



**Stower Provost Community  
Primary School**

# **Headteacher Information Pack**



**Welcome to Our School**



# Stower Provost Community

## Primary School

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# Stower Provost Community Primary School

## Letter from the Governors

Dear Candidate

Thank you for your interest in the Headteacher vacancy at Stower Provost. This is an outstanding opportunity for a forward-thinking and ambitious person to play a key role in developing and delivering our school vision. We pride ourselves on being a friendly community school where happy children enjoy their learning in a safe and inspiring environment, taught by dedicated and enthusiastic staff.

The school has made substantial progress under the outgoing Headteacher, OFSTED (2025) judged the school as good and our ambition is to continue this progress, at pace. Our new Headteacher will have a fantastic opportunity to build on this platform and to help the school achieve these greater heights.

The school supported by a committed PTFA that organises several events during the year, and as Chair of the Governing Body, I can assure you of the active engagement of myself and my fellow Governors.

Please have a look through our information pack and at our school website for further information at [www.stowerprovost.dorset.sch.uk](http://www.stowerprovost.dorset.sch.uk) and to read about our vision and values. Please note our new website is under construction and it will launch soon so please bear this in mind when looking at the existing one. We would like to extend a warm invitation for you to see the school for yourself. Please ring our School Secretary, Mrs Sandy Pike on 01747838370 to arrange an informal visit.

Please note that the closing date for applications is **Friday 6<sup>th</sup> March 2026**.

We hope you do decide to make an application to join our school and look forward to meeting you soon.

Best wishes

Sam Watridge

Chair of Governors



# Stower Provost Community Primary School

## Our School



Stower Provost Community School is a small rural primary school where each child is treated as a special individual and encouraged to achieve their very best.

Our motto, "Together we grow," underpins everything we aim to achieve.

At Stower Provost Primary School, we value the benefits of working together in a small, caring community where learning is at the heart of all we do. Everyone is challenged and encouraged to thrive and achieve as an individual, preparing each one to be a confident and active citizen in modern Britain.

Our vision is to create a school community where the uniqueness of every child is valued. We strive to instil in the children a lifelong love of learning and ambition for their future, so they are proud of their achievements.

The children, along with the rest of the school community, are immensely proud of their school and treat it and each other with great respect. They are happy and engaged learners who develop good relationships with their peers and the adults around them.

OFSTED visited on 10<sup>th</sup> and 11<sup>th</sup> June 2025 and judged the school to be good in all areas, and we were very pleased to hear that the inspector thought that Stower Provost School has significantly improved.



# Stower Provost Community Primary School

## Our Vision and Values



Our vision is simple and deeply rooted: "Together we grow"

We want every child to develop a love of learning, alongside a respect for others, recognising and valuing the uniqueness that makes each person special.

## Location

Situated in a beautiful part of rural North Dorset, stunning views look over the Blackmore Vale to the hills of Duncliffe, Melbury and Hambleton – the names of the three teams in the school. Close to Shaftesbury, Gillingham and Sturminster Newton, and with a wide catchment area including seven surrounding villages, Stower Provost is a feeder school for the popular and successful Gillingham School.





# Stower Provost Community Primary School

## PTFA

Stower Provost has an active PTFA, providing exciting activities for the children and families of the school to enjoy throughout the year. The PTFA consists of parents, carers and grandparents and they play an essential role in school life and make a valuable contribution to the school community.

## Curriculum

The children at Stower Provost access an engaging and enjoyable curriculum, where teaching staff strive to embed a love of learning for every child. Through building on previously identified strengths, and continually developing, our curriculum gives pupils at Stower Provost the opportunity to grow with ambition and pride. OFSTED 2025 states that "The curriculum is working well".





# Stower Provost Community Primary School

## Application Process

Stower Provost Primary School values the diversity of our workforce and welcomes applications from all sectors of the community.

Stower Provost Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants to this post will be required to complete an Enhanced Disclosure and Barring Service check and Children's Barring List check, in line with the Government's safer recruitment guidelines.

The salary quoted is the annual salary for the position at the time of advert. The salary will be paid in equal monthly instalments and will be adjusted at the start of employment and again if leaving part way through the school year to ensure the correct salary is received for the work completed in an academic year.

