

The Fellowship Federation

Executive Headteacher

Recruitment Pack



Carisbrooke C E
PRIMARY SCHOOL

Enjoy, Endeavour, Achieve, Together



Newport C E
PRIMARY SCHOOL

Endurance Fellowship Compassion Peace

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Newport C E

PRIMARY SCHOOL

Endurance Fellowship Compassion Peace



Carisbrooke C E

PRIMARY SCHOOL

Enjoy, Endeavour, Achieve, Together

Welcome to the Isle of Wight!

The Island is a great place to live and work; we host a fantastic variety of wonderful beaches featuring everything from rock pools packed with wildlife to endless sandy shores. We also have idyllic countryside, with around half the island designated an 'Area of Outstanding Natural Beauty' and we are one of only 7 UNESCO Biospheres in the UK!

We are fortunate to offer an incredible selection of outdoor pursuits such as sailing, water-sports, hiking and riding right here on our doorstep. There is a lively social and music scene with a good range of pubs, restaurants, theatres, live music venues and a strong amateur dramatics scene.

We have a vibrant church scene on the Isle of Wight too, with sixty Anglican Churches alongside many other denominations. Our local parishes work collaboratively within these communities to serve the Island.

The Island hosts major events too! for example, Cowes Week Sailing Regatta, the Isle of Wight Scooter Rally and the world-famous Isle of Wight Festival, hosted right here in Newport each year. The Island also has plenty of historic attractions including the stunning Carisbrooke Castle, making us a major tourist destination.

We have thriving industries across the island including hospitality, engineering, boatbuilding, horticulture and agriculture, giving great scope for inspiration for the future careers of our island students.

You'll be joining us at an exciting time for education on the Island, we have a new Children's Services Directorate and a new Education, Inclusion and Access Team, serving the Isle of Wight. Our current focus is on attendance, attainment and inclusivity with the aim of meeting the needs of all our children and young people.

Living on the Isle of Wight

Property prices on the Island are reasonable compared to other areas in the South of England, in 2025 the Office for National Statistics found average house prices here to be £300,000 compared to £476,000 across the Southeast region, and we believe that the quality of life here is outstanding too!

We're well connected to the mainland with easy ferry links from Portsmouth, Southsea, Southampton and the New Forest. If you want to, you can leave home on the Island and be in London to see a show 3 hours later! Our island towns and villages each offer their own individual character and it's very simple to travel from any Island location into our schools, so you'll have plenty of choice when finding your place here.

We believe that the Island is the jewel in the crown of life on the south coast.



**"We treat everyone fairly because, even though we are all different, we are equal. We celebrate that we live in a diverse country."
OFSTED March 2023**



Photos courtesy of Visit Isle of Wight

Welcome from our Chair of Governors – Richard Knowles



Thank you for your interest in the position of Executive Headteacher at the Fellowship Federation of Carisbrooke and Newport CE Primary Schools.

Our federation is comprised of two schools:

- **Carisbrooke CE Primary School** – a Voluntary Controlled school, with its origins in two village schools (an-infant and a junior school) both built in the mid-19th century, Carisbrooke CE Primary School was established when the two schools combined in 1970.
- **Newport CE Primary School** – a Voluntary Aided school that was originally established as Newport CE National School in 1873.

The schools were federated in July 2016, bringing them under a single governing board and strategic leadership. Work over the last ten years has enabled improved collaboration, the sharing of teaching expertise and opportunities for development, whilst allowing each school to retain its own individual identity, character and ethos.

In 2023, Ofsted rated both schools as “Good” – with Personal Development at Carisbrooke rated as “Outstanding”.

As Church of England schools, each school has a strong Christian ethos underpinning all that it does, presenting the Christian message, through our shared vision and each school’s set of values that are firmly rooted in the Gospel. This ensures that both schools and the wider community can feel included within a culture of encouragement, openness and achievement, with pupils and staff knowing and committing to the school's vision and values.

The Federation has a positive and dynamic relationship with the Parish of Newport and Carisbrooke. The church community plays a full part in the life of both schools, with worship a central part of school activities in various forms throughout the day and in assemblies.

As a Governing Board we are committed to strengthening our schools' distinctively Christian character in line with the SIAMs framework and for the benefit of the whole school community. A core priority for the governors is to ensure that our new Christian vision is not just a statement on a wall, but a lived reality that drives our curriculum, inclusion and the spiritual growth of our children, school and wider community. We are working in partnership with our churches and the Diocese to ensure that every child is nurtured to achieve their full potential within a just and loving environment.

