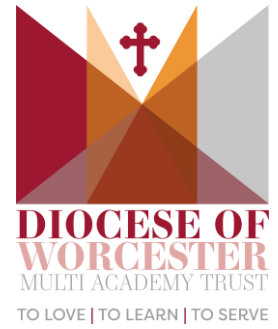




# Executive Headteacher Application Pack



## Martley CE Primary School

Required for 1st September 2026  
(Fixed Term for 2 Years)

**Salary:** Leadership Group Pay Range (Executive Head recruitment and retention allowance)

We invite all those who are interested in this post to discuss their application with the Director of Education, CEO or Chair of the Local Academy Board. All applications will be warmly welcomed.

**Tel:** 01886 888201

**Email:** [office@martley.dowmat.education](mailto:office@martley.dowmat.education)

**Website:** [www.martleyceprimaryschool.co.uk](http://www.martleyceprimaryschool.co.uk)

COMPASSION, CREATIVITY, COMMITMENT, COURAGE  
AND COOPERATION

*Martley CofE Primary School is part of The Diocese of Worcester Multi Academy Trust, which is a charitable company limited by guarantee and registered in England and Wales with registered number 10390487. Its registered office is at St Barnabas CofE First & Middle School, Stonebow Road, Drakes Broughton, WR10 2AW*

# Letter from the Chair of the Local Academy Board

Thank you for your interest in the role of Executive Headteacher at Martley CE Primary School. Martley is a school with a strong sense of identity, shaped by its Christian foundation, its dedicated staff and a community that places great trust in its leadership.

We are proud of the school's recent achievements. Our 2023 Ofsted inspection recognised the quality of teaching, the positive behaviour of pupils and the strength of leadership. This was followed by an excellent SIAMS outcome in 2024, affirming the depth of our Christian ethos and the way it enables children to flourish.

As governors, we are committed to securing the very best leadership for the next stage of Martley's journey. We are seeking an Executive Headteacher who can nurture a Head of School and continue the journey bringing strategic vision, ambition and the ability to inspire staff and pupils alike.

You will find a governing body that is supportive, engaged and deeply invested in the success of the school. Martley is a wonderful place to lead, and we look forward to meeting candidates who share our values and aspirations.

Regards,

**Lisa Watson**

Chair of the Local Academy Board, Martley CofE Primary School

# Message from the Chief Executive Officer of the Diocese of Worcester Multi Academy Trust (DoWMAT)

Thank you for your interest in the role of Executive Headteacher for Martley CE Primary School. This is a pivotal appointment for our trust and an exciting opportunity for an experienced leader to shape the next phase of development for a school with strong foundations and significant potential.

Martley is a school with a distinctive Christian character, a committed staff team and a community that places great value on its school. Recent successes—including a strong Ofsted outcome in 2023 and a highly positive SIAMS inspection in 2024—reflect the dedication of staff and the clarity of the school’s vision. These achievements provide a secure platform for the strategic leadership that this role will bring.

As an Executive Headteacher, you will play a key role not only supporting the Head of School in leading Martley but also in contributing to the wider development of our trust. You will join a collaborative network of leaders who share expertise, challenge one another professionally, and work collectively to ensure that every child across our schools receives an exceptional education.

We are seeking a leader with ambition, integrity, and the ability to inspire. Someone who can drive improvement, develop people and uphold the Christian ethos that sits at the heart of Martley’s identity.

If you are motivated by the opportunity to lead with purpose and to make a lasting impact on a school and its community, we would be delighted to receive your application.

**Vicki Shelley**  
CEO DoWMAT

## Our School

Martley CE Primary School is situated 8 miles outside Worcester City in the small village of Martley. At the end of Year 6 almost all of our children move to The Chantry School situated the other side of the road for their secondary education. We work closely with the Chantry pyramid of schools and our pupils have many opportunities to mix with, and compete against, these local schools throughout their school life. We are also part of the Diocese of Worcester Multi-Academy Trust (DoWMAT) and take an active part in all aspects of the trust to ensure positive outcomes for all pupils.

