



CAMBRIAN
Nurturing Growth - Inspiring Minds



The Elms Primary School

Head of School Candidate Pack





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Welcome from the Governors



Thank you for taking an interest in the Head of School position at The Elms Primary School in the heart of Faringdon. We're very excited about the next chapter in our story, and we hope that you will want to play a leading part in our journey.

Set in the historic market town of Faringdon, The Elms Primary School offers provision from pre-school to Year 6 and is full of character, being situated on the old grammar school site. We have recently introduced Forest School on the school grounds as well as enhanced the playground with a quiet reading area and climbing frames.

The Elms Primary School is part of Cambrian Learning Trust and together with other Trust schools, we benefit from excellent CPD opportunities and support from the SLT central team. You will also be working with our Executive Headteacher, Joseph Rubba who has a wealth of experience to share with you.

We have recently had a successful Ofsted (May 2025) which confirmed that our school is a happy and purposeful school.

Come and see for yourself; we strongly encourage you to visit The Elms as you consider your application.

We look forward to meeting you soon.

Sarah Nisbett
Chair of Governors



Welcome from Executive Headteacher



Dear Colleague,

As Executive Headteacher of The Elms Primary and Folly View Primary, I take great pleasure in thanking you for your interest in the Head of School role.

As you will see from this applicant pack but also our website, The Elms is a unique and special place to work.

This job is offering a fantastic opportunity for the right leader to join an incredibly hard working, supportive and well-established team who have the children's best interests at the heart of all they do. By being a team member at our school, you have access to a wide variety of collaboration and support both internally and externally with our other Trust schools.

No one day is ever the same at The Elms; we would love to share some of the wonderful things we do with you and understand how you can help us take the next step on the exciting journey we have ahead. So, please do come and visit us and see for yourself what we have to offer.

We look forward to meeting you and reading your application.

Yours faithfully,

Joseph Rubba
Executive Headteacher



Chief Executive Welcome

Thank you for your interest in applying for the post of Head of School at The Elms Primary School. The Elms is a medium sized school, located in the town of Faringdon with a supportive community. The school has recently had an Ofsted that judged all areas Good (under the previous framework).

Currently there is a very experienced Executive Headteacher in place who would work very closely with you to continue to improve the school. We are now looking for a dedicated Head of School who will lead the school forward over the coming years, building upon many strengths and striving for continued improvements. Outcomes for the school are around national averages but have been on an upward trajectory over the past few years.

As part of the Cambrian Learning Trust all schools are partners 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 Head of School 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 and inspires you, please do arrange a visit to find out more about us and have the opportunity to meet our current Executive Headteacher.

Richard Evans

CEO

Cambrian Learning Trust

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About the school

The Elms Primary School is in a very exciting chapter of its journey after becoming an all-through primary in September 2022. We are currently a one form entry primary school (though we have two classes in Years 1 and 5).

Our school has great character; we used to be a girls' grammar school, so we have a unique set of buildings and two large halls, one of which has a fantastic stage. We are a school which really enjoys performing arts and so we make use of this wonderful resource whenever we can! Set in beautiful grounds, the environment is a wonderful place to learn and teach. (We have recently introduced a Forest School and have enhanced our playground area to the delight of the children!) This positive atmosphere can also be felt as you walk around our school, it resonates throughout each day and can be felt wherever you go. Our children are happy and enjoy coming to school and being part of The Elms family. We ensure that they experience success in a nurturing and inclusive environment. Our children are excited to learn, are kind, polite and supportive of one another.



We want our children to be the best that they can be and this is underpinned by our vision of **'Learning in Harmony and Growing Together'**, where we aim to be a community where everyone is inspired by a love of learning, is supported and encouraged to believe in themselves and is enabled to achieve great success. We aspire to provide the best starting foundations for our children on their life-long learning journey.

