

**Oake, Bradford & Nynehead
Church of England (VC) Primary School**



**Headteacher (ISR 7 - 13)
Recruitment Pack**

March 2026

LET YOUR LIGHT SHINE



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1. Key Dates

Applications Close	Noon on 23rd March
Shortlisting	23rd March
Interviews / Assessment	30th March
Activities Appointment Starts	September 2026



2. Letter from the Chair of Governors

Dear Applicant,

On behalf of the Governing Body, thank you very much for your expression of interest in the position of headteacher at Oake, Bradford and Nynehead Primary School. This application pack contains information about our school and the qualities the governors are seeking in the appointment of our next headteacher. You can also find out more about the school on our website and we encourage you to visit the school.

Oake, Bradford and Nynehead school is a voluntary-controlled Church of England primary school, under the auspices of the Diocese of Bath and Wells. It is located in the centre of the village of Oake (pop: 800), which lies 5 miles west of Taunton and has good transport links - junction 26 of the M5 is a 10 minute drive away. The school opened in 2010 and was formed by the amalgamation of Oake & Bradford School with Nynehead CE School on the site of the original Victorian school at Oake. The main school building, set in extensive grounds, was constructed for the new school, but we still use the Victorian buildings as well. We also have an ELSA\Music room that was built with assistance from PTA funds. We have three classes for 67 children, aged from 4 to 11. The main building also houses our pre-school, Little Acorns, which takes children from 2 years of age.

Our current headteacher has decided to step-down at the end of this academic year after 8 years in the role. We have very experienced teaching staff, with an excellent level of classroom support. The school was judged "Requires Improvement" at the last Ofsted inspection (2025). We are anticipating a SIAMS inspection and an Ofsted inspection within the next 2 years.

The Governors would like to appoint a new headteacher who can lead the school in the next stage of its development. We are committed to the value of a broad all-round education to provide children with a secure base for their future so that they can aspire to achieve their best in life. As a Church school, we wish to promote a strong Christian ethos and vision. This is a central feature of our school life. The governing body is highly committed to the development of the school and supportive of all aspects of school life and its staff.

The successful candidate will be an inspirational leader, approachable and visible, with excellent communication skills. The post requires a commitment to classroom teaching, so excellent teaching skills are required, as well as the ability to promote high-quality practice throughout the teaching staff, including Little Acorns pre-school.

If you would like to apply for this post, we would welcome visits and we look forward to receiving your application and to meeting you in the near future.

Yours faithfully,

Gwynfor Jones



3. Our School

Oake, Bradford & Nynehead Church of England (VC) Primary School is a small three-class school. We opened in September 2010 and we are very fortunate to be able to offer such a modern, well-equipped building together with spacious grounds. Although the school is relatively new, we have proudly maintained the charm and sense of community found in traditional village schools.

Currently, there are 67 pupils on roll, organised into 3 classes, as well as a pre-school which takes children from 2 years of age. Although we are a small village school, our pupil population is diverse, coming from a wide range of localities and backgrounds. A number of our pupils began their primary education in a different setting and a significant proportion come from outside our catchment area. We have gained a strong reputation for providing a caring, inclusive and nurturing family environment, which we strive to maintain as a school.

We take pride in knowing every child well and nurturing flourishing children who grow, succeed, and shine. Our vision, inspired by Mathew 5:16 – *“Let Your Light Shine”* – is at the heart of everything we do.

We believe all children can shine and we strive for every member of our school family to succeed and flourish with us. At the heart of our school vision are our eight core values;

Love Friendship Thankfulness Fellowship Resilience Courage

Trust Respect

These core Christian values were chosen by our school family and we aim to embody them in all we do. They guide us, ground us and bind us. Therefore every family across our community, including those of different faiths and no faith, are welcomed at Oake, Bradford and Nynehead. That sense of family and our core values help us to foster the warm, nurturing atmosphere which allows our children to thrive and succeed.

