



# HEADTEACHER

## Candidate Pack



**Kineton CofE Primary School**  
King John's Road, Kineton, Warwick, CV35 0HS

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“ Kineton is one big family where everyone is loved. All flourish in a school that ensure everyone can believe, grow and achieve.  
*SIAMS – May 2023* ”



### Ofsted March 2017

Kineton CofE Primary School was judged to be Good, with the effectiveness of leadership and management judged as Outstanding.

# Our School Vision and Values

## “LIVE LIFE IN ALL ITS FULLNESS”

JOHN 10:10



Believe Grow Achieve



**OUR VISION**  
At Kineton C of E Primary School, our vision of being a place where everyone can believe, grow and achieve drives everything we do.



**BELIEVE**  
Guided by our Christian values, we encourage everyone in our school to **believe** in themselves and others. We **believe** in treating them as individuals, supporting them as they build confidence, discover their own strengths and develop a lifelong love of learning.

**GROW**  
We create a nurturing environment both inside and outside the classroom. Through inspirational teaching, creative use of our large open spaces and partnership with our local community, we encourage our children to **grow** in their knowledge and abilities.

**ACHIEVE**  
We support, encourage and motivate everyone at our school on their path to future success. We aim to help them fulfil their potential and **achieve** more than they ever thought possible.

### SCHOOL VALUES

- Love
- Encouragement
- Respect
- Responsibility
- Honesty
- Forgiveness
- Perseverance
- Teamwork

“

Governors have a regular presence in school and discuss their visits, speaking passionately of how the vision is evident in all relationships.

*SIAMS – May 2023*

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# Letter from our Chair



**Kineton Church of England Primary School**  
Live Life in All its Fullness – John 10:10



Dear Applicant,

Kineton Primary is a wonderful school with a welcoming and calm learning environment. We're excited to find our new Headteacher who will build on the schools many strengths and guide us through our next chapter. This pack contains some of the information that will help you consider what you might bring to the Headteacher position at Kineton. Combined with information you will find on our website, you will be informed about our school, our values and what this role will offer.

Our vision is for our pupils and staff to **believe** in themselves and others, **grow** in a nurturing environment and **achieve** their full potential. This is underpinned by our Christian values and for our whole school community to "live life in all its fullness" (John 10:10). We are seeking a leader who will uphold our values and unique school identity, whilst developing and maintaining links with the Church, parents, carers and the village community.

As a member of the Stour Federation MAT, we enjoy support from our peers and enjoy sharing our experience for mutual benefit; a leader who is keen to grow themselves and others will fit in well here. You will value the wellbeing of staff and pupils highly and see this as critical to a sustainable and effective learning environment. Finding a leader who communicates well and is visible and engaged in day-to-day school life is essential for our school to continue to flourish.

We enjoy superb school grounds, within which we encourage our pupils to immerse themselves in outdoor play; our forest school, playing fields and other outdoor spaces are in use throughout the year. This is something we are proud of, and we believe enriches our pupils' development beyond the curriculum.

Your ability to uphold high standards of teaching and results obtained through our curriculum is also essential to this role. To enable this, you will have the tenacity to drive high quality outcomes through compassionate coaching and development of staff. You will also ensure continual development of the curriculum and teaching methods.

Financial oversight is also critical to effective leadership, and we expect you to be proficient in budget and financial management to ensure the budget available is utilised in the most effective way.

We would be delighted to welcome you to visit on 25, 26 or 27 February. Please contact the school office on 01926 640397 to make an appointment.

On behalf of the Governors and staff of Kineton CofE Primary School, I am grateful for your consideration of this exciting role and we look forward to receiving your application.

Yours sincerely,

Sophie Knee-Higgins  
Chair of Governors

# Information about our School

Kineton CofE Primary is a single form entry Church of England, voluntary aided school and part of the Stour Federation Multi Academy Trust. We are in rural south Warwickshire and serve the village of Kineton and other smaller surrounding communities. Kineton became an academy and joined the Stour Federation Multi-Academy Trust in July 2022. Staff across the MAT work together to support and challenge each other. The school also works closely with other local primary schools through a consortium model. The school has strong links with St Peter's Church in Kineton. The school was inspected under the SIAMS framework in May 2023 and was graded as good overall, with the impact of collective worship and the effectiveness of religious education also judged to be good.

The school has a mixed social demographic and we offer our children a caring environment in which to learn and develop. Our school vision is Believe, Grow, Achieve and this drives all that we do. Underpinned by our Christian vision and values, that inform all areas of school life, Kineton encourages a spirit of community, a respect for others and curiosity about the world around us. In a trusting and supportive atmosphere, our pupils gain the confidence and skills they need to begin finding out who they really are and what they are capable of so that they can flourish.

