

Headteacher information pack



KEY INFORMATION:

Full time

Permanent

Salary: L15-19
£73,105 - £80,655

Closing date:
Monday 13th April
at 8am

Interviews:
Monday 20th and
Tuesday 21st April

Start date:
20th August 2026

Welcome from our Chair of Governors

Welcome to prospective applicants. Thank you for your interest in joining our school. We are seeking a new, inspirational Headteacher who will build on strong foundations and lead our school with passion, humility and commitment. We want a leader who will continue to motivate and energise our already dedicated staff team, inspiring them through ambition and a shared belief in providing the best educational start for our children. Our next Headteacher will ensure that Woodstone remains a nurturing, empowering, and enriching learning environment where every child can flourish. We hope this information pack will give you a flavour of what makes our school special.

Continued...

Woodstone Community Primary School continues to be a place where children thrive, feel valued, and develop a genuine love of learning—something strongly reflected in our most recent Ofsted inspection in October 2024, where inspectors confirmed that the school remains a highly successful, inclusive, and nurturing environment.

Our commitment to providing broad and enriching learning opportunities is matched by the strength of our relationship with the community we serve. Parents have highlighted Woodstone as a great asset to our village community. This deep sense of partnership is one of our defining qualities—something that has helped make Woodstone a school that is consistently oversubscribed and widely recommended by families.

Our Ofsted feedback, the enthusiasm of our children, and the pride of our families and community all point to a fantastic opportunity for a new Headteacher. The school's ethos 'Growing Together and Learning Forever' is not just a motto; it is reflected daily in the attitudes, behaviours, and achievements of our pupils. This is a pivotal moment for Woodstone Community Primary School, and we warmly invite those who wish to be part of something truly special - and to help shape the next chapter of our journey - to apply. This is an exciting opportunity for a leader who shares our values, our ambition, and our deep commitment to nurturing the very best in every child.

It is impossible not to reflect on the incredible legacy of our Headteacher, Patrick Mullins. After 20 years at Woodstone - and 36 years in teaching - Patrick's leadership has shaped the culture, ethos, and success of the school in ways that will continue to influence generations of children.

We strongly encourage prospective applicants to visit the school and experience first-hand, the enthusiasm of our pupils, and the richness of our learning environment. If you have any questions, or would like further information, please do not hesitate to contact us.

To find out more about our school, please visit our website:

www.woodstoneprimary.co.uk

I very much look forward to receiving your application.

Kind regards,
Scott Young

About our school



Woodstone Community Primary School is a one form entry maintained primary school situated in North West Leicestershire serving the village of Ravenstone and the surrounding area. We have 208 children on roll aged from 4 to 11 years. Currently 15% of pupils access SEND support and 5% have EHCPs. 19% of pupils are eligible for Pupil Premium and 4% have English as an additional language.



Woodstone is a School where experienced staff, fantastic children and supportive parents work together to create a genuinely positive and nurturing environment. All stakeholders are proud of the school's successes but are equally excited about the future.

Our vision and values

It is essential that pupils leave school reading, writing and using numbers with confidence. But at Woodstone, we know that education is so much more than that. A child who can collaborate, lead, problem-solve, empathise, create and persevere is prepared for life in a way no test can measure.

Woodstone pupils are confident, capable and happy. They are encouraged to not only aim high academically, think about others less fortunate than themselves but also develop the personal and social skills that will help them thrive in their community, across the country and, for some, perhaps even internationally.

Woodstone Community Primary School

OUR SCHOOL VALUES

- #1 We support each other
- #2 We keep each other informed
- #3 We are proud of our school
- #4 We listen to different opinions
- #5 We try our best

Our children say...

'I'd like our new Headteacher to enjoy teaching and being with children. I hope they are funny and like sport.'

'We would like a Headteacher who is funny, kind, friendly and firm but fair. They need to be a happy person.'

'I would like our new Headteacher to have lots of ideas for new clubs and help us get some new play equipment.'



Ofsted say...

