



Steep Church of England (VC) Primary School

Headteacher Information Pack

A Letter from the Governors



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Dear Applicant,

On behalf of the whole school community, I am delighted to welcome you to Steep Church of England (VC) Primary School and thank you for your interest in becoming our next headteacher. The Governing Body are pleased to provide you with this information pack, which we hope will give you a good understanding of our school, our values, and the exciting opportunity that awaits you.

At Steep Primary School, we pride ourselves on fostering a nurturing and inclusive environment where every child is known by every member of staff and encouraged to reach their full potential. Our dedicated staff team, supportive parents, and enthusiastic children create a vibrant community that is committed to excellence in education. Our Christian values permeate through every aspect of school life, and our vision is that every child deserves a great education and a happy childhood: a life in all its fullness (John 10:10).

We are a rural and increasingly diverse small school community. One of a very strong network of small schools in the local area, we enjoy close links to our local church, and our local community. We have been full in Year R and over-subscribed for several consecutive years. The school has high aspirations for all children, high standards, and high outcomes.

Due to our strength in inclusive teaching we attract a higher-than-average proportion of pupils with SEND, although you wouldn't be able to tell this from visiting our classrooms.

Our current headteacher feels that now is the right time to move on to something different. She has worked hard to develop the school over a long period of time and leaves the school in a very strong position for somebody to take it even further forward. I encourage you to look at our recent Ofsted and SIAMS reports ([available here](#)) for evidence of the many strengths across our school, including our strong teaching, strong disseminated leadership across all levels and a well-developed curriculum.

The ideal candidate will be a dynamic and inspirational educator who can build on our strengths and successes, bringing their own talents and skills to continue to move the school forward. They will be able to lead a strong church school in an inclusive way, upholding the traditions and stories of the Christian faith and embracing the opportunities that this can bring.

With a strong vision for the future, excellent communication skills and a keen interest in educational innovation, they will be someone who will champion our culture of inclusive education and high ambition for every child. More than anything we are looking for someone who will confidently lead our school, while supporting and developing staff, embracing a team culture and valuing the well-being of the community.

Thank you once again for your interest in Steep Primary School. We look forward to receiving your application and learning more about how you see yourself fitting in to the future of our school.

Adrian Conroy
Chair of Governors

A Letter from the Diocese



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The Dioceses of Portsmouth & 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:

Rob Sanders
Deputy Diocesan Director of Education



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.



School Information



Steep School is a small village primary school in the South Downs National Park, located close to the thriving market town of Petersfield in Hampshire, between Guildford and Portsmouth and close to the A3.

Celebrating our 150th birthday this year, we are at the heart of our community with an active and supportive PTFA and a strong relationship with the vicar who is well known to the pupils and very much a part of the team. Our small size is a great asset, allowing us to be both nurturing and agile. Our strong and stable staff team know all children and their families well. We are ambitious for all our children with a strong ethos of inclusive education. This approach has been very successful, and our pupils' performance data can be viewed [here](#).

The beautiful school grounds encompass both woodland and a pond, set adjacent to the spacious village common and opposite the church. There is plenty of space for sport, creative play, quiet corners for reflection as well as moments of "awe and wonder" in nature.

Wraparound care is available from 7.40 am to 6 pm five days a week with a wide range of activities including woodland time, cooking, gardening and creative activities.



Key Facts

Number on Roll	101
Number in Year Group	15
Classes	4
Staff	17
Governors	10

Finance 2025

Total Income:	£804,540
Total Expenditure:	£816,750
In year Surplus (Deficit):	(£12,211)
Surplus brought forward:	£59,945



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School Vision



**Every child deserves a great education and
a happy childhood**

A life in all its fullness John 10:10

A village school for the 21st Century

With our vision at the heart of everything we do, the **caring, family ethos** of our school provides a unique learning environment in which all children feel safe and can take pride in their achievements and flourish. We aim to foster children as independent, active and reflective learners with transferable skills for a changing world.

