



Headteacher Information Pack

Letter from the Governors

Dear potential Headteacher of Portchester Community School,

Thank you for your interest in the post of Headteacher at Portchester Community School. This information pack sets out the qualities we are looking for in our new Headteacher and provides you with more information about the school and our community.

We are proud to be governors of a school which has community at the heart of its inclusive approach. We are looking for a leader who is dynamic, approachable and visible and will further our strong links with our community, our families, our staff and of course our pupils. The school has long been a flagship for inclusive education, and we are determined that the new headteacher will maintain and evolve our commitment to inclusivity whilst maintaining the high standards of achievement and personal development for all pupils.

We hope that the accompanying paperwork demonstrates that our school has an inclusive culture and that you could make a real difference and develop the strong foundations that have been set by the current Headteacher and Senior Leadership Team.

We would be grateful if your application could specifically explain how your experience to date matches the requirements set out in the person specification and also explain how you would continue developing the key areas as set out in this information pack.

We hope you can visit the school prior to interviews and discover what defines us. We would be delighted to arrange a guided tour.

Yours sincerely,
The Governors of Portchester Community School



Closing Date:	7 Oct 2026 (Noon)
Interview Date(s):	22 and 23 October 2026
Job Start Date:	1 st January 2027 (preferred) or 1 st April 2027
Contract:	Permanent
Salary Type:	Leadership Scale 29-35
Salary Details:	The indicative pay range at L29- L35 £103,030 - £119,350
Location of Role:	Portchester Community School, Fareham, Hampshire.
Number on roll:	686
Contact e-mail address:	HTRecruitment@hants.gov.uk



Welcome to our School

Portchester Community School (PCS) is a school with a proud history, strong community roots and a clear sense of purpose. Situated in the historic village of Portchester, on the northern shore of Portsmouth Harbour, the school has served generations of families and remains at the heart of its local community. The area combines a rich heritage, including the iconic Portchester Castle, and a growing residential population, creating a unique setting in which young people can flourish both academically and personally.

As a maintained Hampshire secondary school, Portchester Community School is deeply committed to serving its local community and ensuring that every young person, regardless of background, is supported to succeed. The school has developed a reputation for its inclusive ethos and its unwavering belief in the potential of every pupil. This commitment was recognised by Ofsted, which highlighted the school's strong culture, the quality of relationships across the community and its exceptional provision for personal development.

Visitors to the school quickly recognise the warm and welcoming atmosphere that underpins daily life. Our values of confidence, successful and responsible are evident throughout the school and inform every aspect of our work. We are proud to be a school where pupils feel safe, valued and supported, and where staff are united by a shared ambition to provide the very best opportunities for young people.



We enjoy working closely with our local primary schools to ensure smooth transition and equally we pride ourselves on supporting students with choices of GCSE subjects and their destinations when they leave us.

The school has a hall that is multipurpose for sports, dining and assembly as well as sports hall and gymnasium. The school also has its own bespoke subject spaces including dance, drama and music facilities and offers a wide range of extra curricular activities.

The school is proud of being at the heart of the local community and is popular through our lettings such as our sports facilities including the 3G pitch.

We host a day nursery which is open 51 weeks of the year and was rated good by Ofsted and outstanding for personal development, behaviour and wellbeing.

The school's current strengths

The school was last inspected in January 2024, with Ofsted grading the school outstanding for personal development and good in all other areas.

At Portchester Community School, the curriculum is driven by a commitment to enabling all pupils to become **successful, confident and responsible young people**. It is designed to provide both academic rigour and breadth of opportunity, ensuring that pupils acquire the knowledge, skills and character they need to thrive in modern society.

The curriculum reflects high aspirations for every learner. Teachers are passionate subject specialists who inspire curiosity, develop deep understanding and encourage pupils to take pride in their achievements. Reading is central to the school's educational vision, supporting pupils' access to learning across the curriculum and fostering a lifelong love of learning.

Alongside strong academic provision, pupils benefit from a rich programme of enrichment, personal development and extracurricular opportunities. The school places significant emphasis on developing character, leadership, citizenship and wellbeing, ensuring that young people leave Portchester prepared for the opportunities and responsibilities of adult life. This commitment to personal development has been recognised as a particular strength of the school.

Above all, we believe that education should transform lives. We seek a Headteacher who shares this belief: a leader who will honour the school's traditions and community values while bringing the vision, ambition and energy needed to shape its next stage of development. For the right candidate, Portchester Community School offers the opportunity to lead a successful school that is deeply valued by its community and perfectly positioned to continue its journey as the local school of choice.