'Pupils are extremely happy at the school'

'Pupils behave impeccably'

'The personal development offer is a strength of the school'

'The school engages very well with the local community'

'The school places great importance on ensuring all pupils are fully included'



Outdoor learning

One of the standout strengths of Woodstone is the high-quality facilities that enrich our children's educational experience. Our Forest School provision plays a powerful role in supporting pupils' wellbeing, resilience and teamwork.

Outdoor learning is a core component in our school life here at Woodstone and we are fortunate to have a large wooded area on site, equipped with an outdoor classroom, playhouse, fire circle, mud kitchen, and numerous spaces for children to engage in play and exploration.

It enables us to offer a broad and balanced curriculum designed to nurture every child both academically and holistically. Our long-term Forest School programme plays a key role in this, helping children grow into inquisitive, confident and resilient learners. By making outdoor education an integral part of school life, we encourage a deep, lasting connection with nature in a world increasingly driven by technology.

We believe that children thrive when they feel motivated, valued and successful. Through learner-led activities, our Forest School sessions build essential life skills—creativity, critical thinking, teamwork, leadership and problem-solving—supporting children both in the classroom and as they move into the wider world.

At Woodstone, every child is recognised as an individual with unique talents. Our Forest School philosophy celebrates success, fosters wellbeing and enables all children to reach their full potential.



Shaping learners, shaping futures

At Woodstone, we believe education shapes not only what children know, but who they become. Our bespoke curriculum nurtures curious, confident and compassionate learners who are ready to thrive in a fast-changing world and reflects the character of our school community while broadening children's horizons far beyond it.

We celebrate diversity and help our children understand the rich, multicultural world around them. Through carefully chosen texts, inspiring role models, visits, visitors and a wide range of trips and experiences, pupils develop a deep appreciation of different cultures, beliefs and ways of life. Proud of our rural setting, we encourage children to understand their place within their local community while building the knowledge, skills and global awareness needed for their future.

Reading sits at the heart of everything we do. By immersing children in high-quality literature and nurturing a genuine love of reading, we open doors to learning, imagination and lifelong opportunity. Our curriculum is carefully sequenced but it grows and adapts with the world around us, ensuring our pupils remain confident, informed and ready to contribute positively to society - today and in the future.

Woodstone pupils achieve impressively. In the most recent Year 6 SATs, 87% of children reached the expected standard in Reading, 74% in Maths, 87% in Grammar, Punctuation and Spelling and Writing 77%.

These results matter – but they are only one part of our story.

At Woodstone, we also value the things that cannot be easily measured: running, acting, dancing, speaking confidently, painting, performing music, designing, building, exploring nature – and so many more aspects that help children grow into well-rounded, capable and confident young people. Our pupils flourish not just academically, but personally, socially and creatively.



Stronger together, our collaborative approach

We know that no school thrives in isolation. In recent years we have strengthened our partnership work through Collaboration 360, an inspiring local network of eight schools across North West Leicestershire. Alongside Heather Primary, Ibstock Juniors, St Denys Infants, Ellistown Primary, Sir John Moore Primary, Newton Burgoland and Belvoirdale, we share professional expertise, training, moderation and curriculum development.

Staff across the group benefit from joint CPD, work scrutiny, shared projects and peer-to-peer reviews, while children enjoy richer learning experiences, joint activities and a sense of belonging to a wider educational community. This collaboration has proven invaluable for professional growth, school improvement and pupil opportunities.



Community involvement

Community involvement is crucial to the success of children at Woodstone. Without the support of parents and the community Woodstone would not be the place it is today. We encourage parents and carers to get involved with the school whether that be through social events or more formal meetings and workshops. Indeed, one of the highlights of the year is the PTA Colour Rush event which last year involved hundreds of children and adults running, live music and a variety of games.



A school that creates lasting memories

Our commitment to whole-child development shines through our enriching programme of trips and residentials.