We pride ourselves on our **inclusive** approach, and work hard to ensure that all pupils, regardless of faith, background or special need, can access the curriculum. At Steep we celebrate a pupil's individual strengths and differences.

We are **ambitious** for all our children and ensure, that they **enjoy learning** and **achieve well**.



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Our school was inspected in October 2024 and judged **outstanding** for early years provision and behaviour and attitudes and **good** for quality of education, personal development and leadership and management. You can find our latest Ofsted report [here](#).

The school has...a rich and ambitious curriculum that inspires and engages pupils.

This is an inclusive school where pupils with SEND are given the knowledge and tools they need to access the whole curriculum and full school experience.

Pupils' behaviour is exemplary.

Staff are passionate about ensuring that every pupil has the best possible chances to enjoy school and achieve well.

Children in this school have a wonderful start to go on to become confident and successful learners.

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Christian Ethos and Church Links



As a Church of England Controlled school Steep has very close links to the Church of England through the parish church.

Our school motto 'Believe, Persevere, Achieve' is grounded in our Christian values of **Faith** in our hearts, **Perseverance** in our actions and **Wisdom** in our choices. Recognising its historic church foundations, Steep is a Christian school **serving the common good** for children of all faiths and none. Our excellent SIAMS report can be found [here](#).

Children visit All Saints Church for church services at Harvest, Christmas, Easter and for a school leavers service at the end of the year. Collective worship, based on the foundations of the Church of England, takes place on a daily basis in the school with regular visits from the Priest-in-Charge at All Saints, who is also a supportive school governor.

The open and supportive culture of the school means that it has become the school of preference for many families.

This is irrespective of whether they are seeking a Christian foundation or if their views come from a secular perspective.

SIAMS 2024



Love



Hope



Faith



Honesty



Kindness



Respect



Perseverance



Wisdom

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Our Staff

The headteacher and class teachers are supported by a skilled team of teaching assistants (TAs) and a part-time, dedicated SEN co-ordinator. We also have an experienced and highly efficient administrative officer, a school cook and an excellent caretaker. Each is a highly valued member of the school staff.

What do our staff say?

- In our school community every individual feels valued, appreciated, and trusted.
- There's a strong sense of family among the staff, where fun, challenge, and encouragement go hand in hand.
- United by a shared purpose, the entire school community is committed to doing what's best for our children and the school as a whole.
- I am looking for a headteacher who provides clear, visionary leadership and sets high expectations for all, while fostering a nurturing and inclusive school environment.
- It's important to me that they are approachable and empathetic, someone who builds strong relationships with children, staff, and families and communicates openly and effectively.

Staff recognise that this is a place where they feel privileged to be as they are empowered, trusted and respected.

SIAMS 2024

There is a strong culture of mutual support and teamwork.

Ofsted
2024



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Job Description



Job Title:	Headteacher of Steep CE (VC) Primary School
Job Start Date:	January 2026
Contract/hours:	Permanent, full time
Location:	95-97 Church Road, Steep, Petersfield, Hampshire GU32 2DE
Salary Type:	Leadership Scale
Salary Scale:	L8-L14 (£59,167 to £68,586) (subject to the annual pay review in School Teachers Pay and Conditions 2025)

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 Steep CE (VC) Primary School.

Key Responsibilities

Safeguarding: The post holder will be the 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.

Headteachers' Standards 2020: The Headteachers' Standards form the basis of our headteacher job description. They can be found at [Headteachers' Standards 2020](#) on Gov.uk.

