



# HEADTEACHER INFORMATION PACK

Whitchurch C of E Primary School

Application closing date: 27<sup>th</sup> March 2025

Interview dates: 24<sup>th</sup> & 25<sup>th</sup> April 2025



# Contents

Chair of Governors letter	3
Letter from our Head Teacher	4
Vision prayer and school values	6
Our School	7
What we would like from our new Head	8
Head Teacher person specification	9
Key tasks	9
Letter from Rev David Roche	10
Education in Hampshire	11
Diocese	12
Application procedure	13





# Letter from the Chair of Governors

Dear prospective Head Teacher

On behalf of myself, and all the Governing Body, thank you for your interest in becoming our next Head Teacher at Whitchurch C of E Primary School. I hope that this information pack proves helpful as you consider your next career move and look forward to the possibility of welcoming you to our school community.

We seek an inspiring leader to work with our dedicated staff to achieve excellence for our pupils.

You will bring energy and leadership to improve teaching and learning for every child. You'll nurture a culture of teamwork and ensure our varied curriculum inspires each child to reach high standards. Opportunities like Forest School, outdoor learning and play, community activities, music, sport, and a busy library are integral to our pupil's learning and well-being.

We are proud of our Christian vision. You'll lead collective worship, nurture church links, and ensure children thrive emotionally and spiritually. Our school is a pillar of our historic town, enriched by community involvement.

Our experienced Head Teacher leaves us to take on a role within the local authority and to enjoy the next stage in her career. Our committed governing body, with expertise in various fields, supports all aspects of our school community, team well-being and professional development. The energetic Friends of Whitchurch Primary School also enrich our curriculum through fun events and fundraising.

If you are excited by the idea of leading a collaborative school with great teachers, children who love to learn and forward-thinking governors, please apply to join us.

**Sharon Smith, (she/her) Chair of Governors**



# Letter from the Head Teacher

Dear prospective Head Teacher

I am so delighted that you are reading this and are therefore thinking about applying for the post of Headteacher at Whitchurch Primary School.

I have been Headteacher here for the past two and a half years and I can truly say that Whitchurch Primary School is a very special place. The team of staff here are extremely supportive and work incredibly hard. For me what has been really important is that they have been prepared and willing to come on a journey of school improvement, responding to all of the work we have done including curriculum development, a review of our approach to behaviour and strengthening our work on inclusion and personal development. They are, to put it more informally, a really 'good bunch' of people – personable, humorous and dedicated. As a Head, it's exactly what you hope for.

To add to this, I have been very fortunate to work with an incredibly committed governing body. Unusually, we have consistently had a full governing body, with parents being keen to apply when vacancies come up and a supportive wider community in terms of filling non-parent governor roles. The governors are very involved in our school life, with the right blend of support and holding to account. They work well with the school to monitor what we do, help to provide evidence to support the leadership's judgements (which came across very well in both our SIAMS inspection and recent Ofsted) and to basically do whatever they are able to make our job easier.

In addition to this, our wider parent body are also supportive. We have an outstanding Parent's Association (FOWPS – Friends of Whitchurch Primary) who run brilliant events throughout the year, raising a lot of money for the school. This funds our Forest School, R&R coaching for KS1, our morning read books, subsidises a theatre trip in Year 5 and a myriad of other things which benefit our children. We have a Parent's Forum group, who are keen to meet and feedback to other parents and our broader parent body are supportive of their children and the school.

The school itself is blessed with fantastic outdoor space, which we have been working hard to utilise fully by being an OPAL school and extending our provision at lunchtime. We have worked to improve the school environment both inside and outside the building and there are further ideas ready and waiting to go, should that be the pathway the next Headteacher wishes to take.

Finally, well almost finally, I come to the children. For all of us who work in education, this is why we do the job. The children here are a pleasure to work with. They are confident, polite, funny, engaging and make each day different and interesting – a reminder of why we do this. As with all schools, we have seen an increase in children with SEND and the complexity of needs that come with this. However, this brings with it the diversity of human beings and we welcome and enjoy this. This fits with the Christian ethos of the school – that we are all God’s children, made in his image.

