

# Manor Infant School

## HEADTEACHER APPLICATION PACK

Be The Best  
That We  
Can Be



### Our Vision

At Manor Infant School we strive to 'be the best that we can be' by:

- \* Offering an exciting, inspiring and challenging curriculum which makes learning irresistible and inescapable;
- \* Being highly aspirational for all learners, with the expectation they will always work at the limit of their capability to achieve their full potential;
- \* Providing a safe and stimulating environment where all learners grow and flourish as unique individuals.



Manor Infant  
School

Fernhill Road  
Farnborough  
Hampshire  
GU14 9DX

Phone: 01252 543348  
Email: school@manor-  
inf.hants.sch.uk

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# LETTER FROM THE CHAIR OF GOVERNORS

Dear Applicant

On behalf of the Governing Body, I would like to thank you for your interest in the post of Headteacher for Manor Infant School.

We are an inclusive school who believe that every day is a learning adventure. We are part of a thriving community, and the children enjoy being part of that community. We pride ourselves on having a welcoming and caring environment where every child can flourish.

Our vision is to create a learning environment where we can all

**'be the best that we can be'.**

We want our children to be inquisitive, independent, and confident life-long learners. We are very proud of our children and the role that they play both in the school and the local community.

The teachers and support staff throughout the school are our greatest asset who are ripe for further development. They are fully committed to the children in the school being able to achieve their potential alongside enjoying their learning journey. We are keen to support the Headteacher and all staff in creating and maintaining a school where high quality and inclusive teaching is the norm.

We would like our new Head Teacher to have vision for the future, to have the ability to build good relationships with the whole school community. They will need to be able to challenge positively and lead change effectively.

We currently have an interim Headteacher leading our school. Manor Infant School offers the right person a wonderful opportunity to lead in a caring environment where every day is a learning adventure. Governors are looking to appoint a new leader who will continue to move our school forward.

As a first step we would be delighted for you to visit school to experience our learning environment.

Please contact the school office on 01252 543348 to make an appointment to visit our great school.

Thank you  
Stacey Parsons  
Chair of Governors



# ABOUT OUR SCHOOL

Manor Infant School is a fantastic two form entry infant school and sits within an established cluster of schools. This is an excellent opportunity to work collaboratively with colleagues across this cluster, to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. It also gives you the chance to further your professional development.

The school is co-located on the same site as Manor Junior School, we have very strong relationships with them, most of our pupils leaving in Year 2 transition to the junior school.

Our school values are derived from the character strengths the children learn to celebrate as part of our mental health programme, myHappyMind. The programme helps create a positive mental health culture in which children build resilience, self-esteem and character. Ofsted recognized that the school “places considerable emphasis on pupil’s wellbeing” and that pupils learn about their emotions and are helped to recognise their feelings. They also recognised that “pupils’ personal development is a strength of the school”. We know that children achieve and progress if they are happy and feel safe.

We believe in building strong relationships, a love for lifelong learning and high-quality inclusive teaching. We believe that effective relationships at all levels are vital to provide every child with the foundations upon which learning can take place.

We are passionate about building a strong moral compass in every child, by having regard for high standards of behaviour, which are explicitly referenced and modelled by all. Ofsted praised the work the school has done to teach the children to ‘be the best that they can be’ by learning the school values and that, “adults exemplify the values, demonstrating high expectations”. They found that pupils “behave well, respecting adults whom they trust to help them”.





## VISION & VALUES

How will you ensure that our vision is realized for every child in our school?

# School Values

## Our school values:

- \* Love and Kindness
- \* Bravery and Honesty
- \* Teamwork and Friendship
- \* Exploring and Learning
- \* Love of life and our world

Our **values** support our children to become:

- \* Caring, kind and considerate members of our school family, who learn and grow in an environment that promotes well-being, positive relationships and respect and celebrates everyone as unique individuals.
- \* Resilient and determined learners, who are not afraid to make mistakes and make the most of all the opportunities they are presented with.
- \* Inquisitive learners who are enthusiastic about their learning, enjoy exploring endless opportunities and learn the essential skills to prepare them for their future.
- \* Confident and responsible members of society who have the skills to build friendships, learn collaboratively and work together to resolve conflicts.
- \* Positive and connected individuals who understand the importance of looking after themselves, each other and the world we live in.

