

0.2 Headteacher recruitment pack

The Butts Primary School

March 2026



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Letter from Chair of Governors

On behalf of the Governing Board, I am delighted to share with you an exciting opportunity to work with our school community as a co-Headteacher on a one-day-per-week basis.

As Chair of Governors, I am immensely proud of our school — not only for its achievements, but for the warmth, dedication and shared sense of purpose that define our staff, pupils and families. We are a community rooted in high expectations, mutual respect and a genuine commitment to ensuring every child thrives.

We recognise that leadership can take many forms, and that experienced and aspiring leaders alike may be seeking flexible opportunities that allow them to contribute meaningfully while balancing other professional or personal commitments. This one-day-per-week Headteacher role has been designed thoughtfully to ensure strategic oversight, strong collaboration with senior leaders, and clear governance support. It offers the opportunity to focus on the aspects of headship that matter most: vision, culture, and sustainable improvement.

We are looking for a leader who:

- Believes deeply in inclusive education and equity of opportunity
- Values teamwork and distributed leadership
- Brings clarity of vision alongside warmth and approachability
- Is committed to nurturing staff development and pupil wellbeing

In return, you will find a supportive and engaged Governing Board, an experienced staff team, and a school community eager to work in partnership. We understand that stepping into a part-time headship requires clarity, trust and shared accountability, and we are fully committed to providing the structures and communication channels that enable you to lead with confidence.

If you are curious about how this role might align with your experience or aspirations, I warmly encourage you to explore the opportunity further. We would be pleased to arrange an informal conversation to discuss the context of the school, the leadership structure, and how this position could work successfully for the right candidate.

Thank you for considering becoming part of our community. We look forward to the possibility of working together to shape the next chapter of our school's journey.

With warm regards,

Mrs Abi Legg

Chair of Governors
The Butts Primary School



What we can offer our Headteacher

- A school built on trust, respect, and strong relationships with all stakeholders.
- Engaged, enthusiastic pupils who love learning.
- A strong leadership team with clearly defined roles and responsibilities, supported by a knowledgeable and committed governing body.
- We prioritise staff wellbeing and foster a positive working environment.
- A stable, established school – with an excellent reputation, and growing pupil numbers.
- A community-focused location, situated in a vibrant town with deep community links and partnerships.
- Opportunities to collaborate with other schools through an active Headteacher cluster.
- A school rated 'Good' in our 2025 Ofsted with clear potential for further improvement.
- A welcoming school community that celebrates diversity and promotes inclusion



Our priorities for our new headteacher in their first year in role:

- **Developing a positive working relationship in a co-headteacher role**
Establish a collaborative approach with the co-headteacher, ensuring that there is clear communication between both headteachers, with clear responsibilities over areas of the role
- **Development of middle leaders**
Support and develop middle leaders in their role as subject leaders, ensuring that they have impact and that this leads positively to curriculum development.
- **Develop Curriculum assessment principles and practice**
Ensure that assessment across the wider curriculum is both rigorous and manageable, providing leaders with meaningful data to identify strengths and areas for development within their curriculum, while also enabling the identification and addressing of gaps in pupils' knowledge

Person specification:

We are looking for a headteacher who:

- Prioritises pupils' and staff's well-being and development
- Maintains composure under pressure, makes decisions based on integrity and clear values
- Is visible and engaged in school life, builds positive rapport with children
- Is approachable and able to balance empathy with authority
- Demonstrates integrity, fairness, and respect for the school's ethos – "The Butt's Way"
- Will develop and promote teaching and learning through "The Butts Way"
- Has an ability to progress and build on existing strengths without unnecessary change
- Demonstrates commitment to the role as a genuine vocation, not just a job
- Values relationships with parents, nurseries, agencies and the wider school community
- Respects diversity and understands the school's context in the local community
- Uses professional development and guidance to develop and support staff to be effective in their role.





Job description:

The Contract of Employment between the Governing Body and the Headteacher will be the current Contract of Employment for a Headteacher. This role, combined with the role of the current Headteacher, will work collaboratively to satisfy the statutory 1FTE Headteacher requirement. The continuation of this arrangement is dependent upon both Headteachers remaining in post. If either party's employment with the school ends, the Governing Body reserves the right to review and amend the contract.

The job description can be amended at any time, following consultation between the Headteacher and the Governing Body and will be reviewed annually.

Salary Scale: The Governing Body have determined that this post should be paid on the Hampshire agreed pay scale. The Butts Primary school is a Group 3 school. Governors have set the Leadership Salary Range as L18-L24. This role is for 1 day week and pay will be pro rata

General job expectations and accountabilities: The Headteacher is an employee of the Governing Body and is required to carry out his/her professional duties in accordance with the terms and conditions of the current School Teachers' Pay and Conditions Document and relevant employment legislation.

Responsible to: The Governing Body of The Butts Primary School.