3. Our School (continued)



At Oake, Bradford and Nynehead CE VC Primary School, we strive to be distinctive in our Christian character by living out our school values each day. Collective Worship is a key part of our daily routine, shaping the behaviour, ethos and sense of togetherness within our flourishing school community. We maintain links with our local parish church, St Bartholomew's in Oake, which we visit for a variety of purposes—from R.E. lessons and collective worship to celebrating important events in the Christian calendar.

4. Governors

The Governing Body is a hardworking group comprising representatives from: the Local Authority, Church Foundation, local community, parents and staff. We are committed to doing the best for the children in the school, both in their education and their wider development. Our shared vision is to achieve confident children, proud of their achievements, who look back on their schooldays here as something special. We are also committed to support the professional development and well-being of all the staff in the evolving educational environment.

We meet regularly as a full Governing Body and every governor has their own allocated areas of responsibility. We routinely conduct monitoring visits and other activities to support the school. Through this arrangement we are able to provide appropriate oversight and constructive challenge to the school development plan, the finances, Head teacher performance as well as the teaching and learning the children experience and many other areas of the school.



5. PTA

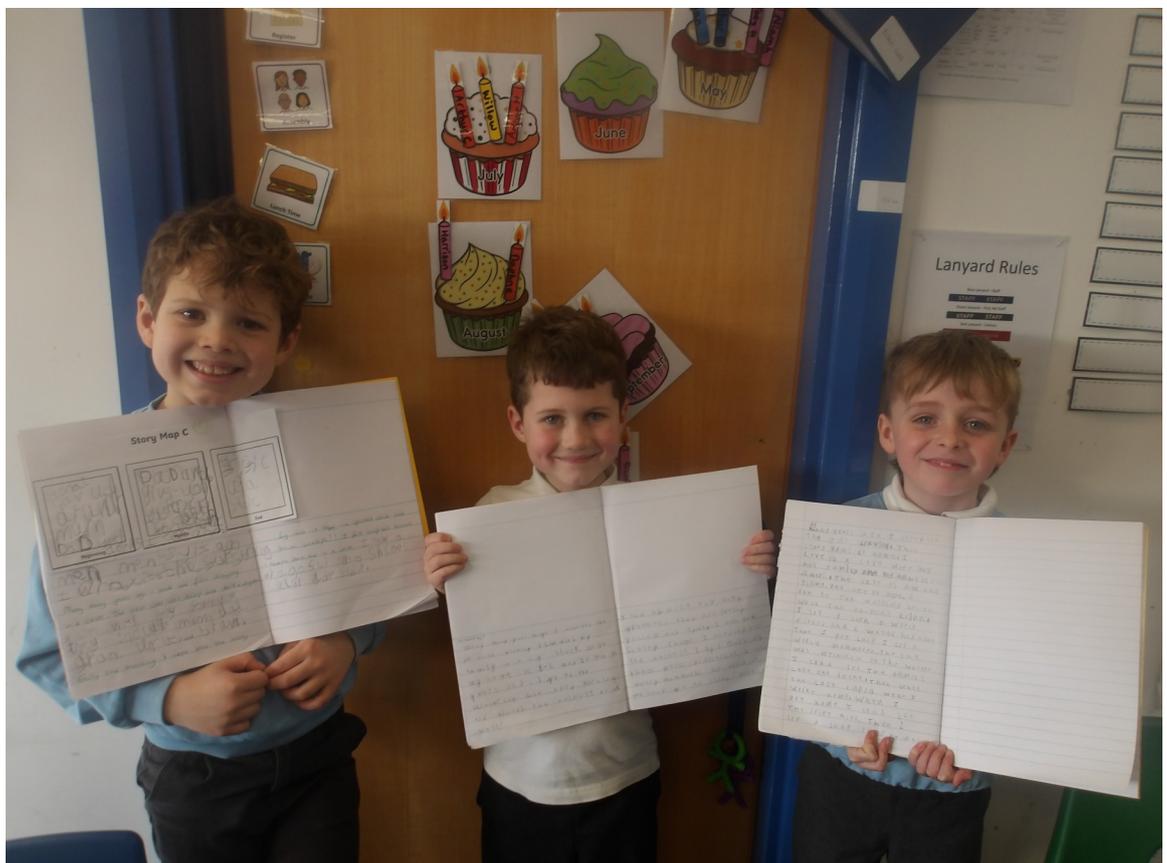
We are fortunate to have an amazing PTA team which supports the school by raising much needed funds. This pays for enrichment activities such as the Forest School, inviting theatre groups and visitors to the school as well as helping to provide resources and equipment and supporting school trips. It also organises many fun activities for the children and their families such as discos, cinema nights, the Summer Strawberry Fayre and more.