Our Year 5 and 6 pupils enjoy a thrilling five-day adventure to the Isle of Wight – body boarding, visiting the famous Needles, exploring HMS Victory at Portsmouth, discovering a Roman villa, enjoying Blackgang Chine and even fitting in a round of indoor crazy golf. The ferry crossing makes it feel like a true holiday abroad, and the memories made last a lifetime.

Our younger pupils also have their own taste of independence with a magical residential to Sherwood Forest. At just six and seven years old, they take part in woodland activities, meet Robin Hood and Maid Marian, enjoy a lively disco, and spend a full day at Wheelgate Park. They always return home exhausted but exhilarated – more confident, more independent, and full of stories.

Day trips include visits to a Shree Temple, a mosque, Leicester Cathedral, farms, the airport, the zoo, the Sea Life Centre, Tamworth Castle, Statfold Country Park, Creswell Crags and a whole school visit to the theatre.



Job Description

The role of the Headteacher is to provide vision and the professional leadership of the school which secures its success and improvement, ensuring high quality education for all its pupils and improved standards of achievement. Additionally, they will satisfy the aims of the school through the implementation of the policies of the Governing Body. They will also manage the resources to promote and secure the achievement of both pupils and staff and work towards FMSIS and create an environment where pupils and staff can achieve their full potential.

Main duties and responsibilities:

A. Strategic Direction and Development of School:

The Headteacher will:

- have a strategic view of successfully developing and improving an already thriving school
- consult staff, pupils, parents and governors to create a strategic plan (the School Development Plan - SDP). Manage the implementation of the SDP and monitor its impact
- advise the Governing Body on the formulation of its policies and their implementation, and attend meetings of the Governing Body and its committees as required
- work in harmony with the local authority, the local community and other relevant agencies, including social care services and health professionals.

B. Teaching and Learning:

The Headteacher will assist the Governing Body by:

- ensuring that the statutory requirements of the National Curriculum are met
- overseeing the curriculum, pastoral care and the administration of the school to ensure that they are delivered to meet the needs of all pupils
- monitoring and evaluating the curriculum for both quality and value for money
- promoting the effective management of pupil behaviour and ensure a sense of harmony, through the effective management of pupil behaviour.

Job Description continued

C. Leading and Managing Staff:

The Headteacher will:

- maximise the contribution of all staff to improving the quality of education provided and standards achieved through effective deployment and delivery of the performance management process
- promote the school's ethos and create and maintain good working relationships among all members of the school community
- sustain their own motivation and that of their staff, and have a duty of care regarding staff welfare
- ensure that professional duties are fulfilled as specified in the School Teachers' Pay and Conditions document.

D. Efficient and Effective Use of Staff and Resources

The Headteacher will:

- advise the Governing Body on the formulation of the annual budget in order that the school secures its objectives and ensure the regular monitoring of the budget and the oversight of the use of resources
- plan, manage and monitor the curriculum within the agreed budget, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control
- manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum, and health and safety requirements
- seek to secure adequate resources for the school in the present and in the foreseeable future and ensure value for money throughout.

E. Accountability:

The Headteacher will:

- work closely with the Chairs of the Governing Body and of its sub-committees and secure a positive working relationship with all Governors
- provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities, recognising that the Governing Body is accountable for the success of the school
- create and develop an organisation in which staff recognise that they are accountable for the success of the school
- ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement
- be the Designated Safeguarding Lead and be accountable for all elements of this role.

Person Specification

	Essential	Desirable
Qualifications		
Qualified Teacher Status	App	
NPQH		App
Evidence of commitment to continuous development	App/Int	
Leadership skills <i>The ability to lead and manage staff and pupils to work towards common goals. We will be looking for evidence that candidates can:</i>		
Create and secure commitment to a compelling vision for the school	Int/Ex	
Build on current high levels of performance, by supporting and developing team-working across the whole school community	App/Int	
Initiate and manage change and improvement in pursuit of higher standards and strategic objectives	App/Int	
Prioritise, plan and organise their own work and direct and co-ordinate and provide professional direction to the work of others	App/Int/ Ref	
Devolve responsibilities, delegate tasks and monitor performance to ensure high standards and the development of professional practice among school staff, with evidence of objective assessment of the work of subordinate staff	App/Int /Ref	
Create a structured environment where pupils and staff can thrive, setting standards and providing a role model for pupils and staff	App/Int /Ref	
Manage and motivate staff to achieve the highest standards	App/Int	