Key responsibilities:

- **Safeguarding:** The post holder will be the lead Designated Safeguarding Lead (DSL) and is responsible for ensuring that all school and county child protection policies are adhered to and concerns are raised in accordance with these policies
- **Financial Management:** Advising the Governing Body on the school's annual budget and the budget revision as appropriate, as well as being responsible for the day-to-day running of the budget.

National Standards Headteachers (2020)

The Headteachers' Standards form the basis of our Headteacher job description. They can be found at [Headteachers' standards 2020 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/headteachers-standards-2020)

Core professional experiences, qualifications			Shortlisting evidence sought in application (A), reference (R) or interview (I)?
Factor	Essential	Desirable	Evidence
Professional qualifications and experience	Qualified teacher status		A
	Senior leadership experience in primary education Leadership, with experience at both EY&KS1.	An existing head, deputy or assistant head	A
	Evidence of relevant further professional in-service training and continuing professional development	NPQH or NPQSL	A, I
	Has a proven ability to work as part of a team		I, R
	Analyses complex situations rapidly and provide practical solutions based on clear principles		I, R
National Standards for Headteachers (2020)			
<i>Please tell us how, in your current and previous leadership roles, you:</i>			
establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community.			A,I,R
develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context			A,I, R
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			A, R
establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities			A, I

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	A, R	
ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities	A, I R	
ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs.	I	
ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care	A,I, R	
prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds	I	
forge constructive relationships beyond the school, working in partnership with parents, carers and the local community	A, I	
establish and sustain professional working relationship with those responsible for governance	A, R	
Hampshire headteachers		
Qualities and behaviours: for school leadership now and in the future		
Futures Thinking	Takes an overview of situations, stands back from detail and identifies connections and patterns, both internally and externally	I, R
Building and managing relationships	Shows the ability and confidence to interact effectively with people in a range of contexts; understands the audience and the purpose of different relationships	A,I,R
Professional awareness and impact	Has a passion for learning; recognises herself/himself as a learner who needs a team approach for success	A
Partnership working	Exhibits a natural curiosity and eagerness to take on new challenges, demonstrated by a desire to work beyond the boundaries and be responsive to feedback from a range of sources.	I,R

Application Information

Application Procedure

Visits to our school are encouraged and warmly welcomed:

Please contact our admin office adminoffice@butts.hants.sch.uk to book a place

Alternatively, you can browse through our website www.butts.hants.sch.uk

Candidates should complete the application form and return it via email so that it is received **no later than 20th March 2026**

You should provide a full statement in support of your application which should be no longer than 2 sides of A4 paper. Please do not repeat factual details provided in the application form.

Selection Procedure

The shortlist and the selection process will take place on 24th March 2026. Further details will be sent to those candidates called for interview.

Applicants will be advised after the shortlisting date whether they have been successful.

Equality Monitoring

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

Safer recruitment

The Butts Primary 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 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 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 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.

Inclusive workforce

Hampshire schools are committed to on-going partnership working across the Authority to ensure our communities are represented.

Our schools are dedicated to being diverse and inclusive employers and aim to recruit the best people from a wide range of backgrounds and talents.

Please see [Inclusion and Diversity Partnership](#) for more information.



Why Choose to Teach in Hampshire?

Make your best career move and choose to teach in Hampshire!

Hampshire is committed to excellence in education and will continue to strive for the best possible outcomes for each and every child.

As one of the largest authorities in the country, we offer an incredible variety of teaching opportunities. Whether you're drawn to the challenges of urban and city schools or the close-knit community of rural primary schools, you'll find a vibrant setting for your next career move.

EDUCATION IN HAMPSHIRE

Discover more about what Hampshire has to offer by visiting

[Hampshire County Council Education and learning.](#)

Community and Diversity

Our schools are dedicated to serving their local communities and reflecting the rich cultural diversity of Hampshire.

We believe in local management, with the Local Authority providing support wherever needed, ensuring each school can thrive.



Hampshire has so much to offer, and we hope you will join us!

Professional Development

We pride ourselves on offering first-class learning opportunities for our teachers, both internally and through external course providers.

For new headteachers, we offer a structured induction development programme in partnership with governors, helping to build close working relationships with other headteachers and Local Authority colleagues.

A Place for Every Student

Hampshire is home to over 170,000 school-age children across approximately 438 primary, 71 secondary, and 26 special schools.

While most are community schools, we have strong partnerships with Diocesan bodies to maintain places in church schools. Our 26 special schools and 42 Resourced Provision in mainstream schools offer tailored education and support for children with various needs, including learning difficulties, physical and sensory disabilities, and social and emotional needs.

Support and Collaboration

We foster a strong ethos of collaboration and communication, with regular meetings of headteachers in various groupings to facilitate effective working relationships between the Local Authority and schools.

Hampshire Authority maintains an established network of advisers providing responsive and flexible support.



Hampshire
County Council