

APPLICANT INFORMATION PACK



HEADTEACHER

CLOSING DATE:
Monday 9th March 2026

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Welcome from the Governors

Dear Prospective Headteacher,

On behalf of the Local Governing Committee, thank you for your interest in the vacancy for Headteacher at St James Church of England Primary School and Nursery, part of the Cambrian Learning Trust.

The school is situated in the village of East Hanney, adjacent to West Hanney, in South Oxfordshire. The Hanneys are a vibrant community that have grown with recent housing development. St James School is an integral part of the community with close links to civic and voluntary organisations, as well as the parish Church.

St James School is a special place where we aspire to learn together, with courage and kindness, for the good of all (1 Corinthians 12). If successful, you will be expected to embrace that aspiration, embedding it in every aspect of school life and leading strategies for school improvement. Significant priorities are increasing pupil admissions and building capacity for good achievement, including for our most vulnerable pupils.

The Local Governing Committee works closely with the Headteacher, who is supported by specialists and peers within the Trust.

St James is a Church of England school but not a faith school and religious belief is not a requirement. You will contribute positively to the Christian vision of the school and the Trust's policy for Church of England schools, notwithstanding your personal beliefs.

This is an exciting opportunity to be a leader in a village school that is part of an ambitious Academy Trust. We are looking for someone with Primary leadership experience who is resilient to change, can work collaboratively with colleagues from diverse backgrounds, has good organisational and administrative skills, and can demonstrate a record of improving pupil outcomes and developing others.

You are encouraged to visit our school to see these aspirations in practice.

Kind regards,

Alan McPherson
Chair of Governors



Chief Executive Welcome

Thank you for your interest in applying for the post of Headteacher for St James Primary School.

St James Primary School is a one form entry school with its own nursery that is being expanded over the coming year. The school is located in a small village with highly supportive parents and has had a recent Ofsted Inspection that regraded the school as Good in all areas. It also has had a recent and successful SIAMs inspection.

We are now looking for a dedicated Headteacher who will lead the school forward over the coming years. Outcomes are broadly in line with National averages but there is some latent potential to do even better.

As part of Cambrian Learning Trust the school is an equal partner in an innovative and elective Multi Academy Trust (MAT), which provides the opportunity to leverage expertise and resources of all the schools in the MAT, alongside the central Trust staff and the Trust Improvement Team, which bring significant benefits for both children and staff.

This is achieved whilst maintaining the ethos, values, and character of each school within its local context and maintaining an excellent local reputation. Moreover, the strong partnership of Headteachers within the MAT creates a very supportive environment where their continuing professional development needs are actively considered and met. Professional development for all our staff is a key component of the Trust and we are very proud that we have a Centre for Professional Excellence to help deliver this.

Our new Headteacher will have strong leadership skills, will be comfortable managing competing agendas and stakeholder groups in a dynamic environment and will ensure that every leader and every student can be their best person.

If this opportunity excites you and would like an informal conversation about the role please contact me on revans@cambrianlt.org.

We welcome visits to the school and we look forward to hearing from you.

Richard Evans
CEO
Cambrian Learning Trust



School Ethos, Mission and Values

'For the good of all' 1 Corinthians 12
Learning together with courage & kindness



COMMUNITY - We believe in working together. Everyone in our school helps make it a safe, welcoming, and supportive place, - 'one body, even though it is made up of different parts'
1 Corinthians 12:12

COURAGE - We encourage big ideas, staying strong, aiming high, and learning from our mistakes. - 'love never gives up; and its faith, hope, and patience never fail' *1 Corinthians 13:7*

KINDNESS - We teach everyone to show empathy, be respectful, and caring, because kindness helps us build strong friendships and learn together for the good of everyone. - 'and those parts that we think aren't worth very much are the ones we must treat with the greatest care' *1 Corinthians 12:23*

Our vision is to enable all to flourish to be the best they can be for the good of all.

St James CE Primary School & Nursery welcomes pupils from 2-11 years old to be part of our special school community!

Our Christian values of community, courage and kindness are key to the St. James family, a family that provides security and nurture, so that all can learn. We celebrate each other's successes and provide support and comfort through times of challenge, enabling all to thrive and flourish.

We are stronger with all parts of our community working together - pupils, staff, parents, governors, the Cambrian Learning Trust, our surrounding villages, St. James Church and the wider community. This helps us to work 'for the good of all' and is an essential part of who we are.