We have our own pre-school on site and so are able to watch children flourish from the age of 2 years 9 months through to 11 years old. We are lucky enough to have some lovely school grounds and are within walking distance of the local church. We have always worked closely with St Peters Church and are able to use the building for seasonal events, concerts and curriculum based learning opportunities.

Everyone at Martley CE Primary School and Pre-School aims to give each pupil the best start to their education and to prepare them for High School and their future lives. We want every child to achieve their full potential and offer many varied opportunities for all pupils in addition to a broad, balanced and challenging curriculum. These include many sporting opportunities, residential trips, in-school talent shows, extra-curricular clubs and a fully established offer for engaging pupils in music lessons. We currently have pupils learning guitar, drums, keyboards and brass instruments in addition to a choir club.

Another important aspect of our school is the active and creative Parents' Association. In addition to raising funds to support the school, they also organise events for the children and families that helps to strengthen the links throughout the school and the village community.

We warmly invite you to contact Jess or Gabby in the school office (01886 888201) to arrange a personal tour if you wish to find out more about our happy and vibrant school.

## Our School Vision

At Martley CE Primary School, our vision is that everyone will know that they are loved by God. We nurture all children and adults so that they flourish as individuals and make the best of their God-given talents, through embracing our diverse world.

The vision is rooted in strong Christian tradition and based upon the following scripture:

John 13:34

*'A new command I give you: Love one another as I have loved you, so you must love one another'.*

New International Version

James 1:17

*'Every good action and every perfect gift is from God. These good gifts come down from the creator of the sun, moon and stars. God does not change like their shifting shadows'.*

International Children's Bible

God loves us all unconditionally and because of this, he bestows us with talents. No matter who you are, what you are and where you are from, we all have God-given talents. At Martley, as people who are loved by God with our own talents, we are here to nurture the talents of others in our school. We provide opportunities for individuals to flourish through a variety of outlets.

Woven within this vision lie our five core values, the 5 C's - Commitment, Creativity, Compassion, Co-operation and Courage. They permeate our curriculum and are taught through our collective worship, within our curriculum and as part of our personal development programme.

## Our Curriculum

Martley CE Primary School strive to create a happy, safe and stimulating environment where children are motivated to learn together. By maintaining high expectations of ourselves and each other, our children will be equipped to encounter opportunities and challenges with resilience and determination. We encourage a curiosity about the world and strive to ensure that our children will contribute positively to it, both now and in the future.

To achieve this we want our children to become lifelong learners. Our aim is that all children become resilient learners; that they develop a variety of skills which foster and encourage independent and collaborative learning.

We firmly believe that we have a duty to ensure that all children deserve the best education possible. We all work together to allow pupils to flourish and achieve their best not just academically but in all areas of life. We provide a wide range of opportunities for children to practice and master the performing and visual arts and to develop their speaking and listening skills. We believe in active learning and in the importance of sustaining a healthy lifestyle.

We encourage children to embrace challenge, to be confident when faced with adversity but to know when to ask for support or guidance. Through a creative and engaging curriculum we aim to provide every child with the skills and knowledge they need to grow into confident, successful and loving members of their communities.

# The Recruitment Process and Key Dates

Thank you for requesting an application pack for the position Executive Headteacher in our delightful school.

In this pack, you will find an application form and a job description, along with essential and desirable qualities for the position. More information about the school, including the latest Ofsted reports, can be found on our website at [Martley CE Primary School - Home](#).

Please ensure that your application form and covering letter endeavour to evidence all the aspects of the Executive Headteacher's role, as outlined in the person specification.

If you require any further information, please contact us via email or telephone via the school office. A table of the key dates is shown below:

<b>Item</b>	<b>Date</b>	<b>Notes</b>
Closing date for applications	1 <sup>st</sup> June 2026 7am	Applications received after this date and time will not be accepted.
Shortlisting for interview	1 <sup>st</sup> June 2026	We will notify successful candidates chosen for interview. Unsuccessful candidates will also be notified.
Interview & Assessment Day	4 <sup>th</sup> June 2026	1 hour interview 10 minute presentation - title to be confirmed. 30 minute written task 30 minute learning walk and feedback
Panel decision*	4 <sup>th</sup> June 2026	

\*Subject to references and ratification

Please return your completed application form to the Trust through My New Term.