Finally – and this really is finally this time – the school is in a great position to move on to the next stage of development and improvement. We had a SIAMS inspection in January 2024 and passed, with lots of strengths identified and clear (and certainly very achievable) targets to work towards. We have also recently had our Ofsted Inspection – the final report is not yet published and so nothing about this can be said as yet. However, I am extremely confident that you, should you apply and be successful, will be able to build on the strong foundations that are in place, nurturing the green shoots of improvement and leading the school to even better outcomes.

I have loved working here and am sad to be leaving, but an opportunity presented itself to me that I just had to take! However, were I to be staying as a Headteacher, there is nowhere I would rather be than Whitchurch Primary School. If you are the fortunate person who becomes the next Headteacher, I wish you luck and know that you will have a wonderful time here.

Best wishes

**Cindy Pritchard**



## Vision Prayer and School Values

Our school vision has been written as a prayer because we hope that it will be memorable for us all.

“Lord God, together we make a difference through **love, courage and respect**. With kind actions, words and thoughts we accept everyone for who they are and care for those in need. Help us learn well with curiosity and confidence. Our world is your creation, and we will cherish it. Amen”

### **Courage**

Courage is being nervous or afraid but stepping up anyway because you know it is right. **Sienna. Year 6. Kestrels Class.**

### **Love**

Love means kindness. It will make you feel safe and happy. It is what you say and what you do. **Archie. Year 3. Jaguars Class.**

### **Respect**

Respect is shown by listening to others. It is being kind to one and other. You can show respect by saying ‘Hi’ and giving a little smile.

**Alex. Year 4. Pumas Class.**



# Our school, what makes it so special and some key facts



Whitchurch is a small, charming country town on the edge of the North Wessex Downs National Landscape. It is known for its history, its picturesque countryside and its welcoming community.

With its historic buildings, tranquil River Test, and easy access to nature, the town offers a peaceful, rural lifestyle while still being well-connected, including a direct train service to London Waterloo. The town has a strong sense of community and heritage, with a local library, and landmarks such as Whitchurch Silk Mill adding to its character.

We have 442 pupils on roll. We have 15 classes organised as two in each year group, and 3 in our Year 6. Most children are White British with a small number from other racial origins. Many pupils move on to Testbourne Community School, which is conveniently located near us.

Our 2024 SIAMS inspection reported we are a school 'rooted in the community' supporting 'everyone, including those that are vulnerable, to flourish. We have recently been inspected by Ofsted and look forward to receiving their full report.

Our 'school vision and associated values' of Love, Courage and Respect are 'at the heart of school decision-making and policies'.

Our 'focus on developing a positive mindset supports pupils to succeed emotionally as well as academically'.

Since October 2023, we have adopted the **Outdoor Play and Learning Initiative**. With the aim of ensuring every child enjoys high-quality play every single day, OPAL helps us improve opportunities for 'socialisation, cooperation, coordination, resilience, creativity, imagination and enjoyment' for all our pupils. Using a range of materials (some found and donated and some already in existence in the play environment), our pupils embark on a plethora of playtime explorations that expand imaginations and challenge thought.

Our extensive school grounds provide the ideal backdrop for **Forest School**. With a fully trained leader (& dedicated team), term-by-term our Key Stage 1 pupils are given the opportunity to experience learning in an outside setting. - Taking calculated risks in the controlled environment sees pupils returning to the classroom setting feeling they can accomplish and succeed

As a registered charity, the Friends of Whitchurch Primary School '**FOWPS**' mission 'is to enrich the educational experience and enhance the well-being of all of the pupils at our school'. With a highly motivated team of parent volunteers, FOWPS 'brings together parents, pupils and staff to raise funds and strengthen our school community.

Elected by their fellow pupils, representatives from each class come together as a **school council** regularly to discuss issues arising within the school. Giving the pupils an active voice helps to promote a sense of ownership and responsibility and plays a key part in creating our caring school environment.