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Working in partnership with our staff team and Governing Board, our retiring Executive Headteacher was instrumental in developing a shared vision and set of values for our two schools. We are now looking for an inspirational leader, aligned with our vision and values, to engage and motivate all staff, pupils and parents, to continue to build upon the successes already achieved and lead the school community in facing the challenges ahead.

We are looking for an Executive Headteacher with a clear vision for education, an empathy with children and their learning and development needs, who is able to empower those around them, release their potential and lead by example, and who has excellent communication skills that will enthuse and inspire our whole school community.

The recruitment information pack will provide more detail on our Federation and our schools and, together with our website, will give you an insight into who we are, our ethos and values, and our achievements and challenges, as well as the job description and person specification.

I trust you will find this informative and helpful in considering joining us as the next step in your career.

Please note the application closing date, which is **midnight on Thursday 19th November 2026**.

We will be holding two open days for potential candidates on **10th and 17th November 2026**. Further details are later in this pack.

Also included in the application pack is an outline selection timetable and contact details for arranging a school visit, or for any questions or further information you may require.

On behalf of our whole school community, thank you for your interest. We look forward to hearing from you should you choose to apply.

Yours sincerely
Richard Knowles



Vision of the Fellowship Federation

(Based on Luke 5.1-11)

Our vision begins in a boat. After an unsuccessful night, Jesus calls Simon and Peter to "*put out into the deep water and let down your nets for a catch.*" Peter answers, "*at your word, I will let down the nets*" and the catch that follows is wider, fuller, and more generous than he dared to hope.

This shapes the schools we aspire to be.

We want our children to be adventurous, willing to leave the shallows of easy thinking and pull together; we go deep in learning, in character, and in faith. We respond wholeheartedly, answering "*at your word*"; and grow resilience, ready to try again when the night has been long.

Around them we are a nurturing, faithful community where every child is gathered in by name, and where pupils, staff and families together prove fruitful in their endeavors and make a generous contribution to the world beyond our school gates.



JOB DESCRIPTION

Position: Executive Headteacher

Salary scale: L19-24 From 1st Sept 2026, this equates to £83,478 to £94,346 p/a

Reporting to: The Governing Board and Local Authority

Main purpose: To provide strategic leadership and hold overall accountability for direction, standards achieved and quality across the Federation by:

- Providing leadership and management, that enables the Federation to give every pupil high-quality education and that promotes the highest possible standards of achievement and wellbeing.
- Securing the long-term success of the schools within the Federation by maximising potential through the skills and resources within the school.
- Building system-wide leadership capacity at all levels, through actively developing strategic governance, staffing structures and roles and responsibilities.
- Where appropriate, having regard and respect for the differing nature of the schools within the Federation.
- Ensuring that the Federation's Christian vision is central to its identity, mission and daily life by promoting the spiritual, moral, social and cultural development of all pupils, fostering high-quality Religious Education and collective worship, and by working collaboratively with the local parish and wider Diocese

Ethics and Professional Conduct are at the core of the role of Executive Headteacher. To ensure these requirements are met, the postholder will:

- Demonstrate consistently high standards of principled and professional conduct.
- Uphold and demonstrate, at all times, the [Seven Principles of Public Life](#) (also known as the Nolan principles) that form the basis of the ethical standards expected of public office holders.
- Uphold public trust in school leadership and maintain high standards of ethics and behaviour, both within and outside school, by:
 - Building relationships rooted in mutual respect, at all times, observing proper boundaries appropriate to the professional position of Executive Headteacher.
 - Showing tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within the United Kingdom.
 - Upholding fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
 - Ensuring that personal beliefs are not expressed in ways which exploit one's position, pupils' vulnerability, or that might lead pupils to break the law.

JOB DESCRIPTION

KEY DOMAINS OF THE ROLE: The following 11 domains of the role of Executive Headteacher are based on the guidance the Department for Education's "Headteachers' Standards 2020".



1. School culture

Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community.

Create a culture where pupils experience a positive and enriching school life.

Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.

Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.

Ensure a culture of high staff professionalism.

2. Teaching

Meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.

Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.

Ensure effective use is made of formative assessment.

3. Curriculum and assessment

Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.

Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.

Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading.

Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

4. Behaviour

Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.

Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy.

Implement consistent, fair and respectful approaches to managing behaviour.

Ensure that adults within the school model and teach the behaviour of a good citizen.

JOB DESCRIPTION

KEY DOMAINS OF THE ROLE: The following 11 domains of the role of Executive Headteacher are based on the guidance the Department for Education's "Headteachers' Standards 2020".



5. Additional and special educational needs and disabilities

Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities.

Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively.

Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate.

Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

6. Professional development

Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs.

Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development.

Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

7. Organisational management

Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.

Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.

Securing the long-term financial sustainability of the federation through effective strategic planning, workforce development and income generation.

Ensure staff are deployed and managed well with due attention paid to workload.

Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently.

Ensure rigorous approaches to identifying, managing and mitigating risk.

JOB DESCRIPTION

KEY DOMAINS OF THE ROLE: The following 11 domains of the role of Executive Headteacher are based on the guidance the Department for Education's "Headteachers' Standards 2020".



8. Continuous school improvement

Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness and identify priority areas for improvement.

Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

Ensure coherence, consistency and shared expectations across the federation whilst recognising and celebrating the distinct identity of both schools.

9. Working in partnership

Build constructive relationships beyond the school, working in partnership with parents, carers and the local community.

Commit both schools to work successfully with other schools and organisations in a climate of mutual challenge and support.

Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

10. Governance and accountability

Understand and welcome the role of effective governance, upholding the obligation to give account and accept responsibility.

Establish and sustain professional working relationship with those responsible for governance.

Ensure that staff know and understand their professional responsibilities and are held to account.

Ensure both schools effectively and efficiently operate within the required regulatory frameworks and meet all statutory duties.

11. Safeguarding Children and Safer Recruitment

As the role of Executive Headteacher involves significant contact with children, it is a regulated activity, as defined in the Safeguarding Vulnerable Groups Act 2006 (SVGA), which has been amended by the Protection of Freedoms Act 2012 (PoFA).

The Federation is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and to achieving this through multi-agency working as described in the UK Government guidance documents 'Working Together to Safeguard Children 2026' and 'Keeping children safe in education 2026'.

The Federation expects all staff and volunteers to share this commitment.

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Reporting to: The Governing Board and Local Authority

Actions

1. Ensure that the safeguarding policies and procedures adopted by the Governing Board are fully implemented and followed by all staff.
2. Ensure that sufficient resources and time are allocated to enable the designated person and other staff to discharge their safeguarding responsibilities, including participation in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
3. Ensure all staff and volunteers feel able to raise concerns about poor or unsafe practices in regard to children and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the date of signing and may be reviewed in negotiation with the employee in the future.

The appointment is subject to the current conditions of employment detailed in the School Teachers' Pay and Conditions Document 2024 as they relate to Executive Headteachers.

Job Description updated and agreed by the Governing Board of the Fellowship Federation of Carisbrooke and Newport CE Primary Schools.

Signed



Richard Knowles
Chair of Governing Board

Date: 18/10/2026



Enjoy, Endeavour, Achieve, Together



Newport C E
PRIMARY SCHOOL
Endurance Fellowship Compassion Peace

PERSON SPECIFICATION

Position: Executive Headteacher

Salary scale: L19-24 From 1st Sept 2026, this equates to £83,478 to £94,346 p/a

Reporting to: The Governing Board and Local Authority

The elements required to undertake the role of Executive Headteacher are provided under specific headings and outline the criteria that will be tested. Each element is essential or desirable, as indicated by an 'E' or 'D' in the 'E/D' column.

When completing your application, please ensure that you demonstrate, through evidence, how you meet the criteria.

Code:

E – Essential

D – Desirable

1. Strategic Leadership and School Improvement

Criteria	E/D
Proven experience of leading a school or schools with a sustained record of improvement in outcomes, quality of education and inclusion.	E
Ability to articulate, communicate and deliver a clear strategic vision across a federation of schools.	E
Successful experience of leading change, managing complexity and securing improvement through others.	E
Evidence of developing leadership capacity, coaching and empowering others to lead effectively.	E
Ability to monitor, evaluate and use performance information to drive improvement and hold leaders to account.	E

2. Teaching, Learning and Curriculum

Criteria	E/D
Strong understanding of effective teaching, learning, curriculum design and assessment across EYFS, KS1 and KS2.	E
Proven experience of evaluating teaching and learning and providing high-quality developmental feedback.	E
Ability to secure consistently high expectations and outcomes for all pupils.	E

3. Inclusion and Safeguarding

Criteria	E/D
Significant expertise in leading inclusive practice, including SEND, SEMH and vulnerable pupils.	E
Proven commitment to ensuring high aspirations, achievement and wellbeing for every child.	E
Up-to-date safeguarding knowledge and an unwavering commitment to promoting children's welfare.	E

4. Organisational and Financial Leadership

Criteria	E/D
Experience of strategic financial planning, resource management and securing best value.	E
Understanding of governance and accountability, with experience of working effectively with governing boards.	E
Knowledge of relevant educational legislation, employment practice and statutory responsibilities.	E