6. School Development Plan

Our school priorities, for the academic year 2025-2026 are strategically focused to enable the school to develop and improve in line with our vision and values. The School Development Plan ensures that our effort and resources are focused and meaningful. The children are at the heart of every decision we make and our distinctive Christian vision of **Let Your Light Shine** (Mathew 5:16) underpins each decision we make to ensure that our children flourish socially, spiritually and academically.

- 1) Ensuring Clear Curriculum, Precise Knowledge and Expectations through High-Quality Teaching and subject leadership.
- 2) To further develop the behaviour policy to ensure all learning behaviours are exemplary. Continue to build on relationships throughout the school and with parents.
- 3) Continue to develop the Early-Year's Curriculum to support children's progressive knowledge and learning.
- 4) Develop our ETHOS Committee to include all stakeholders to ensure our school's theologically rooted Christian vision drives its work and enables the school community to live up to its foundation as a Church school.



7. Job Description

In addition to at least one day in the classroom, the role of the headteacher is expected to be as follows;

Job purpose

Working with the Governing Body, the Headteacher will provide vision, leadership and direction for the school and will ensure that it is managed and organised to meet its aims and objectives.

The Headteacher is accountable to the Governing Body for ensuring the educational success of the school and responsible for the quality of teaching and learning. They should create an inspiring and productive teaching and learning environment in which staff and pupils are engaged and can thrive. They are also expected to demonstrate consistently high standards of personal and professional conduct.

Main Responsibilities and Duties

The Headteacher shall carry out their professional duties in accordance with the most up to date School Teachers' Pay and Conditions Document (STPCD), Headteacher Standards and the Burgundy Book.

The following duties are to be carried out in consultation with, as appropriate, the Governing Body, the staff and parents.

Strategic planning

The Headteacher will work with the Governing Body to create a shared vision and strategic plan, which inspires and motivates pupils, staff and other members of the school community. This vision is founded on core educational and Christian values. This strategic planning process is crucial to sustaining school improvement and develop the full potential of all its pupils.

The Headteacher will be expected to:

- Consult, develop, implement, monitor, review and evaluate policies for the delivery of the overall aims and objectives, ensuring these take account of national and global trends, local and school data, and inspection and research findings.
- Create an ethos which provides a collaborative educational vision of excellence - which secures effective teaching and successful learning for pupils including sustained improvement in their spiritual, moral, cultural, mental and physical development.
- Ensure the commitment of all those involved in the school to its vision, aims and objectives.
- Ensure that the management and organisation of the school supports its vision and aims and objectives.

Teaching and Learning

The Headteacher will assume central responsibility for raising the quality of teaching and learning and for pupils' progress and achievement, setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. Pupils will experience a positive learning culture and become effective, enthusiastic, independent learners committed to life-long learning.

The Headteacher will:

- Determine, organise and implement a broad, flexible, challenging, appropriate and progressive curriculum for the school and implement an effective assessment framework.
- Create and maintain an environment and code of behaviour which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline.
- Secure and sustain effective teaching and learning throughout the school by monitoring and evaluating the standards of teaching and learning including those pupils with special educational needs, using data to support and implement strategies for ensuring inclusion, diversity and access. Ensuring that appropriate standards of professional performance are established and maintained and that under-performance at all levels is challenged and addressed.
- 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 which promotes independent learning.
- Produce and revise, as appropriate, a School Development Plan (SDP) relevant to the needs of the school, the development of the pupils and within the potential resources available to the school.

