



 **St Francis** Church of England
Primary School

Co-Headteacher

Recruitment Pack



stfrancisceprimarysch.co.uk

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Welcome from the Chair of Governors



Dear Applicant,

On behalf of everyone at St Francis C of E Primary School, I would like to thank you for your interest in our vacancy for a 0.3 FTE Head Teacher. The vacancy has arisen because our Head Teacher has reduced their working hours from full-time to 0.7 FTE. This arrangement commenced in September 2025. In the 2025/26 school year we have an Interim Head Teacher at 0.3 FTE and we are now ready to fill the 0.3 FTE position with a long-term appointment starting in September 2026. The new appointment will be a substantive Head Teacher, job-sharing the HT role. They will complement their Co-Head, working three days out of ten, and alternating between one-day and two-day weeks.

The model of Co-Headship is uncommon, but not unprecedented. Readiness to work effectively within the job-share model will be a vital quality of the successful applicant. The Co-Heads will divide responsibilities so that each leads on clearly identified aspects of the school, including development and delivery of the curriculum, maintaining the school ethos, development of staff, and the well-being of everyone in the school community. You will be supported by an experienced leadership team of senior teachers, excellent support from the school office, an active PTA and a committed team of governors.

We are happy to consider applications from experienced leaders applying for their first HT role, who will have the opportunity to job-share with an experienced HT. We are equally happy to receive applications from those who already have HT experience. The successful applicant will be offered induction training and support from both Hampshire Education Services and the Winchester and Portsmouth Diocesan Education Board.

We believe St Francis C of E Primary School is a wonderful learning environment with great future potential. If you feel that you would fit with what we are seeking then please do apply and we look forward to seeing your application.

Best Wishes,

Brian King

Chair of Governors, St Francis CE Primary



Welcome from the Vicar

Dear Applicant,

Although I have been Lead Minister of St Francis Church, and a Foundation Governor of the school, for less than a year, it has already been a great joy and privilege to become part of this community. In a short space of time I have come to see clearly what a special place St Francis is.

The school's Christian ethos is not simply a statement on paper but something that is lived out daily. Its values shape the way children are nurtured, taught and encouraged to flourish. There is a warmth, respect and sense of purpose that is evident as soon as you walk through the doors. The staff are deeply committed to growing and teaching remarkable young people; children who are thoughtful, compassionate and full of potential.

The close relationship between St Francis Church and St Francis CE Primary is a great strength. Our buildings stand side by side, a visible sign of our shared life and mission. Both with the school coming over regularly for worship as well as myself and our Children & Families Minister being able to go over to the school. The recent SIAMS report recognised the strength of the school's Christian character; something we are deeply thankful for and keen to continue building upon.

The partnership between church and school is active, supportive and forward-looking. We see ourselves as serving the same community, working together to enable every child to flourish spiritually, academically and personally.

This is an exciting moment in the life of the school. We are looking for a Co-Headteacher who will cherish its Christian foundation, nurture its strong ethos, and lead with wisdom, compassion and vision.

God bless,

PJ Brombley

Vicar/Lead Minister, St Francis Church
Foundation Governor, St Francis CE Primary

About St Francis CE Primary



Our vision is a community characterised by a deep passion and belief for everyone to thrive, rooted in our Christian ethos of belonging. Through sharing in God's love, we enable all to grow, learn and flourish as individuals, becoming role models for our Christian values within our community and equipping us to follow and lead in the light of God through our journey within and beyond our school to enrich ours, and others' lives.

St Francis is a warm and friendly Church of England primary school with close ties to the supportive local community and the co-located St Francis CofE parish church. The children have a thirst for learning, whether in the well-equipped classrooms, the central library, the music room or the outdoor spaces around the building. The well-established and dedicated staff team offer a wealth of experience and consistency alongside the strong, supportive governing body, to enable the children to meet their full potential. The school has a strong Christian ethos as reflected in the recent SIAMS report, that upholds the ethos of integrity, fairness and respect.

We are offering a rare and exciting career development opportunity to work alongside an experienced Co-Headteacher by joining this successful school with positive inspection outcomes on its journey to excellence.



Our School



Focus areas for our new Co-Headteacher



We have identified the following focus areas for our Co - Headteacher during the next part of our journey:

We are looking for leader who can develop a positive working relationship with the Co – Headteacher.

How will you establish a collaborative approach with the Co-Headteacher, ensuring that there is excellent communication between both Co-Headteachers, opportunities for professional challenge and discussion, which leads to high quality provision for all children?

We are currently developing our mixed aged curriculum.

How will you support staff to ensure a well-sequenced curriculum is in place, enabling children to build knowledge and skills progressively? Additionally, how will you provide professional learning, so teachers have the expertise to deliver the curriculum effectively, and ensure that provision allows all children to flourish at every stage of their education?