School Improvement Priorities for 2026-27

The next Headteacher will inherit a thriving and inclusive school with many well-established strengths. Portchester Community School is recognised for its exceptional transition arrangements, strong pastoral care and unwavering commitment to the wellbeing and success of every pupil. We are proud of the positive relationships that exist between staff, pupils, parents and the wider community, and of a curriculum that is carefully designed to meet the needs and aspirations of our learners while preparing them for successful futures.

As the school looks towards its next phase of development, there are exciting opportunities to build on these strong foundations.

Key priorities include securing sustained improvements in attendance, particularly for disadvantaged pupils; embedding consistently high levels of challenge across all classrooms; and strengthening early identification and intervention for pupils with literacy and numeracy gaps.

Alongside these priorities, the successful candidate will lead the continued development of the school, ensuring that PCS remains the local school of choice.

School improvement at Portchester is characterised by a collaborative and highly accountable culture. Priorities are shared and understood across the organisation, informing professional development, curriculum design, governor scrutiny and quality assurance processes. Leaders and governors work closely together to evaluate impact and drive improvement, supported through constructive partnership with a dedicated School Improvement Partner (SIP) from Hampshire.



Inclusion

Portchester Community School was judged to be a Good school, with Outstanding Personal Development, reflecting the school's success in creating an environment where pupils are supported to become "successful, confident and responsible" young people. Inspectors found that pupils are happy, feel safe and benefit from strong pastoral support.

The report recognised the school's inclusive ethos, the positive relationships between staff and pupils and the strong culture of care that underpins daily life. Teaching was highlighted as a strength, with staff demonstrating secure subject knowledge and fostering pupils' enthusiasm for learning. Inspectors also noted that reading is central to the school's vision and that the extensive personal development programme provides pupils with a rich range of opportunities beyond the classroom. Staff were described as highly committed to their roles, supported by effective leadership and governance.

The report identified opportunities to further improve consistency within some areas of the curriculum and to ensure that high expectations for behaviour are embedded at all times.

[Portchester Community School - Open - Find an Inspection Report – Ofsted](#)

SEND and Inclusion

Governors and leaders at Portchester are deeply committed to inclusion and to ensuring that every pupil is able to participate fully in school life and achieve their potential. The school benefits from a dedicated resourced provision for pupils with physical disabilities, enabling specialist support to be delivered within a mainstream setting while maintaining high aspirations for achievement, independence and personal development. The capacity for this specialist provision is 16 pupils.

Leaders have established strong systems to identify and respond to individual needs, supported by skilled pastoral and SEND teams who work closely with pupils, families and external agencies. The school's inclusive ethos is evident through its carefully planned transition arrangements, targeted interventions and personalised support pathways, ensuring that vulnerable pupils and those with additional needs receive the right support at the right time. This commitment to inclusion extends across the curriculum and wider school experience, helping pupils with SEND to feel valued, supported and fully involved in the life of the school.



Staffing at PCS

Senior Leadership Team

Portchester Community School has a Senior Leadership Team. Headteacher, Mr Richard Carlyle, one Deputy Headteacher and three Assistant Headteachers.

Academic and Pastoral Leadership

The core departments of English and media, maths and science are led by a subject leader. Other subject areas with dedicated middle leaders include performing and creative arts, humanities, MFL, technology and PE departments.

The school is structured in year groups with each one being led by a Head of Year and supported by a team of tutors and pastoral assistants.

Learning Support Team

As a school with a well-established Resourced Provision for pupils with physical disabilities, PCS benefits from a substantial and highly skilled Learning Support Team led by the SENCO. The SENCO is supported by two Assistant SENCOs and a dedicated administrative assistant, ensuring the effective coordination of SEND provision across the school.

The wider Learning Support Team currently comprises 35 staff, including Higher Level Teaching Assistants, Learning Support Assistants, Medical Support Assistants and specialist staff who provide physiotherapy and personal care support. Working closely with teaching staff, pastoral teams and external agencies, the team plays a vital role in removing barriers to learning, promoting independence and ensuring that pupils with additional needs can access the curriculum and wider life of the school successfully. Through a combination of specialist expertise, targeted intervention and personalised support, the team contributes significantly to the school's inclusive ethos and commitment to enabling every pupil to thrive.



Job Information



JOB TITLE:
Headteacher

RESPONSIBLE TO:
The Governing Body of Portchester
Community School

RESPONSIBLE FOR:
The headteacher carries out duties in line with the conditions of employment as set out in the current *School Teacher's Pay and Conditions* document, the *National Standards of Excellence for Headteachers (2020)*

The Headteacher occupies an influential position as the lead professional and must be a significant role model within the local community. The values and ambitions of the school's Headteacher determine the ethos and achievements of the school. As Headteacher you are accountable for the education of current and future generations of children. Your leadership will have a decisive impact on the quality of teaching and students' achievements.