Additionally there is an expectation that they will develop and maintain effective partnerships with parents, carers, the community, other schools, and the diocese. They will extend pupils' learning experiences, their achievement and personal development, by creating effective links with business and industry, and promote outdoor learning through trips, residential visits and related opportunities.

Participate, in the teaching of pupils in the school, including the provision of cover for absent teachers. It is envisaged that this will be between 1 and 3 days.

Developing self and working with others

The Headteacher will build a professional learning community that enables others to achieve their full potential through effective performance management and continuing professional development in order to achieve the highest standards. This role will help staff equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them. The Head will also be committed to their own CPD.

The Headteacher will:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and engage with other schools to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Lead professional development of the staff by example, ensuring that all staff have access to advice, training and development opportunities appropriate to their needs, including needs identified through performance management systems in accordance with the policies of the Governing Body and the School Development Plan as appropriate.
- Ensure that professional duties and conditions of employment as set out in local and national conditions of service for Head Teachers, teachers and support staff are fulfilled.
- Develop and maintain a decision-making structure providing opportunities for staff participation and establish channels of communication including the use of formal procedures to solve problems and resolve conflict.
- Foster and maintain relationships with organisations representing teachers and support staff.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is not of the highest standards.
- Regularly review their own practice, set personal targets and take responsibility for their own personal development.
- Manage their workload and that of others to allow an appropriate work/life balance.

Managing the Organisation

The Headteacher will ensure the school, its staff and resources are organised and managed to provide an efficient, effective and safe learning environment while achieving maximum value for money.

The Headteacher will:

- Create an organisational structure which reflects the school's values and enables its management systems, structures and processes to work effectively in line with legal requirements.
- In consultation with the Governing Body, set appropriate priorities for expenditure, allocate funds and ensure effective administration and management of all resources including staff.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Ensure the security and effective supervision of the school buildings and their contents and of the school grounds ensuring that such resources are managed to meet the needs of the curriculum and to comply with all relevant Health and Safety Regulations.
- Manage, monitor and review the range, quality, quantity and use of all available resources including technology in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

Accountability

The Headteacher is accountable to a wide range of groups, particularly pupils, parents, carers, governors, the Local Authority and the Diocese of Bath and Wells. They will be accountable for ensuring pupils enjoy and benefit from the high-quality education at Oake, Bradford & Nynehead C of E (vc) Primary School, for promoting collective responsibility within the whole school community. The head is legally and contractually accountable to the Governing Body for the school, its environment and all its work.

The Headteacher will:

- Comply appropriately with the requirements of the Governing Body in respect of the strategic management and direction of the school.
- 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.
- Be accountable for health and safety performance within the school.
- Be responsible for controlling costs and ensuring budget commitments are met. Ensuring compliance with all financial policies and procedures.
- Cooperate with auditors and implement their reasonable recommendations.
- Be responsible for delivering value for money through adherence to the procurement processes and purchasing limits.

Safeguarding Children

Ensure all policies and procedures adopted by the Governing Body are fully implemented and followed by all staff.

Secure sufficient resources and allocate appropriate time to ensure the designated person and other staff discharge their responsibilities including taking part in strategic discussions and other inter-agency meetings and allow them to contribute to the effective assessment of children.

Allow staff and volunteers to raise concerns about poor or unsafe practice with regard to children and address them sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

Working environment

The majority of work will take place in the school environment. There will also be some work undertaken off the school site, including educational visits.