We place a strong emphasis on our Christian values of care, trust and respect.

How will you enable all our children to understand their place in the local community and play their part in becoming global citizens?

Job Description



The Contract of Employment between the Governing Body and the Headteacher will be the current Contract of Employment for a Headteacher. The job description can be amended at any time, following consultation between the Headteacher and the Governing Body and will be reviewed annually.

This opportunity would form part of a job share arrangement with the current Headteacher to satisfy the statutory 1FTE Headteacher requirement. The continuation of this arrangement is dependent upon both Co-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.

SALARY SCALE

The Governing Body have determined that this post should be paid on the Hampshire agreed pay scale. St Francis Church of England Primary school is a Group 3 school. Governors have set the Leadership Salary Range as L 18 - L 24

This role is for 0.3 FTE, over a two week period (two days in week one and one day in week two) 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 St Francis Church of England 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.

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)

Person Specification



We are looking for a Co-Headteacher who:

Demonstrates integrity, fairness, and respect for the school's ethos – "The St Francis Way". Through this approach, develops and promotes teaching and learning. Is able to be visible and engaged in school life. Builds a positive rapport with the children. Builds and maintains relationships with parents, nurseries, agencies and the wider school community. Respects diversity and understands the school's context in the local community.



Has leadership experience of taking responsibility for key areas of school improvement. Demonstrates commitment to this role as a genuine vocation, not just a job. Make decisions based on integrity and clear values that prioritises the children's well-being and development. Maintains composure under pressure. Has the ability to progress and builds on existing strengths without unnecessary change.

Enables staff to meet their full potential and be effective in their role by professional development and guidance. Works closely with colleagues. Is approachable and able to balance empathy with authority. Is able to identify capacity and then drive for improvement.



Upholds and enhances the Christian ethos of the school and encourage the people involved with the school to do the same. This includes delivering acts of collective worship in accordance with the Christian foundation of the school.

Values and actively contributes to our school community, working collaboratively alongside an experienced Co-Headteacher and dedicated staff team. Embraces the opportunity to build on our successful journey as a school.

Co-Headteacher Person Specification



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

Shortlisting evidence will be sought in application (**A**), reference (**R**) or interview (**I**)

CORE PROFESSIONAL EXPERIENCES, QUALIFICATIONS

Is a qualified teacher with Qualified Teacher Status and has a high-level of knowledge, experience and expertise in early years education and Special Educational Needs and Disabilities (SEND) **Essential** **A I**

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 in an infant or primary school (Deputy Head / Assistant Head / Head of School / Acting Head / Head) **Essential** **A R I**

Has a proven ability to work as part of a team **A I**

NATIONAL STANDARDS FOR HEADTEACHERS (2020)

PLEASE TELL US HOW, IN YOUR CURRENT AND PREVIOUS LEADERSHIP ROLES, YOU:

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**

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 I**

Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught **A I**

Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy **R I**

NATIONAL STANDARDS FOR HEADTEACHERS (2020) CONT.

PLEASE TELL US HOW, IN YOUR CURRENT AND PREVIOUS LEADERSHIP ROLES, YOU:

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**

Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development **A R I**

Ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of **A R I**

Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds **I**

Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time **A R I**

Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community **R**

HAMPSHIRE LEADERSHIP QUALITIES AND BEHAVIOURS

PLEASE TELL US HOW, IN YOUR CURRENT PRACTICE YOU:

Actively reflects on what works and what does not and uses the information to influence the way ahead and to make decisions **A I**

Demonstrates emotional self-awareness and reflects on the impact of their behaviour on those around them **R I**

Has high expectations of herself/himself, staff and pupils to realise the full potential of the learning community **R I**

Builds community relationships based on a mutual and collective responsibility with diverse partners, to create a high-quality learning environment for all **R I**

Demonstrates commitment to the school's Christian ethos, communicating compellingly the distinctive vision **A R I**

Be prepared to deliver acts of Christian collective worship across the whole school **I**

Application Information



Application Procedure

Visits to our school are encouraged and warmly welcomed. We have arranged for governors to be available to give you a tour at the following times:

Thurs 16th April - PM | Mon 20th April - All Day | Wed 22nd April - AM

Please contact our admin office at adminoffice@st-francis-pri.hants.sch.uk to book a place. If none of the available times are suitable, please get in touch and we will do our best to arrange an alternative.

Please take time to look through our website: www.stfrancisceprimarysch.co.uk

Candidates should complete the application form and return it via email so that it is received **no later than noon 28th April 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 **5th May 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, and invited to the interview day on **2nd June 2026**.

Equality Monitoring

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





Safer Recruitment

St Francis Church of England 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.

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:

Sue Bowen

Church Schools Advisor

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.



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





St Francis CE Primary

Together in God's love, we
care, trust and respect

stfrancisceprimarysch.co.uk