# Job Description

<b>Post Title:</b>	<b>Executive Headteacher</b>
<b>Name:</b>	<b>Martley CofE Primary School</b>
<b>Grade:</b>	<b>Recruitment and retention</b>
<b>Reporting to:</b>	The CEO of the Diocese of Worcester Multi Academy Trust (DoWMAT) and the Local Academy Board for one or more DoWMAT academies
<b>Conditions of Service:</b>	Fixed Term 2 Years

*This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions as they relate to Head Teachers.*

## **DUTIES AND RESPONSIBILITIES**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document, which should be read in conjunction with this document. This job description is based on the National Standards for Headteachers.

## **MAIN PURPOSE OF THE ROLE**

The Executive Headteacher will provide professional leadership and strategic direction to ensure the achievement of the highest possible standards in all areas of the academy's work, and oversee the organisation, management and conduct of the academy. In addition:

- To provide appropriate induction procedures for the Head of School
- To lead, manage and direct the Head of School, working productively with him / her to ensure the continual improvement of the school
- To ensure the education of all pupils is of high quality; engaging and fulfilling across all age groups
- To ensure the school fully implements and sustains its distinctively Christian character and the DoWMAT Vision and Values
- To ensure Safeguarding and Child Protection provision within the academy is of the highest standard
- To ensure the academy and its employees are mindful of their responsibility to create a safe culture at the academy that secures and promotes the achievement of both pupils and staff
- To oversee the provision of high-quality education and standards that will uphold the vision and aims of the academy
- To oversee the financial management of the academy
- To ensure Health and Safety procedures are of the highest standard, rapidly alerting the DoWMAT and appropriate advisors of concerns, where these are identified
- To oversee and direct the appointment process for new members of staff

- To deal with issues and concerns as they arise so Head of School can remain wholly focussed on the day to day running of the academy

## **KEY PRIORITIES**

- Support the DoWMAT vision of ‘To love, to learn, to serve – through collaboration, honesty, and hope’ so that all stakeholders are enabled to live life in all its fullness (John 10:10)
- Work closely with the Head of School, the DoWMAT CEO, Director of Education, the Local Academy Board and others to ensure that the Christian vision and values of the academy are clearly articulated, shared, understood and acted upon by all
- To ensure the academy maintains and continues to develop a learning environment which sets high expectations and delivers significantly with consistently improving pupil outcomes
- To support further development in the standards of teaching, learning and achievement in accordance with statutory requirements
- To ensure the academy embeds a culture of achievement and strong progress in all year groups and thereby works towards creating an excellent academy
- To work constructively in partnership with the Local Academy Board to develop its effectiveness, in order to ensure it carries out its strategic and statutory functions to the highest possible standard
- To maintain the profile of the academy by working collaboratively with the DoWMAT and its academies, other local primary schools, secondary schools, and other stakeholders

## **SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN**

- Oversee the implementation of effective procedures for the safeguarding and protection of children and young people across the academy and to follow the Child Protection/ Safeguarding procedures adopted by the academy and DoWMAT
- To ensure all staff are fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004, Keeping Children Safe in Education and Working Together in relation to child protection and safeguarding children and young people

## **QUALITIES AND KNOWLEDGE**

- Hold and articulate clear values and moral purpose, focused on providing a world class education for the pupils they serve
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development

- Work with political and financial astuteness, within a clear set of principles centred on the academy's vision and the DoWMAT policies / procedures, ably translating local and national policy into the academy's context
- Communicate compellingly the academy's vision and drive the strategic leadership, empowering all pupils and staff to excel

## **PUPILS AND STAFF**

- Provide support to enable the Head of School to:
- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
- Hold all staff to account for their professional conduct and practice

## **SYSTEMS AND PROCESSES**

- Work within the academy community to develop overall strategic and operational plans that will promote and sustain continual improvement and a sense of team ownership
- Oversee systems to ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation in keeping with performance management review timelines as issued by the DoWMAT
- Oversee the use a range of evidence, including national data and the academy's own performance data, to support, monitor, evaluate and improve aspects of the academy, including challenging poor performance
- Ensure suitable quality assurance systems and developed and maintained, including DoWMAT reviews, self-evaluation and performance management and that these present a coherent, understandable and accurate account of the academy's performance to a range of audiences including local academy board members, parents and carers.
- Ensure the academy is well prepared for external inspections, i.e. OFSTED and SIAMS as well as DoWMAT Reviews
- Ensure that the academy's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity and following DoWMAT policy