You will lead by example, demonstrating professional conduct and good practice to teachers, and support staff, in a way that minimises unnecessary teacher workload, leaving time for high quality, continuous professional development of your staff. You will manage a climate for the exemplary behaviour from students. You will set expectations for high academic standards within and beyond the school, recognising differences and respecting cultural diversity within the local area and Britain in general.

Application Procedure and Safer Recruitment

Visits to the school are warmly welcomed. Please contact Julie Earl, PA to the Headteacher to arrange a visit:

J.Earl@portchester.hants.sch.uk

For further details and an electronic application pack, please contact Education People Services by email:

HTRecruitment@hants.gov.uk

Applications will need to be returned to Education Personnel Services, electronically, by noon on 7 October 2026 to

HTRecruitment@hants.gov.uk

Portchester Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect 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 all other relevant employment checks.

Access to the school's Child Protection Policy can be found here: [Policies](#)

For access to any other policies including our policy on employment of ex-offenders, email office@portchester.hants.sch.uk

Application Procedure

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Visits to the school are warmly welcomed.

Tours of the school and Q&A with current HT are available.

To organise a tour please email Julie Earl, PA to the Headteacher:

J.Earl@portchester.hants.sch.uk

Click the “Apply” button to complete your application.

Applications should be received no later than noon 7 October 2026.

You should provide a full statement in support of your application, which should not exceed two sides of A4 paper.

Please do not restate the factual details already included elsewhere on the application form.

Selection Procedure

The shortlist will be drawn up on 13 October 2026 and the selection process will take place on the 14th October 2026. Further details will be sent to those candidates called for interview.

Applicants will be advised within 3 working days after the shortlisting date whether they have been successful or not.

Equality Monitoring

All applications will be required to complete an Equality Monitoring Form.

Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately on HTRecruitment@hants.gov.uk

Safer Recruitment

Hampshire County Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

As part of this commitment, all appointments in Hampshire County Council schools are subject to robust pre-employment safeguarding checks, which typically include:

- An enhanced Disclosure and Barring Service (DBS) check
- A Children’s Barred List check (where the role involves working with children)
- Two suitable references, usually including the most recent employer
- Verification of identity, qualifications, Right to Work, and employment history
- Online background searches on shortlisted candidates, in line with *Keeping Children Safe in Education* guidance

Privacy Notice

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the school.

The legal basis for processing your personnel data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the purposes for the assessment of the working capacity of the employee.

You have some legal rights in respect of the personal information we collect from you. Please see the School’s website: [Privacy Policy and GDPR](#) for further details on our privacy notice and data protection policy. You can contact the School’s Data Protection Officer if you have a concern about the way they collect or use your data.

Key Responsibilities of the Post

Strategic Leadership and Vision

- Work with governors to develop and communicate a compelling vision for the future of the school.
- Lead the development, implementation and evaluation of the School Improvement Plan.
- Build on our culture of aspiration, inclusion, achievement and continuous improvement.
- Ensure the school responds effectively to national educational developments and local priorities.
- Promote innovation while maintaining a relentless focus on improving outcomes for young people.
- Foster a culture in which safeguarding and wellbeing are central to all decision-making.
- Provide strategic leadership for community provision.

2. Educational Ambition

- Assure consistently high-quality teaching, learning and assessment across the school.
- Ensure an inclusive curriculum that is broad and balanced and meets the needs of all learners.
- Promote excellent outcomes for all pupils.
- Maintain and develop robust systems for monitoring pupil progress and improving attainment.
- Utilise data and evidence to inform improvement.

3. Inclusion and Personal Development

- Champion an inclusive culture where all pupils are known, valued, supported and safe.
- Ensure equality, diversity and inclusion underpin all aspects of school life.
- Ensure all pupils, including those with vulnerabilities (disadvantaged pupils, those with SEND, and those who are known to or previously known to children's social care), receive high-quality provision and make strong progress from their individual starting points.
- Promote excellent behaviour, attendance and attitudes to learning.
- Drive pupils' personal development and wellbeing, to ensure they are responsible, confident and successful individuals well prepared for adult life.

4. Leadership of Staff

- Inspire, motivate and develop staff at all levels.
- Enhance the culture of professional learning, accountability and continuous improvement.
- Lead effective recruitment, retention and succession planning.
- Build leadership capacity across the school community.
- Promote staff wellbeing and professional resilience to maintain a positive working environment.
- Ensure appraisal arrangements are robust, fair and developmental.