## Key Stats & Facts

**Age Range:** 4 – 7 years

**SEN:** 17.7%

**Student Count:** 198

**Pupil Premium:** 23.4%

**School Type:** Community School

**Resourced Provision:** Hearing Impaired (5)

**Gender:** Mixed

**Local Authority:** Rushmoor, Hampshire



### Current Class Structure: 2023 – 2024

PAN: 60

Year R (EYFS): 2 classes

Y1 PAN: 90

Year 1 (KS1): 2 classes

Y2 PAN: 90

Year 2 (KS1): 2 classes

Year 1 & 2 mixed (KS1): 1 class

### Future Class Structure: 2024 – 2025

PAN: 60

Year R (EYFS): 2 classes

PAN: 60

Year 1 (KS1): 2 classes

PAN: 90

Year 2 (KS1): 3 classes

### Future Class Structure: 2025 – 2026

PAN: 60

Year R (EYFS): 2 classes

PAN: 60

Year 1 (KS1): 2 classes

PAN: 60

Year 2 (KS1): 2 classes

## CLASSES

How will you assess if staff deployment is impactful in realizing strong pupil outcomes for all children?

The children were asked what makes a good Headteacher.

## Children

Manor Infant School

- Keep the teachers and the children safe
- Be kind
- Be happy and smiley
- Don't be angry, be happy
- Help the teachers to do their work
- Take us to the beach...
- A good headteacher takes care of children
- Kindness
- Friendship
- Making people happy
- Organising learning
- Very kind and lovely

- Being respectful to all the people in the school, children, teachers, parents, oh all staff
- Inviting visitors to tell them what we have been learning about in school
- Celebrating the children who have done really well in their learning - we must remember our school values
- Making sure children come to school so they can learn to be the best and get the best job when they are grown-up
- Keeping children safe in school and also when we are using the internet
- We would like our new HT to sit next to us at lunch so we can get to know each other
- We need to make sure our HT has fun teaching us

The parents were asked "We want our new Headteacher to..."

## Parents

Manor Infant School



Staff were asked "What would you like a new Headteacher to do for the school?"

## Staff

Manor Infant School



The Governors were asked "What would you like a new Headteacher to do for the school?"

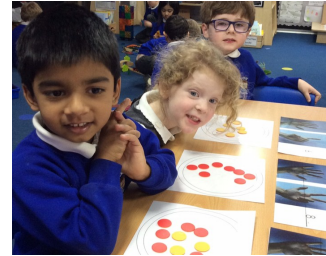
## Governors

Manor Infant School

- Assess our strengths & weaknesses and devise an appropriate plan to drive improvement
- Be engaged with the whole school community
- Act fairly, with honesty & integrity
- Lead by example
- Build trust
- Coach and mentor to foster a cohesive and successful team



How would you ensure that all pupils enjoy a rich school experience and that they all make the best possible progress?



## Focus Areas for our new Headteacher

To achieve the school's vision to ensure that Manor Infants can "be the best that it can be", the governors have identified 4 key areas of focus for the new Head Teacher:

- \* Raise the overall quality of teaching and learning across all areas of the curriculum
- \* To build on the positive start that children make in our Early Years so that end of Key Stage 1 attainment improves
- \* Deliver a strategy to achieve a fit for purpose, and financially viable staffing structure
- \* Continue to develop and strengthen teamwork with all the schools' stakeholders

# Job Description

Manor Infant School

**Head Teacher - Responsible to:** The Governing Body  
**Salary Range:** Group 2 (Leadership Scale 14 to 20)

The Headteacher is the leader of our school. Working with the Governors, they will have the responsibility to inspire and motivate our hard working and dedicated staff team. They must also promote the safety and wellbeing of pupils and staff. Providing leadership, vision and strategic direction for the school. They must ensure the highest quality of education for all children with a broad, rich and engaging curriculum that meets the diverse needs of our children.

The post holder is subject to the current conditions of employment for Headteachers contained in the current School Teachers' Pay and Conditions Document 2022 and specifically the role of Headteachers as defined by the National Standards for Headteachers 2020.

The Headteacher will carry out their duties with the ethics and professional standards expected of their role and uphold the seven principles of public life, as stated in section 1 of the current Headteachers' Standards documents. They will also fulfil the 10 Headteachers' Standards as specified in section 2 of the Headteachers' Standards document.