- Oversee the maintenance of rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice
- Welcome strong governance and actively support the Local Academy Board to understand its role and deliver its functions effectively – in particular, its functions to provide appropriate challenge and support for pupil outcomes, safeguarding, the curriculum, staffing and financial performance
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils’ achievements and the academy’s sustainability
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making

## **THE SELF-IMPROVING SYSTEM**

- Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff
- Model entrepreneurial and innovative approaches to continuous improvement, leadership and governance, confident of the vital contribution of internal and external accountability
- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people’s lives and to promote the value of education
- Contribute to the development of the DoWMAT by sharing effective practice, working in partnership with other schools and academies, and promoting innovative initiatives

## **OTHER DUTIES**

- To contribute to the positive team atmosphere and public image of the academy
- To act professionally and with integrity at all times
- To assist with the general care and welfare of all pupils striving to maintain a happy safe environment at all times
- To adhere to and maintain academy routines and codes of conduct, including confidentiality
- To support the aims and ethos of the academy at all times
- To maintain personal and professional development to meet the changing demands of the job, participating in appropriate training activities

- To undertake other such duties and training as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake Health and Safety duties commensurate with the post and / or as detailed in the DoWMAT Health and Safety Policy

**GENERAL**

- The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder will have regard to the needs and priorities of the school.
- The job description is not a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the DoWMAT CEO may reasonably require. It may be reviewed annually or earlier if necessary and may be subject to modification or amendment at any time after consultation. You may discuss your job description with the CEO at any arranged time.
- DoWMAT is committed to safeguarding and promoting the welfare of children and, as such, requires all staff and volunteers to share this commitment.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the DoWMAT Equality Policy and Code of Conduct. All employees are expected to be committed to these.
- DoWMAT academies are non-smoking environments.

*DoWMAT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. Any offer of employment will be subject to the receipt of a satisfactory DBS Enhanced Disclosure, two positive references, medical clearance and evidence of appropriate qualifications.*

**PRINCIPAL CONTACTS**

Pupils, Parents / Carers, DoWMAT CEO, Director of Education, Head of School, Academy Office Staff, Classroom Teachers, Teaching / Support Assistants, other professional groups, Local Academy Board members, contractors, suppliers, DoWMAT Central Team.

**NOTES:** The Leadership of the Academy Trust reserve the right to alter the content of this job description, after consultation, to reflect changes to the job without altering the level or responsibility. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all people and is consistent with the DoWMAT Equality Policy.

Signed (issued by): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (received by): \_\_\_\_\_ Date: \_\_\_\_\_

## Person Specification

The DoWMAT Board of Directors and the Local Academy Board for Martley CE Primary School are looking for an inspirational leader who can enable our pupils to achieve of their very best and to create an environment where staff are fulfilled and motivated to prepare the children for the future. The right person will have the flair and skill to release the potential of the school, to build on the commitment of all stakeholders to further the culture of continuous improvement, and to set and deliver high standards of behaviour and attainment.

The successful candidate will have proven success at building and leading high-performing teams and motivating pupils and staff. He or she will have an innovative and inspirational approach, along with a clear commitment to inclusive education in the community.