Just as Jesus had his team of friends around him, including St. James, we are creating a school family that supports and motivates all to be the best they can be, 'for the good of all'.

We follow an ambitious and enriched curriculum that we have carefully designed to develop children's sense of curiosity, empathy and adventure, preparing children to go out into the world as life-long-learners, resilient risk-takers and courageous global citizens.

Our vision is that all our children leave year 6 being the best they can be for the good of all and we are therefore the first choice school in the local area.



About our school



St. James Church of England Primary School and Nursery is fortunate to be situated at the heart of the beautiful rural setting of East and West Hanney.

Our Christian values of community, courage and kindness are key to the St. James family, that provides security and nurture, so that all can learn.

We celebrate each other's successes and provide support and comfort through times of challenge, enabling all to thrive and flourish.

We follow in the example of St. James, who through his journey from fisherman to devoted friend of Jesus and finally becoming a messenger of God's word, demonstrated his commitment, his courage and his kindness.

As the children journey through our school from nursery to year 6 we aim to surround the children in kindness, to ensure that every child feels included, cared for and supported to be able to be the very best they can be.



We frequently bring our children and the wider community together to help nurture inquisitive minds and demonstrate acceptance of others. Parental involvement is strongly encouraged as part of our community around the child.

All staff, and those who come into contact with our children, promote supported risk-taking to develop resilient, well-rounded, confident young people who have the courage to take on the challenge of their next academic steps.

We expect all St. James children to leave with a sense of pride in their school and a love of learning, where mistakes are learnt from and abilities enhanced, enabling them to have the confidence to be the best person they can be for the good of all!

Watch our video below to get a flavour of our wonderful village primary school and the wonderful school experience that we offer every child:



ODBE Welcome



Thank you for considering becoming a Headteacher in the family of church schools in the Diocese of Oxford. This sheet will give you an overview of who we are and what we can offer you as a headteacher in a church school. We hope you will find this a helpful summary in preparing your application.

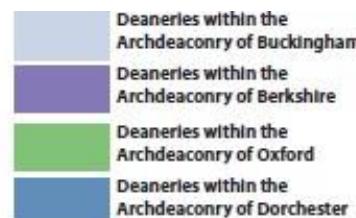
The Diocese of Oxford covers the Local Authority (LA) areas of Bracknell, Buckinghamshire, Milton Keynes, Oxfordshire, Reading, Slough, West Berkshire, Windsor and Maidenhead, and Wokingham. There are 285 Church schools and academies, serving some 58,000 pupils. We have 623 parishes grouped into deaneries for administration purposes; these deaneries fall into three Archdeaconries along with Oxford City.

The Oxford Diocesan Board of Education (ODBE) is committed to the education of the whole person to their fullest potential, to the development of moral and spiritual understanding, to the uniqueness of the individual and to the education of all within the maintained system. It works within statutory education on behalf of the Diocese of Oxford in developing a Christian Vision of Education.

Through its advisory services ODBE promotes RE, Collective Worship and pupils' spiritual development. Advisory team work also focusses on school improvement in order to support schools in dealing with the requirements of Ofsted inspection and relationships with HMI. It ensures that Church Schools are provided with specialist support for building development and legal matters. Among the churches of the Diocese, the Board promotes Church related education and provides advice for clergy, governors and parishes in support of their schools.

The vision and priorities of the Diocese and the pastoral role of the Church underpin all the work of the ODBE. More about this vision - to be a more Christ-like church: compassionate, contemplative and courageous for the sake of God's world - can be found on the Diocese of Oxford website.

Most diocesan Church Schools were established under trusts to provide education for the 'poor of the parish' with teaching according to the Church of England. In 1811 the 'National Society for Promoting Religious Education' was established to support Church of England Schools. We encourage new Headteachers with governors to reflect on the original aims of the school as expressed in the school's Trust Deed and how this has been translated into the current ethos statement in the Instrument of Government and any aims, mission, values or ethos statement of the school.





In recent years, the Church of England Education Office (previously the National Society) has taken an increasingly leading role in church school development. The introduction of church school inspections (Section 13 and 23) in the 1990s was led by the National Society. Most recently the Church of England Education Office has produced the Church of England Vision for Education which, in its own words...

“... is not just a vision for Church of England schools, but a Church of England vision for education. At a time when many are looking for a vision of education to enthuse and inspire them, this deeply Christian vision of education is one that is generous and that seeks to allow the riches of Christian life to overflow to those of other faiths or no faith, but who share the bigger vision of what we think education is for. This vision will be worked out explicitly within the Christian character of thousands of Church schools, but ... is also about shaping wider educational policy and embracing others who are drawn to it as they recognise something deep and rich for the common good.”