Key Responsibilities of the Post

5. Governance and Accountability

- Develop and maintain an effective and transparent relationship with the governing body.
- Maintain the highest standards of professional integrity and conduct.
- Provide governors with accurate and timely information to support strategic decision-making.
- Ensure compliance with all statutory duties and legal requirements.
- Lead inspection readiness and external accountability processes.
- Collaborate with governors to develop a compelling vision for community provision.

6. Resource Management

- Lead sound financial planning and budget management.
- Ensure the school's resources are deployed effectively to support pupils' learning.
- Secure value for money and long-term financial sustainability.
- Ensure school buildings and facilities are safe, well-maintained and fit for purpose.
- Ensure health and safety, risk management and business continuity arrangements are effective.

7. Community

- Build and maintain effective relationships with parents, carers and the wider community.
- Strengthen partnerships with primary schools, post-16 providers, employers and community organisations.
- Promote the school's reputation and celebrate its successes.
- Ensure the school is well represented within local, regional and national networks.

Safeguarding

The Headteacher is accountable for safeguarding and promoting the welfare of children ensuring that pupils are central to every aspect of school life. All statutory safeguarding duties must be fulfilled.



Education in Hampshire

Choosing to teach in Hampshire may be the best move you can make. As one of the largest authorities in the country, we can offer an unrivalled diversity in teaching opportunities; from the challenges of the urban and city school through to the rural primary which will provide a vibrant environment for development and promotion.

Hampshire schools are encouraged to operate and develop in a way which serves their local community, reflecting the cultural diversity the county has to offer. We feel this is best achieved through local management, with the Local Authority providing a supporting role wherever needed.

The county of Hampshire has over 170,000 school-age children in approximately 438 primary, 71 secondary and 26 special schools and other provisions. Whilst the majority are community schools, the LA has forged strong partnerships with Diocesan Bodies, and seeks to maintain the provision of places in Church schools. The county has 26 special schools, with an additional 42 units in mainstream schools, providing education and support for children with moderate, severe or complex learning difficulties, physical and sensory disabilities, and emotional and behavioural issues.

Hampshire's 'Early Admission' policy allows children to start school at the beginning of the school year in which they are five years old. At the other end of the age range, Hampshire was one of the first authorities in the country to establish a joint agreement on the 14-19 education of all students with the Local Skills Council.

With the County Office in Winchester, Hampshire Authority has an established network of advisors which provides a responsive and flexible service to the schools in their respective areas. There is also a strong ethos for collaboration and liaison, with regular meetings of Head teachers in phase, cluster and area groupings, aimed at maintaining a policy of communication and cooperation with the LA and between schools.

In Hampshire, we pride ourselves on providing first-class learning opportunities for our teachers both internally and with outside course providers. For new Head teachers, in partnership with governors, the LA operates a structured induction development programme which also helps develop close working relationships with other Head teachers and LA colleagues.

Hampshire's most recent Annual Performance Assessment confirmed that we are an Authority that provides excellent education and has an excellent capacity for further improvement. We are continually looking for innovative ways of improving standards in our schools, which can only be achieved through a commitment to our staff.

To find out more about Hampshire and what it has to offer, visit our website at www.hants.gov.uk. Hampshire has a lot to offer. We hope you will join us.



Destination Portchester



[Source Wikimedia commons Portchester Castle 19.jpg \(4000×3000\)](#)

Portchester Community School (PCS) enjoys a unique location in the historic village of **Portchester**, on the edge of **Portsmouth Harbour** and sits within the Borough of **Fareham** in Hampshire

PCS serves the historic waterside community of Portchester, which has a population of approximately 18,000 residents and forms part of the wider Borough of Fareham, home to around 115,000 people (2021 Census Data). Situated between Portsmouth and Southampton, the area benefits from excellent transport links, a rich maritime heritage and a strong sense of community identity. As the only secondary school located within Portchester itself, the school occupies a distinctive and important position at the heart of the community, providing education, support and opportunity for generations of local families.

Fareham is home to a thriving economy and benefits from its strategic location between Portsmouth and Southampton. Significant employment sectors include aerospace, defence, marine engineering, advanced manufacturing, technology and public services. Major employers in and around the borough include Saab UK, which has established a major defence and radar technology campus in Fareham, Eaton Aerospace, the Office for National Statistics (ONS), and employers connected to the naval and maritime sectors across the Solent region.

The town offers a happy mix of the bustle of urban and coastal life and the opportunity to relax in beautiful countryside as the boundary of the South Downs National Park lies 5 miles to the northeast of Portchester.

Thank you

Thank you for your interest in the role of Headteacher at Portchester Community School. We hope this pack has been helpful in telling you about our school and we very much hope to have the opportunity to meet you in the very near future.

