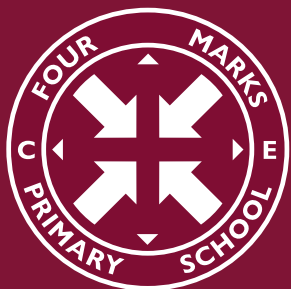


Four Marks CE Primary School Headteacher Information Pack



Love, Integrity, Forgiveness and Equality



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Five Lanes End, Four Marks, Hampshire GU34 5AS

Email: communications@fourmarks.hants.sch.uk

Telephone: 01962 772200

URN: 116288 // NOR: 293

A letter from the Governors

Welcome to Four Marks Primary School

I am writing this letter on behalf of everyone on our Governing Board, who thank you warmly for your interest in the position of Headteacher at Four Marks Church of England Primary School.

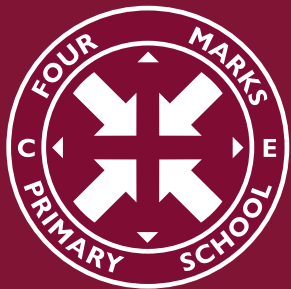
Our current Headteacher is leaving at the end of Summer Term 2025. She has been an outstanding leader of our school, children, staff and community over the last twelve years.

We are seeking to appoint a new caring, supportive Headteacher who is committed to maintaining our school as a centre of excellence. They will have the desire and ability to develop our children and staff to the fullest of their potential, ensuring that they follow our core values of Love, Integrity, Forgiveness and Equality.

This Information Pack aims to provide you with some key information about our school. Other important information is [available on our website](#). Better still, you can arrange a visit to see our school, meet our children and staff, and see for yourself why we are so proud of being part of Four Marks Primary School. Howard, our vicar, will be available for a conversation for some of the visiting times, or can be contacted via email or phone: details are available from the school office.

If you would like to apply for this wonderful opportunity, and your skills and experience match our job description and key focus areas laid out in this document, then we look forward to meeting with you and receiving your application.

Jonathan Elliman
Chair of Governors



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A letter from the Diocese

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.

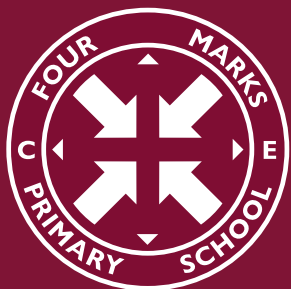
The diocesan representative involved in the appointment process at the school you are applying to will be:

Richard Wharton

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.





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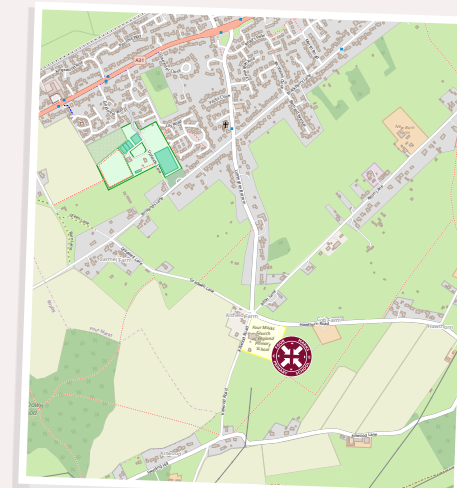
Four Marks Primary School was founded in 1903 and has remained the heart of education for local children in this growing village located between Alton and Alresford in East Hampshire. We have strong links with The Church of the Good Shepherd, our local church and the community beyond.

Our children are at the centre of everything we do in Four Marks Primary School. They play a leading role in the school, know that they are listened to and that they make a difference.

We have 11 classes and around 300 children. We run three parallel mixed-age classes within each phase for Years 1 to 6. We believe this is part of the reason for our high academic results and children's readiness for the next stage in their education. Running three parallel classes enables class teachers to share expertise across different subjects, ensuring all our children receive high-quality lessons in all curriculum areas.

We have a well-stocked library, a computing suite and a dedicated music room. We also have lots of outdoor space including a dedicated Year R outdoor space, a forest school in woodland, a pond, a large field, a golden mile running track and two playgrounds. We have a kitchen and meals are cooked on-site.