Our programme of CPD enables Headteachers (and other school leaders) to access a range of resources to enhance the special Christian character of their schools.

These include an induction day, quiet days, an annual conference and commissioning service in addition to specialist courses such as our Space Makers resource. We also have a dedicated Chaplaincy Adviser who can support with this work.

The Parish and the School - The implications of this setting vary, especially between Primary and Secondary schools, but we encourage a strong commitment to partnership between parish and school built upon a common quest for the outworking of shared values and spiritual growth. The ODBE works closely with the Board of Mission on initiatives which relate to our engagement with children and young people. This has included Deanery events and collaboration over provision and policy for children and the Eucharist.

Collective Worship - All schools should provide an act of worship for pupils every day. Arrangements for the act of collective worship in both VA and VC schools are made by the governors after consulting the Headteacher, taking account of the Trust Deed.

We provide support for worship in schools through the direct work of the advisers and, again, through CPD which is available to Headteachers and other leaders of worship in our schools including governors, staff and clergy.

Religious Education - The Diocese supports schools in planning, teaching, monitoring and assessment of RE. For this reason, the ODBE team includes a specialist RE adviser who organises courses, produces support materials and is available to individual schools and clusters of schools for training and support.

More information about our work can be found on our webpages:

Oxford Diocesan Board of Education (odbe.org.uk)

You may also like to look at:

www.churchofengland.org/education/faqs-about-church-schools

About Cambrian Learning Trust



The name 'Cambrian' refers to one of the oldest bedrocks spanning the globe, formed during the influential geologic Cambrian era. Its most notable features align perfectly with our Trust's ethos and approach:

- A strong and solid foundation for building lifelong learning and success
- A catalyst for the advancement of innovation and creativity in schools
- An ideal environment in which diversity is cultivated, embraced and celebrated



In keeping with these attributes, our strapline '**Nurturing Growth – Inspiring Minds**' perfectly encapsulates what Cambrian Learning Trust stands for. We are driven to nurture all learners - the children and young people in our care, our staff, and the adults in our school communities so that they can achieve their very best, whilst providing inspiration, motivation and challenge.

All our schools (three secondary- with sixth forms, one all-through and fourteen primaries) are based in and around Faringdon, Wantage and Abingdon in South Oxfordshire; eight of our schools are church schools, and all but one of our primaries has a pre-school setting.

A significant strength and benefit is that all our schools are situated within a small area, with the majority being just a short 10 or 15 minute drive from each other. The proximity of our schools enables extensive collaboration, sharing of expertise and creative solutions.

The Trust promotes school autonomy and independent thinking. All our Headteachers have the responsibility and authority to lead their schools, driven by local context and need. Each school has its own Local Governing Committee whose remit is to challenge and support school leaders in achieving the best possible outcomes.

Schools interview and select their own staff, supported by an experienced central HR team. They also design their own curriculum, whilst working collaboratively with one another and benefiting from being part of a larger Trust that supports them to operate as successfully as possible.

Cambrian Learning Trust is proud to have a united and successful team working across schools in a mutually supportive way to ensure that every child or young person, no matter what their circumstances, will succeed in every aspect of school life and beyond. Our schools balance academic achievement with an extensive enrichment offer, ensuring a wealth of opportunity and experience for all children as part of their education.

Our schools can access a pool of resources provided by Cambrian Learning Trust. Our talented and experienced central team offers wide-ranging School Improvement expertise, as well as assistance with all aspects of operations. This ensures our schools are supported, effective and forward-looking whilst being compliant in all aspects.



For our employees, the Trust's development and training programme also continues to expand, offering both internal and external CPD opportunities so that we can attract and retain the best possible workforce, and ensure we have the most talented team of people working with our children.

Looking ahead, we are strengthening and extending our 'hub model', whilst facilitating all our primary schools to feed into a Cambrian Trust secondary school wherever possible.

We are exploring and looking to create Beacons of Excellence in the areas of Inclusion and SEND, whilst continuously improving outcomes for all our learners and enlarging our curriculum enrichment offer.



