

# Headteacher Recruitment Pack



- **Opening Date: Friday 13<sup>th</sup> December 2024**
- **Closing Date: Thursday 6<sup>th</sup> February 2025**
- **Interview Date(s): Monday 24<sup>th</sup> February 2025, Tuesday 25<sup>th</sup> February 2025**
- **Job Start Date: April 2025 or September 2025**

**The Federation of Winklebury Infant and Junior  
Schools,**

**Willoughby Way, Basingstoke, Hampshire RG23 8AF**

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# Letter from Chair of Governors



Dear Applicant

Thank you for your interest in the role of Headteacher at our Federation, I would like to now tell you all the reasons why you should join us!

Winklebury is an inclusive Federation of Infants and Juniors, with the recent addition of a preschool class for age 2 and above. Our vision is for children to believe in themselves and to achieve everything they are capable of. Ofsted, the Local Authority, and more importantly the families in our community know that Winklebury Federation welcomes and embraces diversity and strives to be inclusive for all.

We are looking for a candidate who is empathetic, respectful, perseveres, proud, works well in a team while leading by example, and inspires trust from the whole school community. The successful candidate needs to lead the Federation as we continue to improve outcomes for all children and inspire them on their learning journey.

Our school community is made up of committed, enthusiastic and passionate teachers, classroom assistants, support staff, Governors, PTA, volunteers, and families from a wide range of cultural backgrounds and diverse life experiences. This makes being part of Winklebury Federation a truly enriching place to be, to learn, to teach and to thrive.

The following pack gives you more information on our Federation, what our community is looking for in a new Headteacher and the details needed to apply.

Please let us know if there is more information that you require, and we are happy to arrange visits to the school. We hope you will be inspired to take this opportunity further and look forward to welcoming you for a visit.

Your Sincerely

A handwritten signature in black ink, appearing to be "J. Meredith", written in a cursive style.

Jeannette Meredith Chair of Governors

# About our school

## About our Federation

Founded in 2009, our federation consists of a two form entry infant and junior school, with additional provision for 2-4 year olds in our Ducklings class. A shared federation development plan drives school improvement across our schools, both of whom have recently been graded as Good by Ofsted.

We have lovely grounds, and children are encouraged to learn both inside and outside the classroom. Currently there are plans to develop this further.

A well attended breakfast club and a variety of after school clubs provide opportunities for children to take part in activities beyond the school day.

## Why families choose us?

We are an inclusive, welcoming school where staff take time to get to know families. Wider opportunities in learning are encouraged and developed, particularly in art and sport, where the school has a good reputation for participation in a variety of events. We have a full time SENDCo and a part time family worker who provide targeted wrap around support for our most vulnerable families.

We have high expectations of all pupils, and our outcomes at the end of KS2 have increased over the last three years. Early reading is a priority, and all children are encouraged to develop strong skills for learning.



## Leading and teaching at Winklebury

We currently have a model of distributive leadership with a Head and three Assistant Heads taking responsibility for different areas which has proven to be effective. There are demanding improvement priorities in both schools and the leadership roles within the federation provide opportunity for all leaders to make a significant and sustainable contribution to the whole community.

Teachers new to the role are supported and developed through continuous professional development for staff. This includes the opportunity to experience and work across the key stages which often fall outside opportunities available to staff in a single phase school

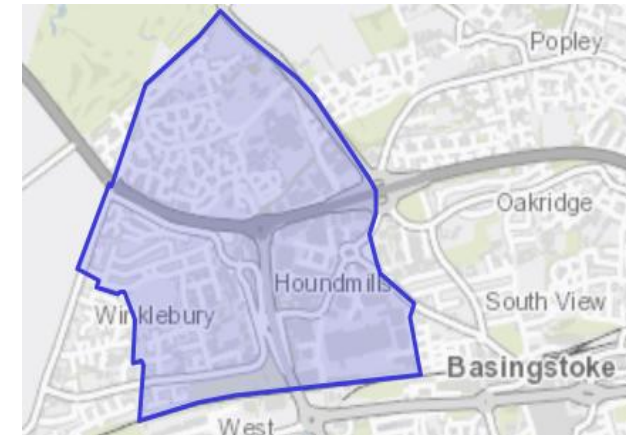
Collaborative working across both the infant and junior schools is one of our greatest strengths, and our shared vision and values support effective and successful transitions for the children.





# About our town: Basingstoke

Basingstoke is an old market town, remaining so until the 1950s. In 1961 it was decided to make Basingstoke an overspill town for London and a new plan was drawn up for the town. Several estates of new houses, some social housing and some private housing, were built around the outskirts of Basingstoke, including the area of Winklebury. In 1965 the new buildings included Winklebury Junior School. By 1968, as the population continued to increase, the school was split into infants and juniors, with the construction of what is now Winklebury Infant School.



The suburb of Winklebury is located two miles north-west of central Basingstoke, where there is a mainline rail link to London and access to the M3. Historically the area has some of the oldest landmarks in Basingstoke. It contains the remains of an iron age hill fort, previously the site of Fort Hill Community Secondary School. A Roman road from Winchester to Silchester runs along the western boundary and is still in use today. Basingstoke is rapidly growing, large new housing developments are being built around the town.

# Winklebury Federation Values and Vision



At Winklebury Federation of Infant and Junior Schools  
we want children to believe in themselves,  
strive to try their best and achieve all that they are capable of.

**We believe that diversity is a fact, inclusion is an action and belonging is a feeling.**



**Empathy**

**Respect**

**Trust**

**Perseverance**

**Teamwork**

**Pride**

# Pupil Voice - we want our new Headteacher to:



Be someone we can talk to

Add Donuts to Hot Choc Friday!