This role is UK based and your Right to Work will need to be established as part of the appointment process.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

## Keeping Children Safe in Education

Stower Provost Primary School will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.

## Application Forms

If you are interested in joining our team, please submit an online application through the Dorset Council website, within jobs and careers -

<https://www.jobs.dorsetcouncil.gov.uk/>



# **Stower Provost Community Primary School**

Please upload a completed application to the Dorset Council website by **Friday 6th March 2026**.

Applications received after this time cannot be considered.

Shortlisted candidates will be notified if they are being invited for interview by **Tuesday 10<sup>th</sup> March**. References will be taken up and proof of identity and qualifications will be required.

## **Interview date**

Interviews will take place on **Tuesday 17<sup>th</sup> March**.



# Stower Provost Community Primary School

## Job Description and Person Specification

### Stower Provost Primary School

The job description and person specification are set out below.

#### **Headteacher**

**Pay range: Group 1 school Leadership Spine Points 8 – 14**

**Responsible to: The Governors**

#### **Main purpose**

The Headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing body and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively

#### **Qualities**

The Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils and staff



# Stower Provost Community Primary School

## Duties and responsibilities

### School culture and behaviour

The Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

### Teaching, curriculum and assessment

The Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

### Additional and Special Educational Needs and Disabilities

The Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).



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## Managing the school

The Headteacher will:

Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care

Manage staff well with due attention to workload and work life balance

Ensure rigorous approaches to identifying, managing and mitigating risk

## Governance, accountability and working in partnership

The Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

## Other areas of responsibility

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.



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## Primary School

### Person Specification

The post holder will be able to demonstrate:	Essential	Desirable
<b>Qualifications and training</b>		
QTS	x	
A degree or equivalent	x	
NPQH		x
Evidence of continuing and recent relevant professional development.	x	
<b>Experience</b>		
Experience of successful leadership as a Head of School or Headteacher		x
Experience of successful leadership as a Deputy Head, Assistant Head or similar senior position	x	
Evidence of successful classroom practice and curriculum development across the primary age range	x	
Experience of leadership in an EYFS setting		x
Working effectively and in partnership with Governors		x
<b>Knowledge, understanding and skills</b>		
A thorough knowledge and understanding of the primary curriculum and the ability to recognise the value that the delivery of a broad balance curriculum has on learning outcomes and preparing children for life experience.	x	
Experience of managing, leading, assessing, supporting, and motivating staff to improve the quality of teaching and learning.	x	
A passion for learning, improving, and growing the school.	x	
Ability to plan strategically with a sense of priorities.	x	
The ability to foster good relationships with staff, parents, and children.	x	



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A proven ability to motivate, lead and interact effectively with staff, children, and parents/carers.	x	
Experience of financial management at a whole school level.		x
Ability to use attainment and pupil progress data and implement a range of strategies to raise achievement.	x	
Ability to manage a wide range of stakeholders and competing pressures.	x	
Good communicator including excellent oral and written skills.	x	
Ability to effectively deploy staff and resources.	x	
The ability to inspire a love of learning in children, parents, and staff.	x	
Commitment to equality of opportunity for all and of successful strategies for promoting inclusion.	x	
The ability to manage confrontation.	x	
The ability to act as a strong ambassador for the school.	x	
The ability and a commitment to safeguard and promote to the welfare of children.	x	
<b>Personal requirements</b>		
Good interpersonal, listening, negotiating and diplomacy skills.	x	
Consultative and informative approach to leadership and management.	x	
Integrity, Enthusiasm, Self-confidence, Emotional resilience.	x	
The ability to be a dynamic, inspirational, exciting, energetic, inspirational and a resilient leader, with a warm, approachable personality.	x	



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Good interpersonal, listening, negotiating and diplomacy skills.	x	
An ability to work under pressure and meet deadlines.	x	
The ability to make well informed decisions in tough situations and cope with difficult or stressful issues.	x	
A willingness to embrace the existing ethos and philosophy of the school and the learning opportunities it provides to children with a view to building on the successes already achieved	x	
An ability to interact effectively with children on a day to basis and get involved in their learning and the delivery of the curriculum.	x	