**Simply out of school** aims to provide the best quality and accessible out of school childcare in a fun and stimulating environment, supporting a great number of families within our school community. With Breakfast Club (from 7:30am) and After School Club (until 6pm) daily. Simply also provide a holiday club.

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Our 'school vision and associated values' of Love, Courage and Respect are 'at the heart of school decision-making and policies'.

Our 'focus on developing a positive mindset supports pupils to succeed emotionally as well as academically'.

We are good at 'promoting inclusivity' helping 'all pupils feel they belong and understand their place in the world'

We have recently been inspected by Ofsted and look forward to receiving their full report.

# The children want their new Head Teacher to...



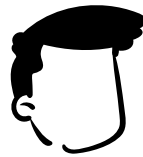
Be kind and caring



Be welcoming, have good ideas and empathy



Be a bit strict, but not too strict



Be good with technology, and good at organising



Be friendly and have a good memory



Spend time going classroom to classroom



Be experienced and be a good



Be hardworking





# Head teacher person specification

<b>Personal attributes</b>	Qualifications	Holds qualified teacher status Holds National Professional Qualification for Headship (D)
	Professional Experience	Experience as a Designated Safeguarding Lead (D) Experience of delivering outstanding teaching in the Primary phase Experience of senior leadership in KS1 and/or KS2 Evidence of appropriate CPD for a leadership role
	Personal skills	Is a dynamic and innovative leader Is an enthusiastic individual who leads by example and is a positive presence around the school Is an excellent communicator with strong interpersonal skills who can build positive relationships with pupils, staff, governors and parents Can evidence problem solving capability and the impact of sustained change Can demonstrate skills to support being a true ambassador for the school and work proactively with the Local Authority and Diocese
<b>Leadership and management</b>	Strategic	Values inclusion and equality, leading by example Is visionary and has the ability to implement new strategies Can motivate and empower staff Is competent and committed to a culture of safeguarding
	Organisation and management	An effective facilitator who is able to implement new ideas and processes Able to demonstrate success through measurable results and data Mentors current and aspiring leaders to achieve their potential Is focused on effective and robust performance management, addressing underperformance early Has experience of strategic financial planning and budget management (D)
	Teaching, learning and assessment	Is committed to delivering exceptional teaching, learning and assessment Has experience of effective curriculum design, development and implementation with evidence of good outcomes Has experience of monitoring, evaluating and improving the quality of teaching and learning through targeted interventions and innovation Can demonstrate engagement with other schools and agencies to achieve improved outcomes for pupils and their families Prepared to deliver acts of collective worship Will uphold and enhance the distinctive Christian character of the school

## Key first tasks

- Demonstrate good leadership through effective delegation; empowering the team by assigning tasks in line with individual skill, fostering growth that achieves attainable goals, builds trust and enable middle management to flourish
- Build on the high expectations held for behaviour and ensure a clear uniformity to the practice of accountability for both pupils and staff
- Streamline assessment strategies in line with our ambitious curriculum focusing on strong outcomes for pupils



# Letter from Reverend David



Dear Applicant

I am thrilled that you have requested a pack for our school in Whitchurch; I hope to give you a flavour of how the church and school work closely together.

The Christian ethos of the school is very important to us and adds to the sense of peace and calm in which the children learn. The school has regular and meaningful times of Collective Worship. Consequently, there has been a long and a strong link with both the local church and the Diocese of Winchester, supporting the school in these.

Over the years it has been a joy to work collaboratively with the staff and children (Worship Crusaders) in developing our Christian values and Collective Worship. I, and other clergy and church volunteers worked hard to visit the school regularly to lead worship and engage with the children.