Cambrian Vision and Values

Vision "To be a Beacon of Excellence"

Values

- Integrity
- Kindness
- Ambition
- Unity

Mission

'Nurturing growth and inspiring minds', we serve to build firm foundations for excellence, empowering all to shine, whilst instilling the values of integrity and kindness. United in our ambitious vision, we are committed to inspiring learners who achieve highly and are equipped to contribute positively to society. By nurturing strong relationships, we create an inclusive community in which every individual is valued, supported, and encouraged to grow in mind, body, soul and spirit.

To find out more about our Trust visit the [website](#) at where you will find out information about our governance structure, Trust Board minutes, the annual reports and financial statements and much more.

Please also follow us on social media for up-to-date news.



The Cambrian Offer

At Cambrian Learning Trust, we strive to be a Beacon of Excellence and that begins with our people. We invest in talented, committed staff who share our values of integrity, kindness, ambition and unity, and in return we offer a supportive culture, high-quality professional development and a benefits package designed to help every colleague thrive.



Full support for professional development and training needs (CPD)



Opportunity to attend cultural school residential trips



A commitment to recognise previous, continuous service



Free Eye Care Vouchers



A generous holiday allowance which rises as you remain in employment



Subsidised gym memberships



A 24/7 Employee Assistance Programme



Access to face-to-face counselling sessions



A commitment to offer flexible working when possible to support work-life balance



Local Government and Teachers Pension Schemes



A Cycle to Work Scheme



Mental Health First Aiders



Eligible for Blue Light discount card



Free Parking

Application and Selection Process

Informal Discussions

Should you wish to discuss this role or visit the school then please contact Cambrian Learning Trust Recruitment on 01367 240375 or by emailing recruitment@cambrianlt.org.

Visits are actively encouraged.

Application and Letter of Interest

In addition to completing our application form via MyNewTerm, please provide us with a covering letter of not more than two pages which demonstrates your alignment with the vision, ethos and values of St James CE Primary.

The deadline for applications is

Monday 9th March 2026

Late applications will not be considered.

Selection Procedure

A shortlist of candidates will be drawn up on the day of the deadline with successful candidates notified the same day.

The appointment and interview process will require successful candidates to attend on **Monday 16 March 2026**.



Safer Recruitment

Cambrian Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. We expect all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced Check. Shortlisted candidates will be subject to online searches for publicly available information.

Cambrian Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.

In line with DfE Keeping Children Safe in Education (September 2023) to safeguard children within our schools, we are required to carry out a number of checks on all staff, whether they are permanent, temporary, casual, voluntary, school based supply or agency based supply, and maintain a central record documenting that checks have been carried out.

At Interview

If invited to interview, all applicants will be required to bring photographic proof of identity [valid passport / driving licence] or birth certificate. Original documentation of qualification evidence will also be required. Appointments are subject to receipt of satisfactory references.

References will be sought from previous employer and any gaps in employment history will be followed up. All interview panels will have at least one member who has completed Safer Recruitment training.



Job Description

This job description should be read in conjunction with the School Teachers Pay and Conditions Document.

Job title: Headteacher

Contract type: Full Time

Salary: L15 - L21

Reporting to: LGC

Core Purpose

- Formulate the aims and objectives of the school and provide overall strategic leadership
- Establish policies for achieving these aims and objectives
- Manage staff and resources to that end
- Monitor progress towards the achievement of the school's aims and objectives
- Lead by example and model best practice regarding professional conduct, workload and personal development
- Be a role model for all in our community

Duties and Responsibilities

Qualities and knowledge

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Communicate the school's vision compellingly and drive strategic leadership
- Seek training and continuing professional development to meet own needs

Pupils and staff

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice

Systems and processes

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Welcome and work with the governing board as appropriate, providing the information it needs to govern effectively
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

The self-improving school system

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.

The headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role

Person Specification

Criteria	Qualities
Qualifications	<ul style="list-style-type: none">Qualified teacher statusDegreeNational professional qualification for headship (NPQH)
Experience	<ul style="list-style-type: none">Successful leadership and management experience in a schoolTeaching experienceInvolvement in school self-evaluation and development planningDemonstrable experience of successful line management and staff development
Skills and knowledge	<ul style="list-style-type: none">Data analysis skills, and the ability to use data to set targets and identify weaknessesUnderstanding of high-quality teaching, and the ability to model this for others and support others to improveUnderstanding of school finances and financial managementEffective communication and interpersonal skillsAbility to communicate a vision and inspire othersAbility to build effective working relationships
Personal qualities	<ul style="list-style-type: none">A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the schoolAbility to work under pressure and prioritise effectivelyCommitment to maintaining confidentiality at all timesCommitment to safeguarding and equality

Notes: