



Alton Infant School

Headteacher Recruitment Pack



Alton Infant School
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Letter from Chair of Governors



Thank you for your interest in the position of Headteacher at Alton Infant School. We hope that the information in this pack will encourage you to apply with confidence, knowing that this role offers a rewarding and positive step in your career. Alton Infant School is known for its inclusive, friendly and nurturing atmosphere, where every child is valued as an individual. Our dedicated staff team is committed to providing the highest quality education, fostering a love of learning and securing excellent progress through an exciting and stimulating curriculum.

Our new Headteacher will be someone who is passionate about education, with the energy and vision to embrace the challenges of the role, inspire others and make a real difference. We are looking for a leader who shares our values and possesses the leadership qualities to build on our strong, secure foundation, taking the school to even greater success. We warmly encourage you to explore our website and, if possible, to visit the school in person to experience the high standards we maintain for both children and staff. The governors look forward to receiving your application and to working in partnership with the successful candidate to further develop and enhance the school.

Please read the guidance carefully and ensure that your application addresses all aspects of the Person Specification.

Róisín Pope

Róisín Pope
Co-Chair of Governors

Will Pointer

Will Pointer
Co-Chair of Governors

Welcome to Alton Infant School



Alton Infant School is a welcoming, inclusive and values-driven setting for children aged 4–7, located in the heart of Alton. With around 160 pupils (and capacity for 180), we offer a community-sized environment, with dedicated and experienced staff who foster strong relationships, excellent pastoral care, and a real sense of belonging

We serve a diverse mix of families, including many facing challenges. Working closely with local agencies, we provide support where needed. This diversity is a real strength, helping pupils develop resilience, empathy and respect from an early age. As a Rights Respecting School, children's voices are heard, responsibility is encouraged and character development is promoted alongside academic learning.

What Makes Our School Special

- **We believe that every child is unique and deserves a happy, safe and stimulating environment that inspires them to become confident, caring and independent learners.**
- Learning is supported across classrooms and communal spaces, with clear learning behaviour traits which guide our children.
- Early years provision is strong, with play-based learning, rich reading environments, vocabulary support, structured transitions and outdoor play.
- The Nest provides tailored support for children with additional needs, combining experienced staff with mainstream integration to help every pupil reach their potential.
- Visitors often comment on our welcoming atmosphere, structured routines and stimulating learning environments.



Why Families Choose Us

Families choose Alton Infant School for our strong community spirit, nurturing environment and commitment to each child's growth. Children thrive in a Rights Respecting, inclusive setting, with opportunities for outdoor play, literacy development and character building. Families value our open communication and the trust we build, ensuring learning continues smoothly between home and school.

Ultimately, families value that their children are known, respected, and encouraged to be their best selves - a school where every child can grow, belong and flourish.



"Pupils enjoy attending this friendly and inclusive school where they are happy and safe".

"Much thought has gone into the school's broad and ambitious curriculum. The school is highly inclusive".

Ofsted

Click the link to view the Alton Infant School section of the [Ofsted website](#).

Our Vision

At Alton Infant School, we believe the early years are the perfect time to spark curiosity, build confidence, and nurture a love of learning. “Sowing the Seeds of Learning” reflects our commitment to supporting every child with care, encouragement, and the skills they need to grow and flourish. As a Rights Respecting School, we ensure all children are welcomed, accepted and included. Through high levels of care and compassion, we provide a rounded education in which children thrive academically, emotionally and socially. Our vision is for teaching and learning to be enjoyable, engaging, and memorable, helping each child to discover and develop their own unique gifts and talents.

Click [here](#) for our curriculum 'Vision for Learning' and our 'Early Years Vision for Learning'.

Our Values

Our values are based on the school's learning behaviours for our children. These learning behaviours are celebrated and embedded into the life of the school and the school's curriculum. Our learning behaviours are based on different characters so that our children can relate to them in a real and meaningful way.



Our learning behaviour characters are:-

Considerate Hedgehog 

Curious Cat 

Brave Spider 

Resilient Tortoise 

Reflective Ladybird 

Concentrating Caterpillar 

About Alton

Alton is a lively, community-minded market town in Hampshire that combines a strong sense of history with the conveniences of modern life. Sitting on the edge of the South Downs National Park, it offers lovely countryside, good transport links to London and nearby cities, and a friendly, welcoming feel.

The town has a wide mix of families, including some who face significant challenges. While parts of Alton are more affluent, there are also areas where levels of deprivation are higher. This means that local schools work closely with other agencies to make sure children and families get the support they need. This diversity brings real strength to the community, creating a school environment where inclusion, pastoral care and teamwork truly matter.

Alton has a vibrant town centre with independent shops, cafés and restaurants, as well as a rich cultural background, including links to Jane Austen and several local museums. With accessible housing, family-friendly facilities and lots of opportunities to enjoy both outdoor spaces and cultural activities, Alton is a great place for children to grow and learn.



For a headteacher, Alton offers a supportive, down-to-earth community and the chance to make a meaningful difference in a town that values its schools and its children. With well-regarded education settings, family-friendly amenities and plenty of opportunities for outdoor and cultural enrichment, Alton provides an ideal environment for community life and a positive, rewarding place for a headteacher to lead and thrive.

Our Children Would Like...

Some who:

- Is kind, friendly and caring, and looks after everyone in the school.
- Takes time to talk to children, listens to them and makes them feel safe and trusted.
- Is fun, reads great stories and leads assemblies they enjoy, including celebrations with stickers and certificates.
- Teaches sometimes and makes learning fun and exciting.
- Works hard to help the school, supports children with what they need and brings in new things for them to enjoy.
- Helps people, cares for the whole school and looks after children when they need support.
- Is polite, considerate and sets a positive example for everyone.

Dear future headteacher,

We are really happy at our school and we love our teachers. We hope you will be kind and friendly. We are hoping for someone who looks after all the children, listens to us, and helps us when we need it.

We love stories and assemblies, especially the celebration ones with stickers and certificates. It is fun when teachers help us with our learning and make lessons exciting. We are hoping you will make learning fun too.

It is important to us that you are polite, considerate and caring and that you help everyone in the school. We are hoping for someone who works hard, helps people and makes the school a happy place for everyone.

We are looking forward to meeting you and hope you will enjoy our school as much as we do!

From the pupils of Alton Infant School.

Our Staff Would Like...



Someone who:

- Is child-centred, approachable and genuinely committed to the school community.
- Values each child as an individual and supporting play-based learning and early years development.
- Is calm, visible, warm, fair and approachable, building strong relationships with children, staff, families and the wider community.
- Respects and builds on the school's strengths, ethos and community.
- Has expertise in Early Years, safeguarding, SEND, budgets and school management.
- Consults, listens, and communicates clearly, involving staff and parents in decisions
- Willing to delegate and empower staff, fostering autonomy and enabling them to perform at their best.
- Is organised, efficient, and practical, supporting staff while ensuring effective governance and accountability.
- Loves the school, participates actively in school life, and nurtures a thriving, positive culture.
- Recognises the work all staff do, understands the pressures they face, and values and supports the team.
- Wants the best for the school, brings a good sense of humour and enjoys cake!

Our Parents Would Like...

Someone who:

- Is kind, warm and approachable, creating the same welcoming atmosphere the school is known for.
- Understands the local community and builds strong, positive relationships with families.
- Connects easily with parents, listens openly and is always willing to answer questions.
- Champions inclusivity and supports children with SEND sensitively and effectively, ensuring they are never made to feel different.
- Has a confident presence and supports a strong, collaborative team of staff.
- Maintains the nurturing, caring and supportive ethos that parents value so highly.
- Continues to encourage strong progress for all children, building on the excellent teaching and environment already in place.
- Supports and works collaboratively with the Home School Association.



"We love our school for its warm, caring and nurturing atmosphere. Our children are happy, making excellent progress, and feel supported and included no matter their needs".

"The teachers and staff truly know and understand the community, and the school just has a special feeling about it".

What We Offer



- **Wonderful children:** Enthusiastic, caring and full of curiosity who love learning and thrive in a supportive environment.
- **A strong, collaborative team:** Experienced, passionate and committed staff who work together to provide the very best start for every child.
- **An experienced leadership team and governing body:** Clearly defined roles, strategic, engaged and ready to support the Headteacher in shaping the next stage of the school's development.
- **A welcoming, inclusive ethos:** Prioritising wellbeing, celebrating diversity and maintaining high expectations for all.
- **A thriving school community:** Strong partnerships with families and an active Home School Association (HSA).
- **Excellent links with local schools and networks:** Opportunities for collaboration and peer support through the Headteacher cluster.
- **A positive school culture:** A rights-respecting school built on warmth, respect and ambition.
- **A stable, established school with opportunities for impact:** Firm foundations, clear vision, strong systems and a positive reputation, with scope for the Headteacher to lead development and build on existing successes to shape its future.
- **Resources and environment:** Well-equipped classrooms and opportunities for outdoor learning.
- **Professional development:** Access to Hampshire's Local Authority leadership support and induction programs.
- **Community engagement:** Strong local links and opportunities to build partnerships that enrich school life.
- **A vibrant location:** Situated in the heart of Alton, a lively market town with rich history, green spaces and strong community spirit.

Key Priorities: The First Year



1

Develop and build relationships across the school community:

Build strong, trusting and collaborative relationships with pupils, staff, parents, governors and the wider community, maintaining the positive partnerships already in place and fostering open communication and a shared sense of purpose.

2

Build on existing strengths and address key challenges: Maintain and enhance the school's existing strengths in teaching and learning, while strategically tackling areas for improvement that will enhance pupil attainment, progress and attendance.

3

Create inspiring and high-quality learning environments: Continue to develop and sustain engaging, inclusive learning spaces (both indoors and outdoors) that meet the diverse needs of all pupils including the most vulnerable, and inspire curiosity, active participation and a love of learning.

4

Empower curriculum leadership and drive refinement: Support, develop and empower subject leaders to embed a strong, coherent curriculum that promotes excellence and enriches the learning experience for all pupils.

We're Looking For Someone Who



- Prioritises pupils' well-being and development.
- Maintains composure under pressure, makes decisions based on integrity and clear values.
- Is visible and engaged in school life, builds positive rapport with children.
- Is approachable and able to balance empathy with authority.
- Demonstrates integrity, fairness and respect for the school's culture and strengths.
- Has an ability to progress and build on existing strengths without unnecessary change.
- Demonstrates commitment to the role as a genuine vocation, not just a job.
- Values relationships with parents, nurseries, agencies and the wider school community.
- Respects diversity and understands the school's context in the local community.



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.

Salary Scale

The Governing Body have determined that this post should be paid on the Hampshire agreed pay scale. Alton Infant school is a Group 2 school. Governors have set the Leadership Salary Range as L11-L 17 £ £66,368 - £76,772.

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 Alton Infant 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 - GOV.UK](https://www.gov.uk/government/publications/headteachers-standards-2020)



Person Specification

Factor	Essential	Desirable	Evidence
Professional qualifications and experience	Qualified teacher status.		A
	Senior leadership experience in a primary or infants education setting, with experience at both EY&KS1.	An existing head, deputy or assistant head.	A
	Evidence of relevant further professional in-service training and continuing professional development.	NPQH or NPQSL	A, I
Leading and developing school culture	Understanding of the importance of strategic leadership when creating a strong vision that reflects the culture, ethos and values of the school.		A, I, R
	Inspires, leads, and develops staff; fosters a positive, collaborative team culture.		A, I
		Possesses firsthand experience with Ofsted inspections in a school leadership role.	A

Key: A - Application, I – interview, R – Reference

Factor	Essential	Desirable	Evidence
Shaping the future	Experience of developing high quality learning behaviours across all year groups.		A, I
	Proven ability to drive improvement and accurately evaluate school performance.	An existing head, deputy or assistant head.	A, I, R
	Competence in using assessment data to improve teaching and learning outcomes.	NPQH or NPQSL	A, I
	Confidence in managing budgets, resources, and site improvements.		A, I
	Ensure rigorous approaches to identifying, managing and mitigating risk.		A, I
	Ensure efficient and effective use of financial, physical and human resources to support the schools' strategic priorities.		

Key: A - Application, I – interview, R – Reference



Factor	Essential	Evidence
Teaching, learning and curriculum development	Secure understanding of good practice in Early Years and Infant education; able to support and develop staff effectively, leading by example.	A, R
	Secure understanding of good practice in Early Years and Infant education; able to support and develop staff effectively, leading by example.	A, I
	Takes an active role in staying well-informed of educational research and development and promote a culture of innovation.	A, I, R
	Understands the importance of play-based learning, recognises each child as an individual and adapts approaches to meet their developmental stage and needs.	I
	Demonstrates how ambitious expectations drive improvement for all pupils.	A
	Successfully use a range of evidence to inform action which leads to improved pupil progress and attainment.	A, I



Factor	Essential	Evidence
Self-development and working with others	Improved teaching through demonstrating and modelling excellent teaching to develop and improve colleagues' practice.	A, I
	Can demonstrate how you use your own professional development to improve your own and other's practice.	A, I
	Experience of leading and developing staff through performance management, taking account of future career progression and aspirations.	A, I
	Experience of working closely with governors to improve pupil outcomes. Understands what effective governance looks like.	A, I
	Can forge constructive relationships beyond the school, working in partnership with parents, carers, agencies governors and the local community.	A

Factor	Essential	Desirable	Evidence
Safeguarding	Experience of creating a strong safeguarding ethos and culture.	Either a DSL or deputy DSL.	A, I
	Provide a safe, calm and well-ordered environment for all pupils and staff.		A, I
		Has experience of working with a range of safeguarding professionals and wider support agencies.	I

Factor	Essential	Evidence
Personal skills and attributes	Communicates clearly and effectively with staff, pupils, parents, and stakeholders; listens actively before making decisions.	A, I, R
	Analyses complex situations rapidly and provide practical solutions based on clear principles.	A, I, R
	Is emotionally intelligent and can give examples of using effective support mechanisms in challenging times.	I
	Able to use time effectively to drive improvement.	I, R
	Can think beyond the immediate situation when deciding when and how to implement new and enhanced strategies.	A, I
	Passionate about learning; embraces being a learner and values teamwork for success.	I, R

Key: A - Application, I – interview, R – Reference

Please note that this is illustrative of the general nature and level of responsibility of the role.

It is not a comprehensive list of all tasks that the headteacher will carry out.

The postholder may be required to do other duties appropriate to the level of the role.



Education in Hampshire



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.

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 click [here](#) for more information: Inclusion and Diversity Plan

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.

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 units in mainstream schools offer tailored education and support for children with various needs, including learning difficulties, physical and sensory disabilities, and emotional and behavioural issues.



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 advisors providing responsive and flexible support.

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.

Discover more about what Hampshire has to offer by visiting our website at **[Education and learning](#)** | **[Hampshire County Council](#)**

Hampshire has so much to offer, and we hope you will join us!



Application Procedure



Visits to our school are encouraged and warmly welcomed on the following dates: Friday 9th January, Wednesday 14th January and Friday 16th January.

Please contact our admin office adminoffice@alton-inf.hants.sch.uk to book a visit. Alternatively, you can browse through [our website](#).

Candidates should complete the application form and return it via email so that it is received no later than 3rd February 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 9th February 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.

Equality Monitoring

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

Safer Recruitment

Alton 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 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.





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