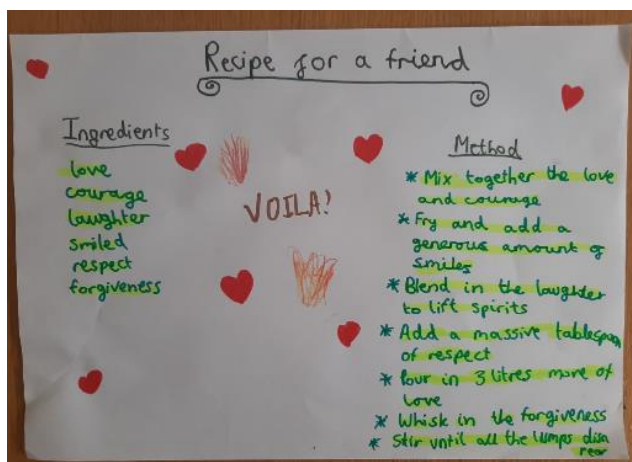
In the town, and embedded in the community, our relationship with Whitchurch C of E Primary School is very important to us. We pray regularly for the staff and children at our Sunday Services. Children visit All Hallows Church once a term for a service, and in the summer have previously enjoyed a picnic in the grounds. The building is a safe and well-known place to the children.

The school have also maintained an international focus on Christianity in engaging wholeheartedly in our Deanery link with Mityana, Uganda. In previous years, we developed a 'prayer space' in the school with a focus on the 'Lord's Prayer', and very much enjoyed inviting the school choir to sing at a special service with our church choir.

My colleagues and I are passionate about what we do together under God to bring love, courage and respect to all those connected with the school. I am praying for and will be excited to see whomever joins us to lead the school on the next stage of our journey together. I look forward to meeting you should you take your application further.

With my prayers and best wishes

**Revd David Roche (he, him) Vicar and Ex-officio Governor**



# 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](http://www.hants.gov.uk) Hampshire has a lot to offer. We hope you will join us.





## The Dioceses of Portsmouth and Winchester Diocesan Board of Education

Within the Dioceses of Portsmouth and Winchester there are 153 schools with links to the Church of England. Consisting of 86 Voluntary Controlled, 49 Voluntary Aided, 1 Foundation, 2 Joint Anglican and Roman Catholic, 6 Academies, 11 Affiliated, 7 Federated Schools and 32 Independent Church Schools. These are spread across six local authority areas, Bournemouth, Dorset, Hampshire, Southampton, Portsmouth and the Isle of Wight.

The Bishops of Portsmouth and Winchester encourage Church school headteachers and governing bodies to consider carefully, with parish clergy and parochial church councils, matters relating to the spiritual, moral, social and cultural development, ethos, worship, religious education and the partnership between school and parish.

The Diocesan Board of Education and its staff support church schools in these matters as well as working alongside Local Authorities with general support, advice and training for church schools and their governing bodies. The education staff also support parishes and clergy in developing their work with schools.

New headteachers are encouraged to attend leadership training courses provided by the Diocese as part of their induction process. The Diocese also offers courses and events for school staff on all aspects of church school leadership and management.

The diocesan representative involved in the appointment process at the school you are applying to will be:

Richard Wharton  
Sue Bowen

Diocesan Schools Advisers

If you are successful in the post you are applying for, the Diocesan Director of Education and his staff will be pleased to offer you whatever support they can during your time in the school.

# Application procedure

Candidates should complete the application form and return it via email so that it is received no later than noon on **27 March 2025**.

E-mail address: [htrecruitment@hants.gov.uk](mailto:htrecruitment@hants.gov.uk)

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 28 March 2025 and the selection process will take place on 24/25 April 2025. 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. Failure to send your application form to the above email address may invalidate your application.

## Equality Monitoring

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

## Receipt of Application

Applications are acknowledged within 2 working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately at [htrecruitment@hants.gov.uk](mailto:htrecruitment@hants.gov.uk)

## Safer Recruitment

Whitchurch C of E Primary School is 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 & Barring checks along with other relevant employment checks.

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 personal data is that it is necessary for the performance of the employment contract or 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 reasons of substantial public interest and that it is necessary for the purposes of 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 for further details on their 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.