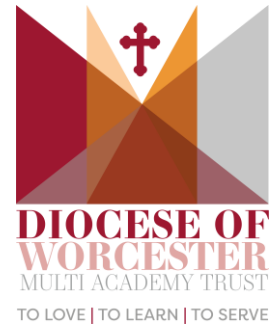




Head of School Application Pack



Martley CE Primary School

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

Salary: Leadership Group Pay Range L6-10

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

Tel: 01886 888201

Email: office@martley.dowmat.education

Website: 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

Martley CE Primary stands at a strong and promising point in its development. Our 2023 Ofsted inspection confirmed the school's high standards and the effectiveness of its provision, while our 2024 SIAMS outcome affirmed the depth and authenticity of our Christian ethos. These achievements reflect the hard work of staff, pupils and leaders and they provide a secure platform for the next phase of growth.

We are now seeking a Head of School who can build on this momentum. The governing body is committed to supporting a leader who is ambitious for every child, confident in driving improvement and skilled in developing a cohesive and motivated staff team.

Martley is a school with a strong identity and a community that places great trust in its leadership. We are looking for someone who can uphold our values while ensuring that the school remains outward-looking, innovative and ready to meet the challenges of the future.

This is an exciting opportunity to lead a school with clear strengths and significant potential. We look forward to meeting candidates who share our vision.

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 becoming the next Head of School at Martley CE Primary. This is a school with a deep sense of purpose, rooted in its Christian foundation and its commitment to nurturing every child so they can flourish academically, socially and spiritually.

Martley is a place where children are known as individuals, where families are true partners and where staff work collaboratively with a shared belief in the transformative power of education. As part of our trust, the school benefits from strong professional networks, high-quality support and a culture that values both innovation and collaboration.

We are seeking a leader who can honour the school's heritage while confidently shaping its future. Someone who brings ambition for every learner, compassion for every member of the community and the courage to lead with integrity.

If you share our belief in educational excellence, inclusive practice and the importance of Christian values in shaping character and community, then Martley CE Primary offers an exceptional opportunity to make a lasting impact.

I look forward to welcoming a leader who will help the school continue to thrive in the years ahead.

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 of Head of School 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 Head of School'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:

Item	Date	Notes
Closing date for applications	1 st June 2026 7am	Applications received after this date and time will not be accepted.
Shortlisting for interview	1 st June 2026	Successful and unsuccessful candidates will be notified through My New Term.
Interview & Assessment Day	4 th June 2026	1 hour interview 10-minute presentation – What is your strategy for inclusion? 20 minute pupil interview/task 30 minute written task Meet staff and governors
Panel decision*	4 th June 2026	The successful candidate will be notified by phone. The Unsuccessful candidates will be notified through My New Term. Feedback can be requested.

*Subject to references and ratification

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

Job Description

Position: Head of School (fixed term 2 years)

Post Holder:

Responsible to: The Executive Headteacher, the CEO of the Diocese of Worcester Multi Academy Trust (DoWMAT) and the Local Academy Board for Martley CE Primary School

Responsible for: Day to day leadership and management of Martley CE Primary School

Scale: L6-10

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 the Leadership scale. This job description is based on the National Standards for Headteachers.

MAIN PURPOSE OF THE ROLE

Working under the direction of the Executive Headteacher to:

- Provide the day to day leadership and management of Martley CE Primary School.
- Ensure that the Christian vision and values of the academy are clearly articulated, shared, understood and acted upon by all.
- Contribute to key documentation, including the academy SEF and SDP.
- Ensure standards of teaching and learning are high through effective monitoring of, and feedback to, staff.
- Develop middle leaders and build leadership capacity within the academy and hold line management responsibilities for the teaching and non-teaching staff, as required.
- Secure the best possible outcomes for all pupils at the academy.
- Develop a safe academy ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Work closely with the Local Academy Board (providing information, objective advice and support) to enable it to meet its responsibilities.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in the academy and in the wider society.
- Ensure Martley CE Primary School keeps parents and pupils well informed about the curriculum, pupil attainment, progress and next steps for learning.

KEY PRIORITIES

Working under the direction of the Executive Headteacher to:

- 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 CEO of DoWMAT, 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.
- Ensure the learning environment sets high expectations and delivers significantly with consistently improving pupil outcomes.
- Secure and sustain effective teaching and learning by implementing strategies for monitoring and evaluating the quality of teaching and standards of pupils' achievement.
- Actively promote an engaging and exciting curriculum for learning which is rich, relevant and inspirational and contributes to outstanding attitudes and outcomes for all.
- Ensure that high expectations of pupil achievement are established and secured through processes such as target setting, tracking, progress reviews, coaching, staff CPD etc.
- Ensure assessment data is collected and used appropriately to optimise learning for all pupils and to continuously improve teaching and learning.
- Ensure robust strategies to secure high standards of behaviour and attendance are maintained.
- Uphold systems to tackle under-performance.
- Ensure clear lines of accountability are followed with each teacher to secure good outcomes for all pupils.
- Ensure moderation processes are robust, timely and inform next steps of learning.
- Ensure regular Pupil Progress meetings take place for all children to determine appropriate next steps for all.
- Ensure SEND provision at the academy is of high quality and effectively supports the academic performance and well-being of all children on the SEND register.