8. Person Specification

Role Requirements

ESSENTIAL

DESIRABLE

Personal Qualities

- A passion for working with children in a school environment, combined with an enthusiasm for teaching and learning and an ability to lead by example, resulting in motivated pupils, staff and governors
- A reflective approach and capacity to critically evaluate, identify strengths and priorities for development, then build and monitor plans to close these gaps
- The desire and ability to maintain a positive school environment where the children develop their personal and social skills and build respect for others
- Be fully supportive of and committed to the aims and ethos of a Church of England school and be able to demonstrate the ability to maintain the religious character of the school as identified in the SIAMS (2018) Inspection Schedule
- The ability to provide strategic, inspirational leadership and to collaboratively develop, articulate and deliver a vision for the school
- Enthusiasm for, and willingness to get involved in, all aspects of the life of the school and community

Experience

- Proven leadership experience in the primary sector
- Experience of leading and managing a team combined with the ability to nurture and sustain outstanding teaching and learning
- Experience in the use of a variety of forms of pupil assessment, including monitoring, tracking, data analysis and assessment. Then to utilise this information with the staff to set and monitor targets for pupil progress and outcomes
- Collaborative working and relationship building with a range of groups such as parents and governors.
- Demonstrable commitment to the social and emotional wellbeing of pupils leading to strong achievements
- Experience of working with a Governing Body in an open and transparent manner, enabling them to perform their strategic role effectively resulting in continuing school improvements
- Knowledge of a nursery or early years setting
- Teaching experience in more than one phase of primary education
- Experience of working within a Church of England School and contributing towards its Christian distinctiveness
- Experience of organising and promoting continued professional development opportunities across the school which reflect priorities and resources available
- Experience of developing and delivering a long term improvement plan
- Experience within a range of educational settings

7. Person Specification (continued)

ESSENTIAL

DESIRABLE

Qualifications

- Qualified teacher status
- Evidence of continued professional development preparing them well for this post

- Higher qualification in leadership

Professional Knowledge

- An in-depth knowledge of the statutory duties, responsibilities and procedures with respect to safeguarding (please refer to our Child Protection & Safeguarding Policy)
 - Demonstrable knowledge of how children learn and how this translates into high quality teaching and learning for every pupil
 - A working knowledge of school governance, including providing suitable data in a meaningful form that enables governors to hold school leaders to account
 - A thorough knowledge of all statutory requirements including the national curriculum, assessment, Ofsted frameworks and SIAMS framework
 - Knowledge of the Early Years Foundation Stage curriculum
 - Knowledge of and commitment to diversity and inclusion
- Up to date, broad knowledge of the national agenda for schools, particularly with regard to school structure and funding
 - Knowledge of management of a school budget
 - An understanding of the requirement for leadership of a Church of England school

Professional Skills

- Excellent oral and written communications combined with strong data analytics abilities, resulting in an ability to analyse, produce and present information to a variety of audiences
 - The ability to promote positive behaviour for learning and to ensure effective programmes for pupil behaviour, guidance, support and welfare are in place
 - Understanding of tools and techniques to manage and support the wellbeing of all staff
 - Understanding of British Values
- A strong track record of improving school performance through the use of a selection of school improvement strategies and knowledge of school performance and priorities



8. Application Process

We intend to adopt the following process for all applications.

- All prospective applicants are actively encouraged to visit the school at a mutually convenient time, by contacting the office on 01823 461533 or by emailing the Chair of Governors at gwynfor.jones@obnprimary.co.uk
- Please send the completed application form by email to sserecruitment@somerset.gov.uk. Please note that CVs will not be accepted. You should provide a full statement in support of your application, which should not exceed two sides of A4 paper. Please do not restate the factual details already included elsewhere on the application form but please note the priorities described in the pack.
- All applications must be received by the deadline of noon on 23rd March 2026.
- Shortlisting will take place during the afternoon of the 23rd March 2026, with those successful at this stage having references taken
- If you have not been contacted by the interview date, you should assume that you have not been shortlisted on this occasion
- Interviews and assessment activities will commence on Monday 30th March 2026

Equality Monitoring

All applicants will be required to complete an Equality Monitoring form. References will be sought for shortlisted candidates prior to the interview date.

The successful candidate will be required to complete an enhanced DBS check