PERSON SPECIFICATION

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Code:

E – Essential

D – Desirable

5. Partnership and Community Leadership

Criteria	E/D
Excellent communication and interpersonal skills, with the ability to inspire confidence and build trust across diverse stakeholders.	E
Proven ability to work collaboratively with staff, governors, families, diocesan partners and wider agencies.	E
Experience of leading successfully across more than one school or setting.	E
Experience of working within a federation or multi-school context.	D

6. Christian Distinctiveness and Ethos

Criteria	E/D
Commitment to the Christian vision and values of the Federation and the role of Church schools in serving their communities.	E
Ability to lead and develop a distinctly Christian culture whilst ensuring all members of the community feel valued and included.	E
Ability to articulate and promote the individual identities of both schools while strengthening a shared federation culture.	E
Willingness to lead collective worship and work closely with the Diocese.	E

7. Personal Qualities

Criteria	E/D
Resilient, reflective and emotionally intelligent leader with integrity and moral purpose.	E
Visible, approachable and compassionate, with the courage to make difficult decisions when necessary.	E
Ability to inspire, motivate and influence others through collaboration and professional credibility.	E

Person specification updated and agreed by the Governing Board of the Fellowship Federation of Carisbrooke and Newport CE Primary Schools.

Signed



Richard Knowles
Chair of Governing Board

Date: 18/10/2026



"More equipment in the playground so more people can use it"



PUPIL VOICES



"More access to the wild area so we can make dens"

IF THE NEW EXECUTIVE HEADTEACHER COULD IMPROVE JUST ONE THING, WHAT WOULD IT BE?

"A quiet area for playtime"

"Make more maths"

"Make classes more practical so they are more fun"

"Go on more walks and admire more wildlife"

"Teacher to be a referee for sports games at playtime"

"Change the tables in the dining hall so they are taller for older children"

"Learn a wider variety of languages because we only do English and French"

"better food (like lobster) so we can try more food"

"Have phonics in worship"

"As a school we should put more things in the bin"

"Music lessons - learn to play instruments more"

"Help our whole school"

"A cookery class because we don't do much baking"

NEWPORT CE PRIMARY

"Better plasters because they always fall off!"

CARISBROOKE CE PRIMARY

Enjoy. Endeavour. Achieve. Together.

Supported by two onsite Heads of School you will be strategically leading over 600 students and 99 staff split across 2 sites in the heart of the Isle of Wight.

Our next Executive Headteacher will encourage an aspirational culture for students bringing learning into greater depth both academically and socially, ensuring students are knowledgeable, caring, resilient and capable, ready to take on the future.

Together we will be driving school improvement, sharing best practice and driving standards to ensure our children can achieve their potential

"Pupils are keen to meet the high expectations of leaders and build a harmonious environment where they feel safe and have strong, nurturing relationships with staff." OFSTED, March 2023

Endurance. Fellowship. Passion. Peace.



The Fellowship Federation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment.

All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks, including online searches/checks.



The stated duties are not exhaustive, and the post-holder may be required to undertake tasks, roles and responsibilities from time to time, consistent with the status and the role assigned to them by the Management Committee

HOW TO APPLY

Please complete the online application form via the link on our recruitment page.

Ensure the additional information section of the application form is completed, ideally in 1,000 words or less, to give a clear idea of how your skills match our requirements, specifically linking to the person specification.

You will need to provide us with three referees.

These should be two standard work referees, plus a 'VA School Church Reference' which is required for the position (one referee should ideally be your current/most recent employer.)

“Pupils rise to leaders’ high expectations. They thrive in this nurturing, kind and inclusive school.” Ofsted March 2023

To request an informal discussion about the role, please email our recruitment team via recruitment@iow.gov.uk and we will be in touch to book an appointment.



Photo courtesy of Visit Isle of Wight



PLANNED RECRUITMENT SCHEDULE:

OPEN DAYS: 10th and 17th November 2026.

CLOSING DATE: Midnight on Thursday 19th November 2026.

SHORTLISTING: Week commencing 23rd November 2026

INTERVIEWS A 2-day interview process to assess capability. Shortlisted applicants may not automatically be invited to day 2:

Day 1: Monday 14th December 2026

On Site at Carisbrooke Church of England Primary School. Facility tour and practical capability assessments

Day 2: Tuesday 15th December 2026

Off Site at the Newport Minster. Formal interview and practical assessment

Relocation scheme available

Interview expenses may apply



#TeamIWC



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