Wraparound care is available every working day: in the morning with our Breakfast Club, and with various afterschool clubs at the end of the day.



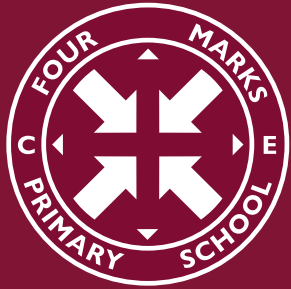
Key facts

Number on Roll:	293
Classes:	11
Staff:	34
Governors:	14
Chickens:	6

Finance 2024

Total Income:	£1.712m
Total Expenditure:	£1.762m
In-Year Surplus(Deficit):	(£50k)
Total Accumulated	
Carry-Forward to 25/26:	£128k





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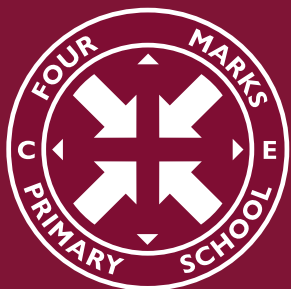
School vision

“Together, we are walking in Jesus’s footsteps, learning to make good and courageous life choices to help others, our world and ourselves.”

Our vision starts with our values, from which all else flows: **love, integrity, forgiveness and equality**. Learning together to create an environment of excellence for all. As they reflect on these values, our children develop their ‘moral compass’, a strong understanding of right and wrong that will guide them through life.

Children are encouraged to be ‘courageous advocates’, to do their best and make a difference through action, however small. We believe that if pupils leave us having established these four core building blocks, then we will have achieved our goal of giving our children the strong foundations they need for their lives now and in the future.





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Ofsted

Our school was judged as being strongly **Good** overall.

Outstanding in Personal Development, **Outstanding** in Behaviour and **Outstanding** for our Early Years Foundation Stage.

Good in Education and **Good** in Leadership and Management.

“Leaders have created an extremely safe and nurturing environment for them that fosters kindness and tolerance.”

“Leaders have provided pupils with a wide variety of opportunities to develop their own interests and talents, including for those pupils with SEND.”

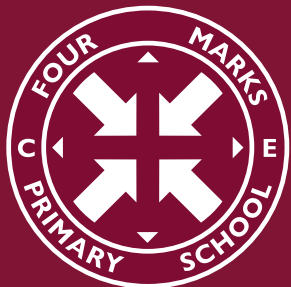
“Pupils behave exceptionally well and enjoy coming to school. Pupils also learn well, and leaders have high expectations for all.”

“Pupils are happy, polite and confident.”

“Staff encourage children to pursue their own interests, and there is a sharp focus on developing their independence and resilience.”

“The curriculum for children in Early Years is exceptional. Leaders identify children's starting points accurately and set ambitious goals for them.”

Latest Ofsted inspection, February 2023 



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Our school was graded as overall **Good**.

The impact of collective worship was **Excellent**.

“Four Marks Primary School is an exceptionally welcoming school, in which the Christian vision underpins strong relationships across the whole community.”

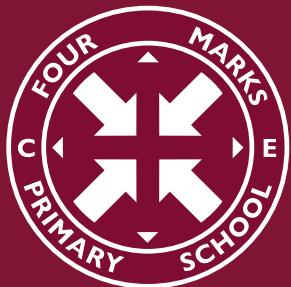
“The school is an extremely welcoming and joyful community where staff, pupils, governors and parents value and highly respect each other. ”

“The exciting and relevant curriculum is planned around learning experiences for all pupils where they are given opportunities to develop their strengths and talents. Behaviour is impeccable throughout the school.”

“The school’s vision of following Jesus prompts pupils to make courageous choices.”

“All leaders in the school community aim to develop pupils who flourish and believe in themselves. This leads to the pupils making a positive contribution to society by living out the vision and making courageous life choices.”