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Key Focus Areas



We have identified the following focus areas for our headteacher:

1. We wish to maintain our provision that enables standards of achievement to be high.
What strategies do you use to achieve this?
2. We are looking for a leader who supports and develops staff, embraces a team culture and values the well-being of the community.
How will you use your leadership skills to ensure this culture is nurtured?
3. We are looking for a headteacher who will continue to champion our culture of inclusive education and high ambition for every child.
How will you ensure our curriculum and teaching enables every child to thrive?
4. We are looking for a headteacher who will lead our vibrant and distinctive church school with an open and supportive culture.
How will you uphold the traditions and stories of the Christian faith and embrace the opportunities that this can bring, in an inclusive, inspirational and invitational way?

These focus areas will be subject to a review, after appointment, with the Governing Body and Local Authority Leadership and Learning Partner to ensure that they remain the priorities for action.

Links to application process

The application statement should refer to the candidate's consideration of these key focus areas and their relevant experiences, achievements, and skill against identified (A) elements of the person specification.

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Person Specification and links to the application process



Your application statement should refer to your consideration of the relevant experiences, achievements, and skills **identified as A (application) in the tables on the following pages** and the **key focus areas** described in the job description

Core Professional experiences and qualifications	Shortlisting evidence sought: Application (A) Reference (R) Interview (I)
Is a qualified teacher with Qualified Teacher Status. Essential	A
Evidence of relevant professional study and/or qualification e.g. NPQH, MA. Desirable	A
Has a proven track record of success, and of managing change, as a senior leader (acting or substantive Assistant Head / Deputy Head / Head of School / Headteacher). Essential	A
Has knowledge and understanding of strategic financial planning, budgetary management and principles of best value. Essential	A, R, I
Has experience of using a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging performance. Essential	A, R, I
Must commit to upholding and enhancing the Christian distinctiveness of the school and be willing to lead collective worship. Essential	A, R, I

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Person Specification 2: Headteachers' Standards 2020



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<i>Please tell us how, in your current and previous leadership roles, you:</i>	Shortlisting evidence sought: Application (A) Reference (R) Interview (I)
Create a culture where pupils experience a positive and enriching school life.	R, I
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, I
Continue to develop effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.	A, R, I
Nurture and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.	R, I
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.	A, R, I
Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs.	A, R, I
Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.	R, I
Ensure staff are deployed and managed well with due attention paid to workload.	R, I
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, R, I
Forge constructive relationships beyond the school, including working in partnership with parents, carers and the local community.	A, R, I
Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.	R, I

Person Specification 3: Hampshire Leadership Qualities and Behaviours



Please tell us how, in your current practice, you:

Shortlisting evidence sought:
Application (A)
Reference (R)
Interview (I)

Actively reflect on what works and what does not and use the information to influence the way ahead and to make decisions.

R, I

Show the ability and confidence to interact effectively with people in a range of contexts; understand the audience and the purpose of different relationships.

R, I

Have a passion for learning; recognise yourself as a learner who needs a team approach for success.

R, I

Build community relationships based on a mutual and collective responsibility with diverse partners, to create a high-quality learning environment for all.

R, I

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Application Procedure



Closing date for applications: Noon on Monday 6 October 2025

To apply, download the application form from the [South Education Jobs](#) website by clicking on the application form, then complete and save it. Once ready, click the 'Apply' button to upload your completed application form.

Interview Dates: Wednesday 22 & Thursday 23 October 2025

You should provide a full statement in support of your application, which should not exceed two sides of A4 paper, and should take account of the key focus areas in the job description and elements of the person specification marked with an (A). Please do not restate the factual details already included elsewhere on the application form.

Selection Procedure

The shortlist will be drawn up on 9 October 2025 and references will be requested. Applicants will be advised soon 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. The selection process will take place on 22 and 23 October 2025. Further details will be sent to those candidates called for interview.

Equality Monitoring

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

Visits to the school are warmly welcomed.

Please contact Becs Noble on 01730 263988 or email adminoffice@steep.hants.sch.uk to arrange an appointment.

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Safer Recruitment



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Safer Recruitment

Steep CE (VC) Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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 including online searches as part of our due diligence.

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.

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.

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