



HEADTEACHER RECRUITMENT INFORMATION PACK



Job Start Date: September 2026

Contract/Hours: Permanent, Full-time or Job Share

Salary Type: Leadership Scale L15 – L21*

Salary Details: The indicative pay salary is set at £73,105 - £83,860

Location: St. James' CEC Primary School, Emsworth, Hampshire

Closing Date: 23/03/26 at noon

www.stjems.org.uk



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Letter from the Chair of Governors



St. James'
CEC Primary School

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www.stjems.org.uk

Dear Applicant,

Thank you for your interest in becoming the new Headteacher of **St. James' CEC Primary School**. Our current Headteacher will be retiring at the end of the summer term, and we are looking for a distinctive individual to lead our school into its next chapter.

About our school:

St. James' is a much-loved, one-form-entry primary school in **Emsworth**, a vibrant coastal town on the Hampshire/West Sussex border. Guided by our Christian values of **Compassion, Courage, and Respect**, we provide a nurturing environment where every child can flourish academically, socially, and spiritually.

You will find a warm welcome from our dedicated staff team, happy and enthusiastic children, supportive families, active PTA, and committed Governing Body. Our clergy and parish team play an active role in school life, leading Collective Worship and lunchtime clubs each week. Together, we create a safe, inspiring place where every child receives a rich and well-rounded education.

Our vision:

We are committed to being distinctively Christian while welcoming all faiths and backgrounds. Our Strategic Plan focuses on excellence, continuous improvement, staff wellbeing, financial sustainability, and every child's personal development and safety.

Who we are looking for:

We seek a Headteacher who leads with confidence, kindness, and integrity. Someone who is approachable, energetic, and visible, who will build strong relationships with pupils, staff, parents, and the wider community, ensuring our school remains a joyful place where learning, play, and creativity thrive. With children at the heart of every decision, they will continue St. James' valued tradition of compassion, community, and excellence.

If you are looking for a fulfilling next step in your leadership journey, we invite you to read this information pack and visit our website to learn more. We would be delighted to welcome you to St. James' and show you our school in action. Please refer to the key focus areas and person specification in your letter of application.

Warm regards,

Catherine Warnock

Catherine Warnock
Chair of Governors

Loving Learning. Loving Life. Loving God's World.

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Vision and Values

St. James' is a welcoming and inclusive Church of England Primary School, rooted in Christian values and committed to excellence. Anchored in God's love, we aim to nurture all to flourish and experience life to the full—**loving learning, loving life, and loving God's world.**



'I have come that you may have life in all its fullness' John 10:10

Our Christian values of *compassion, courage, and respect*, inspired by the life of Jesus, help to guide our school community.

'This hope we have as an anchor for the soul, both firm and secure.'
Hebrews 6:19

In 2024, our whole school community worked together to renew our Christian vision and values. Through this process, we identified the principles that best reflect what matters most to us. These values guide our school culture and support us as we learn and grow together.



At St. James', we inspire lifelong learning by opening minds and nurturing confidence, joy, and wisdom. We encourage the development of courageous advocacy, equipping individuals to be confident in making positive changes in our world. We celebrate life and help every child grow in character, purpose, and faith within our caring community.



Our three special sea stories remind us how Jesus' teachings continue to guide us each day. These are depicted in a mural in the school hall, a focal point for our school community.

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The **Calming of the Storm** teaches us **compassion**, just as Jesus brought peace to His friends, we too can bring calm and comfort to others. **Peter Walking on Water** inspires **courage**, trusting in God helps us step forward with faith, even when the waves feel turbulent. **The Miraculous Catch** shows us **respect**, recognising God's abundant blessings and celebrating the uniqueness and worth of every individual.



The **symbolism behind our school badge** is profound and deeply significant. Designed by a former pupil, it reflects our close connection

to the sea. At its centre lies an **anchor**, adorned with a **cross** and surrounded by turbulent waves. The anchor, an ancient Christian symbol of hope, reminds us that just as an anchor provides stability for a ship, so too can we find stability and hope in God. In a world of constant change and uncertainty, life can often feel turbulent—like stormy seas. Yet the teachings of the Bible offer us strength and comfort. When we anchor our lives in God's goodness, we can flourish spiritually, finding rest and peace in His love, shown to us through Jesus Christ.

