Thorney Island Community Primary School

Headteacher Recruitment Pack



www.thorneyislandcps.org.uk



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Thank you for your interest in the post of Headteacher at Thorney Island Community Primary School.

Thorney Island is a unique and special place to live and work. Surrounded by Chichester Harbour on three sides, the Island has a rich history, having originally served as a Second World War airbase. Today, it is home to two regiments of the Royal Artillery.

We are a one-form-entry primary school situated within the military base. Approximately 76% of our children come from military families that live on the Island, including many families from the Commonwealth, with the remainder drawn from non military families in the surrounding area. This creates a diverse and vibrant school community, with its own opportunities, strengths and challenges.

Our military families experience periods of deployment and separation that can have a significant emotional impact on some of our children and their families. We therefore place great importance on pastoral care, emotional wellbeing and understanding of each child's individual circumstances. In recent years we have received grants from the Armed Forces Covenant to support this aspect.

The school is well maintained and benefits from excellent, well-equipped outdoor spaces. We are fortunate to have a highly dedicated, experienced and committed staff team who work together to provide a varied and stimulating curriculum that inspires children and nurtures a lifelong love of learning.

Our Headteacher will retire in the summer of 2027. We are seeking an energetic, enthusiastic and inspirational leader who will build on the school's established strengths and lead us confidently into the next stage of our development.

On behalf of the governors, staff and children, I warmly invite you to visit our school. We would be delighted to welcome you, show you our school in action and give you the opportunity to experience first-hand the community you could become part of. Thank you once again for considering this important role. We look forward to meeting you.

Yours sincerely,

Peter Lovell
Chair of Governors



'Pupils love their school and enjoy learning new things alongside their friends. They work hard and take pride in their achievements, including those beyond the school gates. They live out the school's values because they are woven into every aspect of school life. Pupils are taught the life skills they need to succeed in modern Britain. For example, they learn to be tolerant, respectful and accepting of others.' Ofsted 2023

Our Vision

To provide a safe, stimulating and inclusive environment which creates positive attitudes to learning.

Our Values

- **Respect:**
We respect ourselves, each other and our environment, embracing our differences and celebrating our uniqueness.

- **Independence**:
We encourage independence to enhance our learning, develop self-reliance and improve our decision-making skills.

- **Community:**
We believe that by working together with honesty and integrity that pupils, staff, parents and our community will thrive.

- **Perseverance**:
We show determination in all aspects of our learning, showing positivity, perseverance and resilience.

- **Success**:
We celebrate success in all its forms. We want all those that attend our school to experience and achieve success.

Our Ethos

At Thorney Island School our priority is to develop a love of lifelong learning, inspired by quality teaching that builds upon individual talents. We aim to ensure that our children enjoy a stimulating learning environment, where learning is immersive, children are happy, feel safe and are valued.

We aim to provide learning experiences which are rich and enjoyable and where children are encouraged to take and manage risks. We believe children learn best when they are fully and actively engaged in the learning process, which means ensuring high quality learning experiences both inside and outside of the classroom.

Everything we do as a school is to ensure that our children achieve their potential. We are deeply aware that children only get one chance at their primary education. We want every child to be successful and happy from the very first day they join us, so when they leave they are confidant individuals who have a love of learning for the rest of their lives.

Key facts about Thorney Island CP School

Type of school	Community Primary School
School age range	4 - 11 years
Arrangement of year groups	One form entry
Number on roll	169
Location	Emsworth, Hampshire
Average number of pupils per class	24
Number of teaching staff	13
Number of support staff	22
% children of FSM	13.6%
% children with SEN Support	6.5%
% children with EHCP	5.33%
Ofsted Grade	Good, June 2023



Job Description

School name: Thorney Island Community Primary School
Job title: Headteacher
Group Size: 2
Pay Range: Leadership L11 - L17
Responsible to: The Full Governing Body