Be not too strict but kind and fair to everyone

Keep our traditions and values



Be excited to be at Winklebury

Give interesting assemblies

Listen to what we say

Be good at problem solving

Come and see us in our classes

# Parent Voice - we want our new Headteacher to:



Prioritise both academic achievement and holistic development, recognising the importance of emotional resilience, confidence and problem-solving skills in preparing children for the future.

Be someone who can communicate a clear vision and is inspiring to students and staff.

Have high expectations for all, while being realistic and providing the support needed to achieve excellent progress for all no matter what their starting points.

Fairness and consistency in decision making is essential along with genuine passion for a collaborative approach, valuing teamwork and the contribution of others.

Be someone who would have a vision for enhancing the school's reputation within the wider community.

Have pride and love for our school as it is an amazing place that deserves someone who will lead it with compassion and understanding to make it an even better place for children to grow and achieve.

Be approachable, open to feedback, supporting of both staff and students demonstrating empathy for the challenges they face.

Be a visionary leader with clear goals and strong focus on improving student outcomes.



# Staff Voice – we want our new Headteacher to:



- Be aware of the Thrive approach and will be a passionate champion for its use in the schools
- Believe in inclusion and want to support and nurture all our children and put them first
- Be friendly and approachable with an open-door policy for pupils and staff
- Communicate well, be open and honest, able to listen and to talk to us about the good and the bad, and reflective to situations as they arise
- Lead by example, be visible around school and with our parents
- Support all staff and encourage CPD, personal growth and progression at all levels
- Have a vision for the schools on how to develop our buildings and infrastructure to accommodate and support increasing SEND numbers



# Our Next Headteacher: Key Priorities and Attributes



## Our Key priorities for first year in role:

- To maintain and strengthen the focus on high quality teaching and learning, leading to an increased number of children achieving the expected standard at key points.
- To continue to build the inclusive ethos across the federation.
- To strengthen leadership and teaching in a team approach across the federation
- To raise the profile of the federation in the local community becoming the choice for local children.



## At Winklebury Federation we are looking for someone who:

- is an inspirational leader who has strong aspirations for all children and looks to develop confident capable individuals.
- has excellent interpersonal skills and can communicate effectively with a range of audiences, including parents and governors.
- will appreciate the individual characteristics of each individual child, showing an understanding of needs, sensitivity to their wellbeing and prioritises personal development
- identifies problems and barriers to school effectiveness and develop strategies for school improvement that are realistic, timely and suited to the school's context
- will value a collaborative and inclusive staff culture and promote ongoing staff development.

# Our Next Headteacher: What we can offer you



- Enthusiastic curious learners who strive to do their best and enjoy all that school has to offer them
- A dedicated staff team with a wide range of experience, who work hard to ensure the best outcomes for all children and provide a nurturing environment for children to feel secure and safe in
- Parents who want a happy and fulfilling school experience for their children
- A growing governing body who work well with the school leadership to support and promote a cross-federation vision
- An active supportive PTA who run a variety of events across the federation
- Opportunities for professional development that can enhance a career



# Job Description



## **Roles and Responsibilities of our Headteacher will include:**

- Professional and effective leadership in order that every child can fulfil their potential
- Promoting and safeguarding the welfare of our children. The post holder will be a Safeguarding Lead 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
- Promoting a secure foundation from which to achieve success in all areas of the school's work and development
- Being accountable to the Governing Body for upholding the domains taken from the National Standards of Excellence for Headteachers (October 2020), through induction and on-going professional development whilst in post, and building on their previous experiences
- Advising the Governing Body on financial matters including the annual budgets and revision as appropriate, as well as being responsible for the day-to-day running of the federation's finances
- Adhering to Headteachers' Standards (2020)
- Encouraging high standards of behaviour from pupils, built on policies and routines understood by staff and pupils, demonstrated by all adults in a consistent and fair manner
- Establishing and sustaining high-quality teaching across the curriculum underpinned by subject expertise



# Person Specification



Core professional experiences, qualifications	Requirement
Qualified Teacher Status	Essential
National Professional Qualification for Headship (NPQH) or demonstratable progress towards it with a commitment to obtain the qualification within two years of taking the position	Desirable
Successful leadership and senior management in a school	Essential
At least 5 years teaching experience	Essential
Involvement in school self-evaluation and development planning	Essential
An understanding of the whole primary curriculum	Essential
Data analysis skills, and the ability to use data to set targets, identify areas of strength and areas which would benefit from improvement	Essential
Understanding of high-quality teaching based on evidence, and the ability to model this for others while supporting them to improve	Essential
Understanding of school finances and financial management	Desirable

# Person Specification continued



Core professional experiences, qualifications	Requirement
Effective communication and interpersonal skills	Essential
Ability to plan strategically, communicate a vision and inspire others	Essential
Ability to build effective relationships, both in school and the wider community	Essential
Commitment at all times to the Seven Principles of Public Life (the Nolan Principles) which are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership	Essential
A commitment to achieving the best outcomes for all children	Essential
The ability to work under pressure and prioritise effectively	Essential
Commitment to maintaining confidentiality at all times	Essential
Commitment to Safeguarding and Equality throughout the school community	Essential
Ability to develop leadership in all areas	Essential
Has a good understanding of behaviour management and has successfully implemented strategies to support this	Essential

# Application Process



## **Application Procedure**

Candidates should complete the application form and return it to the address or email below so that it is received no later than noon on 06/02/2025

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 10/02/2025 and the selection process will take place on 24-25/02/25. 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 applicants 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 acknowledgment please contact Recruitment Team immediately at [htrecruitment@hants.gov.uk](mailto:htrecruitment@hants.gov.uk)

# Safer Recruitment



- Winklebury Federation 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 all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS 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.



# 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.
- 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.