Latest SIAMS inspection, March 2022 



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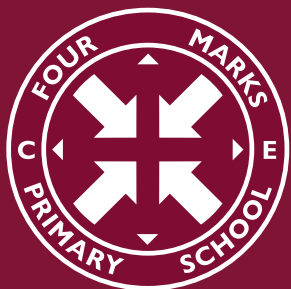
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Our children's wishlist



With thanks to our
Future Ideas Team
(our school council)



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Staff wishlist

We would like the new head to:

Be a people person, approachable with an open door

Show professionalism

Be someone who follows through with things and checks things get done

Have good communication skills and make sure everyone is informed

To be inclusive

Be kind

Be someone who listens

Be flexible

Want the best for the children and the staff

Have a good sense of humour

Be a good role model – school rules/ work ethic/etc.

Be consistent

Promote equality for all children and all staff

Be someone who has our backs (in tricky situations)

Value and acknowledge what we do and how hard we work

Be forward thinking/dynamic/ pro-active/charismatic

The qualities we would like in a new head:

To be well organised and thorough – gets things done

To have good budgeting skills

Not to try and fix what isn't broken – don't try to change things for the sake of it, without understanding why they are done in a certain way (if they are working)

Someone who gets to know the staff

To have a good presence so the children and parents know who they are

Someone who sees the positives as well as the negatives

Someone who will help us find good solutions that work for the children and us

Someone who understands our school approach to Oracy and the importance of Let's Think

Someone who supports the importance of extra-curricular activities and will promote them

Someone who can see the value of learning music across the school

To have an understanding of Early Years, Key Stage 1 and Key Stage 2

To consult and not dictate. Show trust in the things we do that are working well

To support staff CPD, INSET, courses, in-house training, challenging staff to try new things and step out of their comfort zone, in a supportive way

To have high (but realistic) expectations of all staff and children

To be good with parents – confronts tricky situations and deals with it

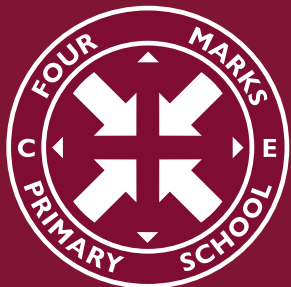
To be someone we can talk to if we have a personal problem, who will be discrete and supportive

To care about our work/life balance

To be willing to get involved – step in and help on playground duties, covering a class, events etc.

To support our Kit Messenger training and promote good mental health and wellbeing for all children and staff

To support the placements we offer for Students and Work Experience



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Job description

Four Marks CE Primary Headteacher

SUMMARY JOB DESCRIPTION AND KEY FOCUS AREAS

Job Title: Headteacher

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.

Salary Scale: The Governing Body have determined that this post should be paid on the Hampshire agreed pay scale. Four Marks CE Primary is a Group 2 school. Governors have set the Individual Salary Range at L15 - L21* (£70,293 - £80,634).

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 Four Marks CE Primary School.

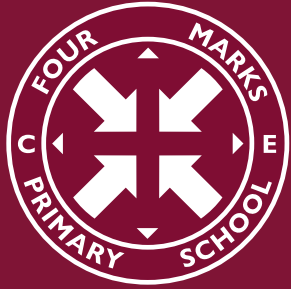
Key responsibilities:

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 on GOV.UK](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/431222/Headteachers_Standards_2020.pdf)



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Key focus areas

Focus areas for our new Headteacher

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

We want to develop all our children to their fullest potential, regardless of their starting points.

How will you inspire our children to reach their fullest potential while empowering and supporting our staff to excel and uphold the highest standards?

We are a school with a strong Christian foundation.

How will you develop “courageous advocacy” and align our new behaviour values in an increasingly online global community?

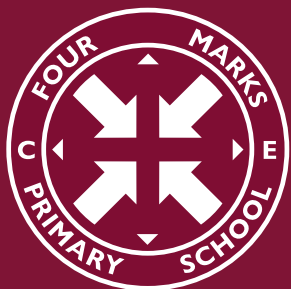
We aim to work with our village community in mutually beneficial ways to enhance the life experience of everyone.

How will you further improve engagement with parents and carers, local business and providers?

We want to maximise our incredible facilities, resources, grounds and expertise to support strong learning and wider experiences for our children and community.

What creative ideas do you have that will help us achieve this?

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.