We are a key part of the community involved with many of the village events. We offer a range of activities such as Forest School, lunchtime and after school clubs, trips for all classes, residential trips for older children and fun, whole-school enrichment activities. We also have an on-site swimming pool. There is an active School Parliament and supportive Friends group. We have close links with the on-site Kineton Playgroup who provide wrap-around care.



“ Carefully planned enrichment activities promote life in all its fullness. These wide-ranging opportunities develop confidence, engender self-belief and broaden horizons.  
*SIAMS – May 2023*

”

## Our children would like a headteacher who....

- ☛ is firm but fair
- ☛ doesn't say yes to everything
- ☛ doesn't just stay in their office all the time – they want to see what children and teachers are doing
- ☛ teaches us sometimes
- ☛ is hard working
- ☛ is kind and respectful to everybody
- ☛ leads assemblies – that stop in time for break
- ☛ is keen on environmental issues eg solar panels
- ☛ is only strict when behaviour is bad and rewards when you've done well
- ☛ is a good listener
- ☛ is calm, understanding and kind, really, really kind.
- ☛ is funny / fun
- ☛ is helpful
- ☛ finds out why if someone is sad
- ☛ listens to children's point of views
- ☛ explains their decisions
- ☛ gives stickers / certificates / assemblies for good learning
- ☛ doesn't wear jewellery – it's a school rule and they should be like the kids

“ Pupils with emotional vulnerabilities are swiftly identified and supported. This is seen clearly in how parents view the school, particularly those with children who have additional needs. Parents praise the approachable staff very highly and explain that they always 'go above and beyond'.

*SIAMS – May 2023*

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## Our staff would like their new headteacher to....

- ✓ support a healthy work life balance
- ✓ be compassionate and considerate of staff wellbeing
- ✓ listen and take action on requests
- ✓ have a positive mindset
- ✓ make things happen
- ✓ be prepared to help solve issues / worries / concerns
- ✓ understand life in a village school / part of community
- ✓ recognise and acknowledge people who work hard, especially those that go above and beyond what is expected
- ✓ be willing and able to teach competently
- ✓ be engaged in research / trends / government updates
- ✓ be approachable and have an open-door policy
- ✓ be keen to develop members of staff across school
- ✓ understand our school setting and children
- ✓ have progressive ideas that support teaching and learning
- ✓ have a presence around school
- ✓ be someone who leads by example and gets involved at every level
- ✓ understands the diversity of a village school and that a lot of staff and pupils know each other outside school which can create different dynamics
- ✓ be someone who fights for a voice for Kineton, not just being part of the trust.
- ✓ fully understand the role of each staff member and timetable so that cover provisions are made with the full picture
- ✓ understand revenue streams and how funding is spent

“ The committed leaders, supported by dedicated staff, enable all to flourish in an inclusive Christian community built on love. Links with the church and multi-academy trust are strong.

*SIAMS – May 2023*

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# Our Multi Academy Trust

Established in 2014 in South Warwickshire, the Stour Federation Multi Academy Trust is a dynamic group of 5 church and non-church schools, working generously in collaboration to provide excellent education to the children in our settings and beyond.

## Trust Vision and Mission

Through collaborative leadership, unswerving devotion and future thinking, the vision of The Stour Federation is to develop and grow our group of inspirational schools which instill ambition and desire in learners, open their minds, widen their horizons and equip them to succeed in a diverse, challenging world.

## Trust Motto

**LEARN, GROW, SUCCEED TOGETHER**

## Trust Core Values

Our values underpin system leadership and the capacity to collaborate with others leads to a long-lasting driver for improvement – partnership only works when both sides are adding capacity and receiving support as the foundation of the relationship.



## Other schools in the Stour Federation MAT

Acorns Primary School  
Brailes CofE Primary School  
Shipton-on-Stour Primary School  
Wilmcote CofE Primary School

“

*Relationships between the school and the MAT are mutually beneficial; collaboration and upholding the Christian distinctiveness are key.*  
SIAMS – May 2023

”



# A Message from St. Peter's Church



Kineton - St. Peter

Thank you for your interest in the role Headteacher at Kineton Church of England Primary School.

The Church of St. Peter's enjoys a close and strong connection with both the students and staff at the school. We share and support the school's vision that seeks to cultivate a place of belonging and learning where each child can believe, grow and achieve, to live life in all its fullness (John 10:10) within a distinctive Christian ethos and school family. Both the school and St. Peter's are at the heart of community life in Kineton parish, and so engagement with children, families and staff is a natural part of our desire to uphold the school values of love, encouragement and respect, and to embrace and bless our community.

The church of St. Peter's is led by Rev'd Barry Jackson, and both he, the wider church and a dedicated part-time Children & Families Worker are involved in a variety of ways in the life and work of the school. Rev'd Barry and other church members are active participants in their commitment as Foundation Governors to the Governing Board. St. Peter's works with the school worship leaders to lead weekly Collective Worship according to appointed themes and the Christian season. Once a month the St. Peter's Players enjoy bringing a dramatised telling of biblical stories and accompanying message within the Collective Worship context.

The church is within short walking distance of the school and there are regular seasonal services of worship, with the whole school gathering together for Easter, Harvest, Christmas and at the leavers' service at the end of the school year. It is a privilege for St. Peter's to support and lead RE lessons on specific themes and subjects, and to provide the opportunity for children to engage with people of faith as they explore and develop their own values and beliefs. St. Peter's greatly enjoys welcoming class visits to the church as an additional part of their RE education and learning. Regular afterschool clubs have also been held at the school led by St. Peter's along with other specific events throughout the year.

It is a very enjoyable relationship between St. Peter's and Kineton Primary School, and together we work to support the very best for the children, staff and our local community. If you do become the new Headteacher of the school, you can be certain of a very warm welcome from St. Peter's and a continued desire to build upon the connection and support we enjoy today. Meanwhile, as you consider your application, we continue to keep both you and the school in our prayers.

Sincerely and with every blessing,

Rev'd Matthew Arnold – Assistant Curate on behalf of St. Peter's Church

“ The vicar is a familiar figure in school, providing pastoral support as well as valued training, for example on an overview of the Bible.

*SIAMS – May 2023*

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# Our Diocese

**The Diocesan Board of Education** seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Rev'd April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:



- ✚ 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- ✚ facilitate creative and flexible networking between schools;
- ✚ promote excellence and distinctiveness within the family of church schools/academies and beyond;
- ✚ share best practice collectively;
- ✚ provide professional development: for staff at all stages of their careers and for governors;
- ✚ facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- ✚ support the process of academy conversion;
- ✚ promote the establishment of new church schools;
- ✚ represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- ✚ champion inclusion and equality including advising on admissions policies and managing appeals;
- ✚ protect the status of church schools and promote the importance and the continuance of the voluntary sector.



## **A Message from the Acting Bishop of Coventry:**

'Our schools are a hugely significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each and every person, and reflect God's desire for the world to be a better place for us all to live in. I believe they are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.

As a Diocese, our 76 Church of England schools serve 18,500 children, and their families. The 2000 members of staff and all the volunteers who support, as governors, directors, and other contributors, are seeking to offer both an excellent education and ensure that all our young people have the opportunity to live life to the full. We aim to do this by living, telling and sharing the values of Jesus Christ. Thank you for being willing to share in this journey with us!'

# Job Description

## CORE PURPOSE

The Headteacher is required to meet the teachers' standards and headteacher standards as set out by the Department for Education and to demonstrate consistently high standards of principled and professional conduct.

The Headteacher, in conjunction with the Executive Leadership Team, will set the aims and objectives of the school, directing staff, and managing resources to ensure the school delivers excellent education and achieves its key strategic priorities.

The Headteacher will provide leadership rooted in the Christian foundation of the school.

## KEY RESPONSIBILITIES

### STRATEGIC DIRECTION AND DEVELOPMENT

- Shape the strategic vision and direction for the school under the guidance of the Trust Senior Leaders, setting very high expectations with a clear focus on pupil learning.
- Together with the governors, establish and sustain the school's Christian ethos and strategic direction through partnership with the school and parish communities.
- Set aims and objectives for the school and formulate the School Improvement Plan with the governors, school leaders and other Trust senior staff.
- Take responsibility for developing excellent practice to deliver the objectives set out in the School Improvement Plan.
- Lead school self-review and evaluation and effective planning and management of resources to secure improvement.
- Participate in and, where required, lead trust-wide initiatives focused on developing and sharing excellent practice across all Trust schools.
- Participate in and, where required, lead initiatives focused on supporting school improvement in other schools and Trusts as part of The Stour Federation ethos of supporting excellent education for all.
- Undertake research, attend events and participate in working groups to ensure that the Trust continues to stay abreast of developments in education and continues to grow as a recognised leader in providing excellent education.
- Attend Local Academy Council meetings and provide strategic updates linked to school improvement work and the measurable impact of School Improvement Plan priorities.