As the Headteacher, it is expected that you will:

- \* work in partnership with Governors to provide the leadership and management that enables the school to give every pupil a high quality and diverse education, promoting the school values and ethos
- \* secure the long-term success of the school by maximising potential through the skill and resources held within the school and effectively addressing any weaknesses
- \* work effectively in partnership with parents, carers and professionals to ensure the needs of all children are met, providing support and adaptation where appropriate
- \* ensure a smooth and uninterrupted learning experience for all pupils which may require you to fill in the 'gaps' as required, such as teaching, first-aid, lunch duties, behaviour support etc.
- \* manage the school budget efficiently, allocating resources effectively to support educational priorities
- \* work in compliance with the school's Health and Safety policy and the Health and Safety at work Act (1974)
- \* ensure compliance with the Data Protection Act 2018.
- \* Fulfil the role of the Designated Safeguarding Lead (DSL) or Deputy (DDSL) and be responsible for ensuring that all school and county child protection policies are adhered to and concerns are raised in accordance with these policies.

# Person Specification

Manor Infant School

(E) - Essential      (D) - Desirable

## Professional Qualifications

- \* Qualified Teacher Status (QTS) (E)
- \* Evidence to show commitment to ongoing CPD (E)
- \* National Professional Qualification for Headship or similar (D)

## Professional Knowledge & Experience

- \* Demonstrate that you have a proven record of effective senior leadership that has led to successful whole school improvement & improvement of pupil outcomes (E)
- \* Demonstrate a good level of understanding on how to manage a school budget and key financial indicators (E)
- \* Experience of leading effective performance management and appraisal that raises standards (E)
- \* Secure & comprehensive understanding of the current Early Years and KS1 National Curriculums and Ofsted framework, and how to integrate this effectively across the school (E)
- \* Knowledge and understanding of current legislation, guidance and best practice for safeguarding and child protection, including safer recruitment (E)
- \* Demonstrable knowledge of effective high quality inclusive teaching (E)
- \* Strategic financial planning and budget management to achieve educational goals and priorities (D)

## Skills & Communication

- \* Ability to provide accurate assessment, recording and reporting of school performance to a range of stakeholders (E)
- \* Track record of communicating and working effectively in partnership with parents, carers, governors and the wider community (E)
- \* Able to accept accountability and responsibility and act appropriately (E)
- \* Able to form positive relationships with all the schools stakeholders (E)

# Person Specification

Manor Infant School

(E) - Essential      (D) - Desirable

## Leadership

- \* Is an inspirational leader who can translate a school's vision into action (E)
- \* Demonstrate and evidence the impact of the high-quality professional development opportunities for staff at all levels
- \* Able to write an effective school development plan that balances the priorities of whole school improvement, team and individual needs (E)
- \* Demonstrate and evidence the impact of how you have led and managed change effectively to improve outcomes for children (E)
- \* Manage and organise the school site effectively to ensure that it meets the needs of the school and health and safety regulations (E)
- \* Understanding of effective distributed leadership (E)

## Inclusion

- \* Proven track record of keeping children safe and promoting a robust safeguarding culture (E)
- \* Experience of creating a positive culture for attendance, mental health and well being for staff and pupils (E)
- \* Secure understanding and application of the SEND Code of practice (D)
- \* Demonstrate the ability to promote Equality & Diversity, including with Pupil Premium & Vulnerable groups showing where you have been able to close the gap and improve life chances for children (D)
- \* Understanding of what constitutes an effective hearing impaired resource unit (D)

## Personal Qualities

- \* The ability to multi task & can work flexibly, creatively and strategically to deal with the everchanging challenges of school leadership
- \* Demonstrate a good sense of humour with compassion & empathy
- \* Resilient and is an effective decision maker under pressure
- \* Is approachable and a good listener, who is able to coach and mentor to foster a cohesive and successful team



# Application Procedure

Manor Infant School

Candidates should complete the application form and return it via email so that it is received **no later than noon on Friday 28th March 2025**.

Email 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 Monday 31st March 2025 and the interviews will take place on Monday 28th & Tuesday 29th 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)

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# Application Procedure cont.

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Manor Infant School

## **Safer Recruitment**

Manor Infant 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 & 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 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

## Manor Infant School

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.