governors to translate the vision into agreed objectives and operational plans to promote school improvement	
People management		3.4 Demonstrate the vision and values in everyday work and ensure the effective allocation of work to maximise the skills of all members of the team	
Decision making		3.5 Motivate and innovate and use technology appropriately to bring about improvement	
Relationships		3.6 Lead, support and develop staff using a variety of informal and formal strategies and a willingness to take appropriate action when performance is unsatisfactory	
Team orientation		3.7 Develop further a collaborative culture within the school and engage with others to build effective learning communities	
Results orientation		3.8 Foster good links with parents, carers, the community, the Church, other schools and the LA to enhance and enrich the school and its value to the community	



HEADTEACHER: Person Specification

	<p>3.9 Ability to collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional, physical and cultural well being of pupils and their families</p> <p>3.10 Experience of working directly with governors and parents</p>
4. MANAGEMENT AND ACCOUNTABILITY	
CORE SKILLS & COMPETENCIES	ESSENTIAL
Planning and Organisational	4.1 Establish and sustain appropriate management structures and systems in line with legal requirements, both local and national circumstances
Analytical	4.2 Produce and implement clear, evidence based improvement plans and policies for the development for the School, its religious foundation, and its facilities
Problem solving	4.3 Manage financial and human resources effectively to achieve the school's priorities, improve the quality of education for all pupils and provide value for money
Results orientation	4.4 Develop and maintain effective strategies and procedures for staff development and performance review
People Management	4.5 Understand and implement safeguarding procedures to ensure Child Protection and safeguarding arrangements in the School and beyond the school gate.
	4.6 Work with the local governing body to provide information, objective advice and support to enable it to meet its responsibilities
Creativity	4.7 Engage the school community in systematic and rigorous self evaluation



HEADTEACHER: Person Specification

	<p>4.8 Use a rich set of data to understand the strengths and weaknesses of the school</p> <p>4.9 Manage change positively</p> <p>4.10 Engage the community and other stakeholders in celebrating the school's success</p> <p>4.11 Use and integrate a range of technologies effectively and efficiently to manage the school</p> <p>4.12 Fulfil the responsibilities of the School's Trust Deed</p>
5. KEY PERSONAL QUALITIES AND CHARACTERISTICS	
CORE QUALITIES & CHARACTERISTICS	ESSENTIAL
<p>Communication and Listening</p> <p>Self-Management</p> <p>Commitment</p>	<p>5.1 Communicate effectively both orally and in writing to a wide variety of audiences and in a variety of settings</p> <p>5.2 Manage own workload and that of others to allow:</p> <ul style="list-style-type: none"> - an appropriate work/life balance - working well under pressure - motivation, enthusiasm and commitment <p>5.3 Supportive of the Church of England Ethos</p>





Cannington Church of England Primary School

'Together we grow, flourish and thrive' Psalm 98:12-15