Main Purposes of the Job

- To provide strategic and professional leadership for the school, securing its continued success, development and improvement through the delivery of a high-quality education that inspires, engages and motivates pupils, raises aspirations and maximises learning, progress and achievement.
- To establish and maintain strong, positive relationships with parents, carers, governors, staff, pupils and the wider community, fostering a shared commitment to the school's vision, values, ethos and strategic priorities.
- To be accountable for the overall leadership, strategic direction, organisation, management and effective operation of the school, ensuring that resources are deployed efficiently and that appropriate consultation and collaboration take place with relevant stakeholders.
- To promote and maintain a safe, inclusive, nurturing and supportive environment in which all pupils and staff feel valued, respected and protected. To ensure that safeguarding, child protection, health and safety, and relevant school policies are effectively implemented, monitored and reviewed, promoting the welfare of all pupils and staff.
- To fulfil the duties and responsibilities of a Headteacher as set out in the School Teachers' Pay and Conditions Document, together with all relevant statutory duties, professional standards and legislative requirements applicable to the role.

School culture and behaviour

The headteacher will:

- Establish, articulate and sustain a clear vision, ethos and strategic direction for the school.
- Promote the School's values, creating a positive, inclusive and aspirational school culture in which pupils are safe and thrive.
- Ensure that high standards of behaviour, conduct, attendance and mutual respect are promoted and maintained, ensuring that the school provides a safe, orderly, inclusive and supportive environment in which diversity is valued and every individual is treated with dignity and respect.
- Establish and sustain ambitious expectations for all pupils with additional needs and special educational needs and disabilities (SEND), ensuring that every pupil is supported to achieve their full potential and that barriers to learning are identified and addressed effectively.
- Ensure that the school meets its statutory responsibilities in relation to SEND, including compliance with the SEND Code of Practice and relevant legislation.

Teaching, Curriculum and Assessment

The headteacher will:

- Provide strategic leadership for the development, implementation and ongoing evaluation of a broad, balanced, structured and coherent curriculum.
- Provide strategic leadership in securing and sustaining consistently high-quality teaching across all subjects and phases, ensuring that teaching practices are informed by robust educational research, evidence-informed approaches and a clear understanding of how pupils learn.
- Ensure that teaching and learning are underpinned by strong subject knowledge, pedagogical expertise and high professional standards, recognising and promoting the distinctive requirements of individual subjects, disciplines and specialist areas of learning.
- Ensure that assessment arrangements are valid, reliable, proportionate and aligned with curriculum intent, providing accurate information about pupils' knowledge, understanding and progress. To ensure that assessment outcomes are used effectively to inform teaching, identify gaps in learning, evaluate curriculum impact and secure improved pupil outcomes.
- Ensure that all pupils develop secure reading and writing skills through the implementation of evidence-informed approaches to reading and writing, including the effective delivery of systematic synthetic phonics where appropriate.

Organisational Management

The headteacher will:

- Provide strategic leadership and oversight of safeguarding, ensuring robust policies, procedures and practices are implemented, monitored and reviewed to protect the welfare, health and safety of all pupils and staff, in accordance with 'Keeping Children Safe in Education' and other statutory requirements.
- Establish and sustain a culture of continuous professional learning, ensuring that all staff have access to high-quality, sustained and evidence-informed professional development aligned with the school's strategic improvement priorities, team objectives and individual professional needs.
- Lead the effective management and allocation of financial resources, ensuring that budgets are aligned with the school's priorities, and robust financial accounting procedures are in place.
- Ensure the effective deployment, management and development of staff, matching skills and expertise to organisational needs while promoting staff wellbeing, maintaining manageable workloads and supporting a positive and sustainable working environment.
- Lead rigorous and proportionate self-evaluation processes to assess the school's effectiveness, identify strengths and areas for development, and analyse complex or persistent barriers to improvement.

This job description outlines the key responsibilities and level of accountability associated with the Headteacher role. It is not intended to be an exhaustive list of duties, and the postholder may be required to undertake other responsibilities commensurate with the seniority and scope of the role. The job description may be reviewed and amended, following consultation with the postholder, to reflect the evolving needs and priorities of the school.


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Person Specification

Criteria	Qualities	Essential	Desirable
Qualifications and Training	Qualified Teacher Status	✓	
	Senior Leadership Qualification (eg NPQH)		✓
	Designated Safeguarding Lead (training required if not current)	✓	
	Safer Recruitment training (training required if not current)		✓
	Educational Visits Co-ordinator (training available)		✓
Experience	Successful leadership and management experience in a school to at least Assistant Headteacher level.	✓	
	Successful teaching experience within the EYFS/Primary age range.	✓	
	Involvement in school self-evaluation and school improvement planning.	✓	
	Demonstratable experience of successful line management and staff development.	✓	
	Proven track record of raising attainment for all pupils including vulnerable children and those with SEND .	✓	
Skills and Knowledge	Up to date experience of KCSIE and ability to develop a whole school culture in safeguarding.	✓	
	Ability to plan and evaluate accurately, including the use of data to set targets and identify areas for development.	✓	
	Ability to design and implement evidence informed curriculum that meets the needs of all learners across the school.	✓	
	Understanding of high quality teaching and ability to promote across the school.	✓	
	Understanding of school finances, financial management and planning.		✓
	Knowledge of the effective and safe use of IT, social media and AI in an educational context.		✓
	Knowledge of statutory and regulatory frameworks and ability to apply them.	✓	
	Commitment to meeting the needs of all pupils including those with Special Educational Needs or Disabilities and those from disadvantaged backgrounds.	✓	

Criteria	Qualities	Essential	Desirable
Personal Qualities	Demonstrates an enthusiastic and deeply rooted commitment to every stage of primary education, including the Early Years Foundation Stage, with a strong understanding of the distinct needs, opportunities and developmental pathways of children from the earliest years through to the end of Key Stage 2, and a passion for ensuring every child thrives throughout their primary journey.	✓	
	Demonstrates visionary and innovative leadership, actively seeking out emerging ideas, evidence-informed practice and new approaches to drive continuous improvement.	✓	
	Has the confidence to lead and inspire others through change, challenge established practice where appropriate and implement new processes strategically to secure the very best outcomes for pupils, staff and the wider school community.	✓	
	Demonstrates the ability to lead and manage change effectively, introducing change at a pace that ensures that high academic standards and the quality of education are maintained throughout the process.	✓	
	An effective and confident communicator who builds positive, professional relationships with staff, pupils, parents, governors and other stakeholders.	✓	
	Develops strong, collaborative partnerships with external agencies and strategic partners to promote the success of the school.	✓	





Information for Applicants

The application form and supporting statement should be emailed to Recruitment Services (RS) at hrschooladverts@westsussex.gov.uk quoting job reference 146 by 12 noon on Friday 15 January 2027

The supporting statement will be no longer than two sides of A4, and should give evidence of how you meet the personal specification and provide evidence of impact from your current or past experience.

Interviews will be held on 3 and 4 February 2027.

Please indicate if you need any support to enable you to participate in the recruitment process.

We require two references, which will be sought for shortlisted candidates prior to the interview date. One should be from your current headteacher (or Chair of Governors if currently a headteacher). All applications will be treated in the strictest confidence.

Visits to the school are warmly welcomed, to arrange an informal visit to the school, please contact Mrs Sarah McCrossan on bursar@ticps.co.uk, telephone 01243 371317

Terms of Appointment

The post is subject to enhanced disclosure from the Disclosure and Barring Service (DBS), satisfactory references, proof of qualifications and medical declaration and proof of entitlement to work in the UK. The successful candidate will be required to sign a declaration form declaring that they are not disqualified from undertaking this work under the 'Childcare (Disqualification) Regulations 2009'

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