Person Specification

	Essential	Desirable
<i>Candidates should have the professional competence and expertise to:</i>		
Command credibility and respect through expertise, experience and commitment to professional development	App/Int/ Ref	
Lead the safeguarding of children under the school's care, and assure that we prioritise their welfare	App/Int/ Ref	
Demonstrate an understanding of and commitment to equal opportunities	App/Int/ Ref	
Make informed use of inspection, benchmarking and research findings, and apply good practice from other sectors and organisations	App/Int	
Exercise responsibility for health and safety. Must have knowledge of relevant legal requirements and be able to put this into practice	Int	
Demonstrate excellent teaching skills	Ex	
Experience of working with children with SEND		App/Int
Curriculum experience in one or more core subjects		App

Person Specification

	Essential	Desirable
<i>The ability to investigate problems, find and evaluate solutions, make decisions, and communicate effectively. We will be looking for evidence that candidates can:</i>		
Think creatively and imaginatively to anticipate and solve problems, and identify opportunities for the school	App/Ex/ Int	
Use numerical and financial data of with confidence, and use it to make decisions based upon analysis and interpretation, and manage budgets effectively	App/Ex/ Ref	
Demonstrate fair and consistent judgement under pressure	Ex/Int/ Ref	
Deal sensitively with people with different expectations, demonstrating an ability to manage conflict	Int/Ref	
Communicate and influence effectively with and secure the co-operation of a wide range of people	Int	
Create a culture of effective communication across the whole school community, and implement appropriate systems to support this	Int	
Develop, maintain and use an effective network of working contacts across all the agencies and diverse communities that the school interacts with	Int	

Person Specification

	Essential	Desirable
Personal effectiveness <i>We will be looking for evidence that candidates can:</i>		
Able to plan and use time effectively	Int/Ref	
Work under pressure and to deadlines	App/Int/ Ref	
Achieve challenging professional goals within a performance management framework	App/Ex/ Int	
Take responsibility for their own professional development	App/Int/ Ref	
Create a strong, positive personal impact, conveying authority, confidence and empathy	Ex/Int	
Demonstrate adaptability to changing circumstances and new ideas	App/Int/ Ref	

Abbreviations:

App = Application
Ex = Exercise/Activity
Int = Interview
Ref = Reference

How to apply

We warmly welcome and encourage visits to the school before applying. This will give you the opportunity to meet our staff and children and experience the ethos of our school first-hand.

To arrange a visit, please contact Mrs Alex Gamble (Business Manager) using the following contact details:

**alex.gamble@woodstone.leics.
sch.uk**

01530 519473

Submitting your application

Should you have any questions about the role or for an informal conversation, please contact Mrs Alex Gamble who will arrange this.

Please submit your application via eteach or send your completed application form to:

**alex.gamble@woodstone.leics.
sch.uk**

The closing date for submission of applications is Monday 13th April at 8am.

CVs will not be accepted

Safeguarding and safer recruitment

Woodstone Community Primary School is committed to safeguarding and promoting the welfare of all children. It is expected that candidates should be aware of and understand their duties and responsibilities in relation to child protection and safeguarding children. Our school follows the Leicestershire Local Authority safer recruitment procedures and statutory guidance, including KCSiE. We have a robust recruitment and selection process designed to deter unsuitable candidates and to ensure that all those appointed are suitable to work with children. Shortlisted candidates will be subject to online searches as part of due diligence checks and any appointment will be conditional upon the completion of all relevant pre-employment checks, including an enhanced DBS check with Barred List information, satisfactory references and right to work checks.