### LEADING TEACHING AND LEARNING AND ENHANCING TEACHING PRACTICE

Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on student learning.

- Develop whole staff, phase teams and individuals to enhance performance:
  - undertake coaching and mentoring;
  - plan, organise and deliver staff meetings;
  - keep abreast of the latest developments in the area and disseminate effectively to other members of staff.
- Plan, delegate and evaluate work carried out by team(s) and individuals.

- Take an active, lead role in sharing effective practice and innovation across partnership schools and beyond.
- Work with the Trust Senior Leadership team to lead school reviews eg Challenge Partners reviews in other schools to bring ideas back for The Stour Federation.
- Create, maintain and enhance effective relationships.

### **SECURING ACCOUNTABILITY**

- Develop an ethos which enables everyone to work collaboratively.
- Ensure individual staff accountabilities are clearly defined, understood and agreed.
- Work with the Local Academy Council to enable the school to meet its statutory responsibilities.
- Ensure every child has access to high quality teaching and learning.
- Strategically analyse data on attainment, attendance, behaviour, exclusions and wellbeing to inform future improvement.
- Ensure curriculum provision is in line with The Stour Federation curriculum principles.

### **LEADING THE ORGANISATION**

- Provide effective organisation and leadership of the school to ensure it reflects the school and Trust values and enables effective and efficient operations.
- Establish and oversee systems, processes and policies so the school can operate effectively and maintain Christian distinctiveness.
- Develop effective relationships and communications which underpin a professional learning community that enables everyone in the school to achieve.
- Develop effective team communication to ensure staff involvement in the school's development plan and ensure they are kept informed of key priorities and developments.
- Create an inspiring, professional work environment consistent with The Stour Federation's values and aspirations.
- Work with the school and Trust Senior Leadership team to recruit and retain high quality leadership, teaching and support staff and deploy staff effectively to improve the quality of education.
- Research, integrate and use a range of technologies effectively and efficiently to manage the school.
- Manage and organise accommodation efficiently and effectively to ensure the learning and school environment enables outstanding learning and reflects the school and Trust high standards.
- Ensure evidence-based improvement plans and policies promote continuous school improvement linked to the school SEF and Trust strategic planning.
- Secure and allocate resources to support effective learning and teaching within subject areas.
- Monitor and control the use of resources and budget according to the Trust's agreed financial procedures.

### **STRENGTHENING COMMUNITY**

- Build a school culture that takes account of the richness and diversity within the school's community.
- Ensure that strategic planning and curriculum planning takes account of the diversity, values and experience of the school and the local community.
- Create and maintain effective partnerships with parents, Governors, the Local Authority, DBE, local Trusts and networks, and The Stour Federation, to support and improve pupils' achievements and personal development.

- Work with staff to promote community cohesion and extended services and work with other external partners.
- Provide strategic leadership to develop wider school community engagement. This includes ensuring a range of community-based learning experiences and collaboration with other agencies to ensure pupil and community needs are met.

### **SAFEGUARDING**

- Serve as a designated safeguarding leader for the school.
- Co-ordinate and lead staff induction and INSET to ensure best practice in safeguarding.
- Work closely with senior DSLs to ensure strategic planning for safeguarding is in place on an annual basis.

### **HEALTH AND SAFETY**

- Ensure all members of the school community feel safe and able to fulfil their potential at the school.
- Ensure the Trust's Health and Safety Policy is embedded across all aspects of the school and be responsible for ensuring all staff deploy best practice.
- Ensure the safety of all parties whilst on site at the school including staff, pupils and visitors.
- Ensure staff receive appropriate training in relation to health and safety practice including risk assessment.

### **GENERAL**

- Lead the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the school's line managers.
- Publicly support all decisions of the Trust's Senior Leadership Team and Trust Board.
- Ensure that all duties and services provided are in accordance with the Trust's Equality and Diversity Policy.

## **SAFEGUARDING CHILDREN & SAFER RECRUITMENT**

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

The Stour Federation will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment and adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated persons and other staff to discharge their responsibilities in relation to safeguarding.

## **ADDITIONAL DETAILS**

Whilst every effort has been made to explain the main duties and responsibilities of the post, every individual task undertaken may not be identified.