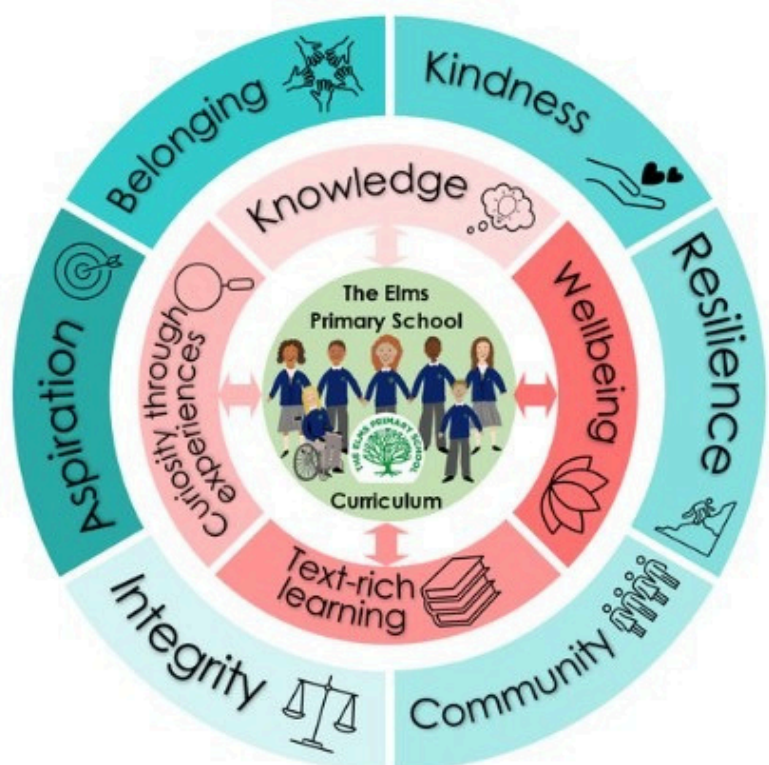
We offer a broad, balanced and rich curriculum full of experiences, opportunities, knowledge and skills to inspire children to become successful learners in our school and beyond. Our aim is that our children leave our school with fond memories and are fully prepared for the next stage of their education.

Working collaboratively and in partnership with parents/carers, Governors, Cambrian Learning Trust and the local community, we work hard to provide our children with the best possible opportunities and to be rightly proud of themselves and their efforts as special, unique individuals. Working with and supporting our community is another of our strengths. Being a member of CLT allows us to work very closely with other primary schools in the Trust. By working together, we are able to share educational expertise and provide mutual support for each other, to ensure all of our children grow and thrive, as we seek to improve outcomes for every child in Faringdon.



Our Core Values

- Belonging
- Kindness
- Resilience
- Community
- Integrity
- Aspiration



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 the 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; 8 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.



The 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 the 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.



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.

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.



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 <https://cambrianlearningtrust.org/> 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.



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, please provide us with a covering letter of not more than two pages which demonstrates your alignment with the vision, ethos and values of The Elms Primary School.

The deadline for applications is **9am Monday 13th April 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 **Thursday 16th April 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: Head of School

Salary: L10 - L14

Contract type: FTE Permanent

Reporting to: Executive Headteacher

Core Purpose

- Represent the vision, ethos and values of the School and communicate those values in words and actions.
- Manage the school on a daily basis, taking decisions in the best interest of the school within the Scheme of Delegation.
- Support the EHT in the implementation of the strategic vision and SDP
- Be responsible for the impact of identified actions within the development plan and report to the EHT accordingly.
- Accurately evaluate and communicate the effectiveness of the school's provision to a range of stakeholders.
- Model highly effective teaching and learning, and ensure that outstanding academic outcomes, whether curricular or extra-curricular, are at the core of planning, resource management and effective delivery.
- Analyse and review pupil progress data.
- Be responsible, as directed by the EHT, for the appointment of staff and related personnel issues including wellbeing and safeguarding.
- Be responsible for the effective performance management of teachers and staff.
- Maintain and develop positive relations with parents and the community and ensure effective working relationships.
- Work with parents to address and resolve issues promptly and effectively, through systems which encourage access to the appropriate staff.
- Maintain a secure knowledge of wider educational development and identify any potential impact on the school.
- Ensure the school is a safe and secure place for pupils and staff.

Key Accountabilities

Managing the School

- To manage effectively the day to day operations of the school including wrap around care.
- To ensure that safeguarding is central to the day to day life of the school.
- To ensure planning, systems and practices occur which ensure the school is safe and secure.
- To support the EHT with managing the school budget and related finances.
- To prioritise actions that help to ensure the school has a full NOR.
- To maintain high standards of pupil behaviour and attendance.
- To ensure the school environments meet the needs of the curriculum including health and safety
- To manage arrangements which support the long term viability of the school.
- To integrate effective common systems and processes which increase efficiency.

- To promote cross-school partnerships and sharing between the schools.
- To ensure that culture, policies and practices reflect national and local requirements and initiatives and ensures compliance with education statute and employment legislation.
- To recruit, retain, and deploy staff appropriately with effective staff training opportunities.
- To develop and implement clear, evidence-based improvement plans for the school.