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN

Working under the direction of the Executive Headteacher to:

- Be 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.
- Ensure 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
- Lead on safeguarding as the Designated Safeguarding Lead ensuring regular supervision of the Deputy Safeguarding lead.

QUALITIES AND KNOWLEDGE

Working under the direction of the Executive Headteacher to:

- 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 DoW/MAT 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

Working under the direction of the Executive Headteacher 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.
- Ensure staff have access to high quality CPD and provide feedback to secure excellent teaching in each year group.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Regularly review own practice, personal targets and take responsibility for own development, seeking advice and support from other agencies as appropriate.
- Coach, mentor, support and motivate staff to build a culture of high commitment, standards and drive for success.
- Manage own workload and that of others to allow an appropriate work / life balance.
- Support the professional development of staff, including staff induction, professional development and performance review, as required.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Keep abreast of educational developments and best management practice in order to introduce appropriate innovation.

SYSTEMS AND PROCESSES

Working under the direction of the Executive Headteacher to:

- Ensure the effective day to day deployment of staff to meet the needs of pupils.
- Support recruitment, as required.
- Ensure effective day to day communication within the school/s, between staff, pupils and parents.
- Ensure resources are managed appropriately to support learning.
- Recommend the purchase of additional resources to the Executive Headteacher, where appropriate.

- Manage academy systems, organisation and processes and ensure these are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity and following DoWMAT policy.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Uphold the 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.

STRENGTHENING COMMUNITY

- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Ensure that the academy plays an active and positive role in the community.
- Promote and facilitate partnerships working within and beyond the academy for the benefit of improving outcomes for pupils.
- Implement procedures to ensure effective communication with parents.
- Mentor and support staff in building positive partnerships with parents.
- Work with the staff team to promote opportunities for parents and the community to become involved in the school, their child’s learning and the wider context of the DoWMAT, where appropriate.
- Contribute to the development of the DoWMAT by sharing effective practice, working in partnership with other 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 academy.
- 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

Local Academy Board members, pupils, parents / carers, senior leaders, Academy Office staff, classroom teachers, teaching / support assistants, clerical assistants, other professional groups, 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	Desirable
<p>Training and Qualifications</p> <ul style="list-style-type: none"> ▪ QTS ▪ Good Honours Degree ▪ Relevant or recent development that prepares the applicant for this post ▪ Be willing to undertake further training where relevant 	<p>Higher Degree or equivalent</p> <p>National Professional Qualification for Headteachers, or working towards this</p>
<p>Experience of teaching and school leadership</p> <ul style="list-style-type: none"> ▪ A record of highly successful teaching and achievement with the ability to demonstrate outstanding practice to others ▪ A commitment to learning and teaching and a track record of delivering strategies which raise standards for all students ▪ Evidence of the use of monitoring and evaluation strategies that raise the quality of teaching and learning, and pupil outcomes 	<p>Experience of managing staff and leading whole school initiatives</p> <p>Experience of some aspects of whole school leadership with evidence of having made a positive impact on standards</p>
<p>Vision and Strategy</p> <ul style="list-style-type: none"> ▪ Able to clearly communicate their strategic vision; and to motivate and inspire staff and children in the constant pursuit of excellence ▪ A commitment to sustaining the distinctive Christian character and embedding the Christian Values of the school ▪ Able to support the ethos and aims of DoWMAT ▪ A commitment to Equal Opportunities in its widest sense and a clear understanding of the differing barriers to achievement for different groups 	
<p>Strategic Leadership and Management</p> <ul style="list-style-type: none"> ▪ Strong evidence of strategic planning and delivery ▪ Evidence of leading by example in order to promote the school's vision and values for the students, staff, governors and parents ▪ The ability to build a constructive and candid relationship with governors ▪ The ability to identify and acknowledge excellence, and the resolve to challenge inadequate performance at all levels ▪ A commitment to staff development at all levels ▪ Experience of managing pupil behaviour processes and procedures 	<p>Experience of managing HR issues</p> <p>Experience of successful leadership and of building teams</p>

<p>Accountability and Financial Management</p> <ul style="list-style-type: none"> ▪ Awareness of the principles of managing and overseeing budgets and an understanding of the responsibilities of the Head of School 	
<p>Skills and Knowledge</p> <ul style="list-style-type: none"> ▪ Possess an in-depth understanding of national education priorities and trends, including an up-to-date knowledge of Ofsted requirements ▪ Have an analytical and evidence-based approach with a clear understanding of data, and of how to use data appropriately ▪ Be systematic and thorough, paying attention to detail at all operational levels of the school environment 	
<p>Communication</p> <ul style="list-style-type: none"> ▪ Have excellent written communication skills, and the ability to think creatively, anticipate and solve problems ▪ Be an engaging oral communicator who can adapt to a wide range of audiences ▪ Be a good listener with the ability to value and be receptive to the ideas and concerns of others ▪ Be a responsive communicator who understands the benefits of the use of a variety of media (including social media) to communicate the vision, ethos and operational aspects of the school 	
<p>Pupils</p> <ul style="list-style-type: none"> ▪ Ability to develop a philosophy of high aspiration and expectation for every pupil ▪ The ability to command the respect of pupils by demonstrating a firm but fair approach and a highly visible presence in the school ▪ The ability to maintain and build up high standards of pupil behaviour ▪ 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 	

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.