This job description will be reviewed annually and the CEO reserves the right to alter the content of the job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

# Person Specification

	Essential	Desirable
Qualified to degree level and above.	✓	
Qualified to teach in the UK.	✓	
Evidence of continuing professional development.	✓	
Committed to leading the development of a distinctive church school ethos.	✓	
Has an active relationship with a Christian Community.		✓
<b>Teaching and Leadership</b>		
Outstanding primary teacher with several years' teaching experience.	✓	
Experience of raising attainment of all pupils.	✓	
Experience as a leader in school, promoting a subject/phase and/or motivating and leading staff.	✓	
Leading staff development.	✓	
Experience of successfully developing, implementing and evaluating policies in curriculum areas.	✓	
Recent leadership training.	✓	
<b>Knowledge and Understanding</b>		
Excellent classroom practitioner able to lead by example.	✓	
Evidence of highly effective teaching in more than one key stage.	✓	
Ability to set high expectations which inspire, motivate and challenge pupils.	✓	
Core subject leadership or experience of leading whole school initiatives.	✓	
Knowledge of the curriculum for Foundation Stage, KS1 and KS2.	✓	
In depth knowledge of curriculum development and effective pedagogy.	✓	
Excellent understanding of assessment, recording and reporting.	✓	
Knowledge of how effective use of data and targets can drive improvement.	✓	
Understanding of strategies for school improvement.	✓	
Up to date knowledge of current educational issues.	✓	
<b>Leadership</b>		
Outstanding communication skills to a variety of audiences both verbally and in writing.	✓	
Experience as a senior leader in school, ideally at Deputy Head level or equivalent	✓	
Experience of school improvement planning to secure effective teaching and learning to raise standards.	✓	
Excellent relationships and interpersonal skills when working with children, staff, parents/carers and governors.	✓	
Ability to positively influence others.	✓	
Ability to implement change strategically.	✓	

Understanding, analysis and interpretation of school performance data.	✓	
Ability to prioritise, work under pressure and meet deadlines.	✓	
Effective problem solving skills.	✓	
<b>Leadership Behaviours</b>		
High expectations of oneself, the team and the pupils.	✓	
A genuine passion and belief in the potential of every child.	✓	
Act as a role model to staff and children.	✓	
Flexibility and resilience under pressure.	✓	
Able to adapt to changing circumstances and new ideas in a positive and creative manner.	✓	
Excellent attendance, punctuality and time keeping.	✓	
Possess personal impact and presence.	✓	
Show real enthusiasm and commitment for school led development and improvement.	✓	

“Within the classroom, and in more informal contexts, pupils show high levels of respect and dignity for each other. Relationships across the school community are strong. Consequently, behaviour is excellent.

*SIAMS – May 2023*

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# Application Information

**Closing date:** 07 March 2025 at 12 noon  
**Interviews:** 25 and 26 March 2025  
**Start date:** 01 September 2025

Thank you for your interest in the post of Headteacher at Kineton CofE Primary School. Candidates are encouraged to make an informal visit to the school on either 25, 26, or 27 February prior to making an application. Please telephone the school office for an appointment on 01926 640397.

**Completed applications** should be

- emailed to [helen.gibson@coventrydbe.org](mailto:helen.gibson@coventrydbe.org) (***If you do not receive acknowledgement of an electronic application then please phone 01788 422800***)

or

- sent by post/hand delivered to: Helen Gibson, Diocesan Board of Education, The Benn Education Centre, Craven Road, Rugby, CV21 3JZ

Candidates shortlisted for interview will be asked to undertake a series of selection tasks and activities. More information on the format and any preparation needed will be included with the invitation to interview.

It is our normal policy to take up **three references** for headship appointments.

In the case of applicants who are currently employed as a Headteacher we will expect these to be from:

- The Local Authority or Academy Trust where you are currently employed;
- Your Chair of Governors;
- Another referee who is able to support your application for the post of Headteacher within a Church of England Foundation.

In the case of applicants who are not currently employed as a Headteacher, we will expect referees to be:

- The Headteacher in your current or most recent school, or if you are not currently employed in a school, your current line manager;
- Someone who can attest to your professional skills, including leadership and management;
- Someone who is able to support your application for the post of Headteacher within a Church of England Foundation.

*If you feel that your application has not been dealt with fairly, please write with your complaint to: HR Service Centre, Human Resources and Organisational Development, Warwickshire County Council.*

“Committed leadership at Kineton has led to a clear Christian vision and embedded values at the heart of school life.  
*SIAMS – May 2023*

”





*Live life in all its fullness*

**Kineton CofE Primary School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The post is subject to enhanced DBS disclosure, prohibition and disqualification checks.**