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Person specification

Four Marks CE Primary School Headteacher Person Specification and links for the application process

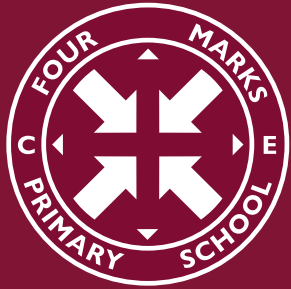
Your application statement should refer to your consideration of the relevant experiences, achievements, and skills identified as A (**application**) in the tables below and the key focus areas described in the job description.

Core professional experiences, qualifications

General:

Shortlisting evidence sought in application (A), reference (R) or interview (I)?

1. Is a qualified teacher with Qualified Teacher Status Essential	A
2. Evidence of relevant professional study and/or qualification Essential	A
3. NPQH, MA or similar Desirable	A
4. Has a proven track record of success, and of managing change, as a senior leader (Deputy Head / Assistant Head / Head of School / Acting Head / Head) Essential	A, R, I
5. Has knowledge and understanding of strategic financial planning, budgetary management and principles of best value Essential	A, R, I
6. 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	R, I



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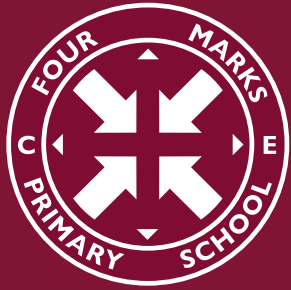
Person specification 2

National Standards for Headteachers (2020)

Please tell us how, in your current and previous leadership roles, you:

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

School Culture. Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.	R, I
Teaching. 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.	R, I
Curriculum and Assessment. Establish effective leadership at all levels, developing staff with high levels of relevant expertise and access to professional networks and communities.	A, R, I
Behaviour. 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.	R, I
Additional and special educational needs and disabilities. Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively.	R, I
Professional Development. Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs.	R, I
Organisational Management. Ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care.	R, I
Continuous School Improvement. 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
Working in Partnership. Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.	A, R, I
Governance and Accountability. Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.	R, I



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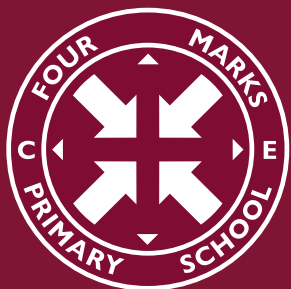
Person specification 3

Hampshire Leadership Qualities and Behaviours

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

Shortlisting evidence sought in application (A), reference (R) or interview (I)?

Futures Thinking. Think beyond the immediate situation and implements new and enhanced strategies for improvement.	R, I
Building and Managing Relationships. Shape and articulate a vision with clarity, inspire others with the vision and leads the organisation to the realisation of the vision through hard work and determination.	R, I
Professional Awareness and Impact. Celebrate the achievements of all learners; establish and maintain a culture of well-being and enjoyment.	R, I
Partnership Working. Build community relationships based on a mutual and collective responsibility with diverse partners, to create a high-quality learning environment for all.	A, R, I



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Telephone: 01962 772200

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Application procedure

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

E-mail address: 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 4 March 2025 and the selection process will take place on 18-19 March 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.

At a glance

Application Deadline: 28 February 2025

School visits: 22 January 2025
& 7 February 2025

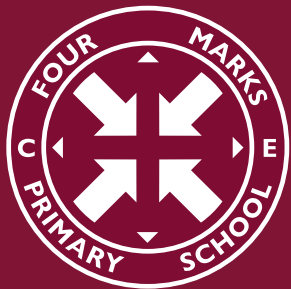
(Please call 01962 772200 to arrange a visit)

Shortlist: 4 March 2025

Interviews: 18-19 March 2025

To start: September 2025

Pay scale: (L15 - L21*)
£70,293 - £80,634



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Safer recruitment

Four Marks Primary School is 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 including online searches as part of our due diligence.

Privacy notice

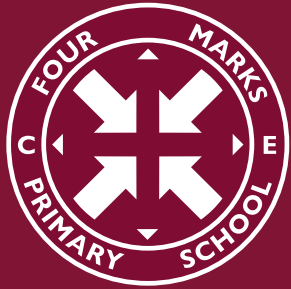
The school collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

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.



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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. While 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 Headteachers 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 Headteachers, in partnership with governors, the LA operates a structured induction development programme which also helps develop close working relationships with other Headteachers 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.