Essential Qualifications, Skills and Qualities	Essential/ Desirable (E/D)	Method of Assessment A =Application I =Interview R = Reference C = Certificate
<b>TRAINING AND QUALIFICATIONS</b>		
QTS	E	
Good Honours Degree	E	
Relevant or recent development that prepares the applicant for this post i.e. Executive Leadership training	E	
Be willing to undertake further training where relevant	E	
Higher Degree or equivalent	E	
National Professional Qualification for Headteachers, or working towards this	E	
<b>EXPERIENCE OF TEACHING AND SCHOOL LEADERSHIP</b>		
A record of highly successful Headship	E	
Significant experience of managing staff and leading whole school initiatives	E	
Experience of whole school leadership with evidence of having made a major impact on standards	E	
<b>VISION AND STRATEGY</b>		
Able to clearly communicate their strategic vision; and to motivate and inspire staff and children in the constant pursuit of excellence	E	
A commitment to sustaining the distinctive Christian character and embedding the Christian Values of the school	E	
A commitment to Equal Opportunities in its widest sense and a clear understanding of the differing barriers to achievement for different groups	E	
<b>STRATEGIC LEADERSHIP AND MANAGEMENT</b>		
Strong evidence of strategic planning and delivery	E	

Evidence of leading by example in order to promote the school's vision and values for the students, staff, governors and parents	E	
The ability to build a constructive and candid relationship with governors	E	
<b>ACCOUNTABILITY AND FINANCIAL MANAGEMENT</b>		
Good understanding of managing and overseeing budgets	E	
<b>SKILLS AND KNOWLEDGE</b>		
Possess an in-depth understanding of national education priorities and trends, including an up-to-date knowledge of Ofsted requirements	E	
<b>COMMUNICATION</b>		
Have excellent written communication skills, and the ability to think creatively, anticipate and solve problems	E	
<b>PUPILS</b>		
An understanding of the need to develop a strong pastoral system that protects and safeguards pupils, and encourages them to enjoy school and achieve their potential	E	
<b>THE WIDER COMMUNITY</b>		
Evidence of partnership working both within school, with other schools and with external individuals and organisations, including governors	E	
Experience of successfully establishing links with parents, businesses, the local authority, and other key stakeholders including other schools, parents and the wider local community	E	
<b>PERSONAL ATTRIBUTES</b>		
The Candidate must have:		
Professionalism, loyalty and integrity, valuing diversity and the unique place and contribution of every individual in the learning community	E	
Management skills and ability to maximise available resources to support and coach staff	E	
The ability to work independently and as part of a team	E	
The ability to maintain successful working relationships with other colleagues	E	
The ability to motivate and inspire all members of the school community	E	
A passion for delivering high-quality education for pupils and their families	E	
A commitment to their own professional development	E	
Good judgement; and be able to assess and balance risks and opportunities	E	
High levels of drive, optimism, resilience and integrity, and a good sense of humour	E	
Excellent time management skills	E	

# Appendix 1: DoWMAT Vision and Values

## Our Vision

DOWMAT's vision is to foster an inclusive, nurturing environment where everyone flourishes - academically, spiritually, and personally. Rooted in Christian values, we prioritise the vulnerable, promote work-life balance, and strive to deliver exceptional education, while celebrating each academy's unique identity—reflecting the fullness of life promised in John 10:10.

**'To love, to learn, to serve - through collaboration, honesty, and hope.'**

## Our Values

### Love

We are committed to **Compassion and Care**: As Christ commands, we strive to love one another deeply, fostering empathy, respect, and kindness. We create a culture where we genuinely care for each other, supporting personal, professional and spiritual growth, as we walk in His love.

### Learn

We are committed to **Continuous Growth and Wisdom**: Following the call to grow in knowledge and understanding, we cultivate a culture of curiosity, adaptability, and continual improvement. We encourage all to seek wisdom and learning, guided by God's truth, that we might serve more effectively.

### Serve

We are committed to **Service and Impact**: Inspired by Christ's example of humble service, we dedicate ourselves to serving others, contributing to the well-being of our schools, communities, and beyond, bringing His light and love into all we do.

### Collaboration

We are committed to **Unity in Purpose**: We value working together in mutual respect, knowing that through collaboration, we can have a greater impact supporting each other to achieve our shared vision.

### Honesty

We are committed to **Integrity and Truth**: Following Christ's call to live in truth, we foster a culture of honesty, transparency, and trust, ensuring that our actions reflect His integrity in all dealings, upholding the highest ethical standards.

### Hope

We are committed to **Inspiring Hope and Faith**: As bearers of Christ's hope, we instil in every individual the belief in their God-given potential to achieve great things, trusting in His plan to bring good out of all circumstances, and inspiring hope for a future filled with His promises.