Leading Teaching and Learning

- Model highly effective teaching and learning, and ensure that outstanding academic outcomes, whether curricular or extra-curricular, are at the core of planning, resource management and effective delivery.
- To ensure that provision at the school meets the needs of all learners and reflects the highest standards.
- Ensure that the school's curriculum is continually developed and implemented so that it promotes an exciting, balanced, engaging and challenging curriculum that inspires children to learn.
- Ensure that a broad range of extra-curricular activities flourishes at the school in order to support a diversity of challenge and stimulation for all.
- To ensure that learners receive high quality learning experiences and wide ranging opportunities at the school.
- Ensure a culture and ethos of challenge and support where all pupils can reach their full potential and maximise their engagement in their learning.
- Ensure that scaffolded learning opportunities and strategies are in place to support those pupils with additional needs (including those with English as an Additional Language, children with learning difficulties and those with emotional and behavioural challenges).
- Monitor, evaluate and review teaching and learning across the school and collaboratively develop improvement strategies.
- Challenge staff under-performance at all levels, ensuring effective follow-up through coaching, mentoring and support.
- Ensure that high standards of behaviour and attendance of the pupils is maintained.
- Demonstrate and articulate high expectations and set stretching targets for all.
- To ensure assessments are accurate and reflect the requirements of assessment systems.
- To ensure that pupil outcomes are being tracked and are improving in key areas. Effective interventions are planned, which lead to enhanced outcomes.
- Communicate and work closely with families both directly but also via the staff team to ensure that learning is supported at home.

Securing Accountability

- Fulfils wider accountabilities in relation to children, parents, carers & other relevant groups.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the EHT and LGC to provide accurate and up to date information of the school's performance (both achievements and areas for development) to a range of audiences.

Strengthening Community Links

- To generate and sustain good public perceptions of the schools.
- To build and maintain effective relationships with parents, carers, partners and the community that enhance the education of children and the wider community.
- To maintain a strategic overview of the varied, rich and diverse school communities; respecting the rights, responsibilities and dignity of all.
- To ensure that each school is enhanced and enriched through their interactions with parents, carers, community figures, businesses or other organisations.
- To oversee the development of provision for out of hours learning and extended learning opportunities.
- To engage with the school communities and CLT Schools to secure equity and entitlement.

Accountability

- The Head of School is accountable to the Executive Headteacher for the standards achieved and the conduct, management and administration of the school subject to local and CLT policies.
- CLT expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding

The Elms Primary School and 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.

Person Specification

	Essential	Desirable
Qualifications and Professional Development	<ul style="list-style-type: none"> • Qualified Teacher Status • Evidence of Continuing Professional Development relating to school leadership/curriculum development 	<ul style="list-style-type: none"> • NPQH or further professional qualification
Experience	<ul style="list-style-type: none"> • Substantial Assistant Head/ Deputy Head experience in the last 3 years • Successful teaching experience within the Primary age range 	<ul style="list-style-type: none"> • Advanced Skills/Leading Practitioner status
Strategic Leadership	<ul style="list-style-type: none"> • Ability to provide clear educational vision and direction • Ability to inspire and motivate all stakeholders • Evidence of developing effective strategies for school improvement • High level of involvement with school improvement planning • High level involvement in monitoring and evaluation procedures leading to clear impact • Ability to work in partnership with senior leaders and governors • Ability to set challenging targets for children and staff • Ability to analyse and use pupil data on attainment and progress to raise standards • Secure knowledge of the 2025 Ofsted Framework • Understand the principles of effective teaching and learning 	<ul style="list-style-type: none"> • Strategic Leadership experience across EYFS, KS1 and KS2 • Use of assessment data management systems to improve standards
Leading Teaching and Learning	<ul style="list-style-type: none"> • Successful experience of monitoring, evaluating and improving the quality of teaching and learning • Understanding the role and impact of assessment in children's learning • Secure knowledge of statutory requirements relating to curriculum and assessment • Experience of leading curriculum innovation • Successful experience of developing effective learning behaviours 	<ul style="list-style-type: none"> • Successful experience of integrating British Values into school life
Leading and Managing Staff	<ul style="list-style-type: none"> • Ability to lead, manage and motivate across the school community • Ability to establish positive working relationships 	<ul style="list-style-type: none"> • Experience of working with governors

	<ul style="list-style-type: none"> • Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams • Successful experience of identifying the need for, and leading, in-service training • Significant experience of taking a lead role in performance management of staff including leading lesson observations • Experience of dealing with staff when performance gives cause for concern 	
Managing Resources	<ul style="list-style-type: none"> • Awareness of managing school budgets • Ability to manage, monitor and review available resources, ensuring value for money 	<ul style="list-style-type: none"> • Budgetary management at whole school level • Experience of recruiting and deploying staff
Personal Skills and Qualities	<ul style="list-style-type: none"> • Strong commitment to raising standards • High expectations of self and others • Ability to establish and maintain positive relationships, including with parents • Ability to remain positive and enthusiastic, including when under pressure • Good communication skills • Empathy with children 	<ul style="list-style-type: none"> • Effective computing skills for both teaching and management