Collective worship -Inclusive, Invitational and Inspiring

At St. James', Collective Worship is a living expression of our Christian vision and values. It is an important opportunity to provide pupils with spiritual, moral, social and cultural development.



www.stjems.org.uk/Our-School/Our-Vision

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Our School

St. James' CEC Primary School is situated in Emsworth, a former oyster fishing village nestling at the northern shore of Chichester Harbour.

Our school provides a welcoming and inclusive learning environment where well-being and high academic achievement go hand in hand. Our thriving school fosters a purposeful atmosphere, built on a strong sense of community and shared values.

Currently our school community has 225 on roll, in 7 classes from Reception to Year 6, with sea themed identities, Puffins (Rec), Penguins (Yr1), Jellyfish (Yr2), Stingrays (Yr3), Turtles (Yr4), Orcas (Yr5) and Reef Sharks (Yr6).

Reception (EYFS) and KS1 have 30 children in each class.

KS2 classes have 34 children in each class.

The school is consistently over-subscribed with a lengthy waiting list.

Being close to both Portsmouth Naval Base and the Royal Artillery, Baker Barracks on Thorney Island, the school currently welcomes 18 Service families.



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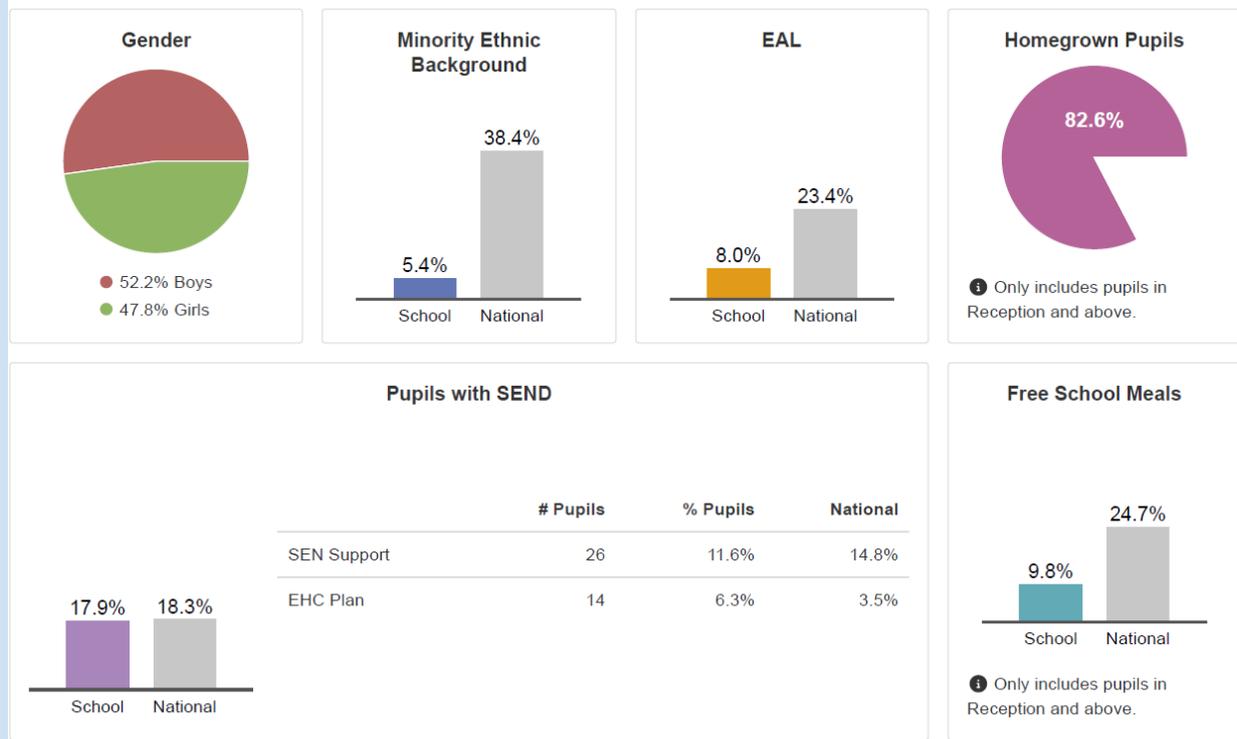
Staffing

Each class is led by a full-time Class Teacher or a Job-Share partnership, supported by experienced Teaching Assistants to meet the specific needs of the cohort. Our support staff play a vital role in ensuring that every child receives the right level of guidance and care to help them achieve their potential.

We also have a dedicated Higher Level Teaching Assistant (HLTA) who provides PPA (Planning, Preparation and Assessment) cover, ensuring continuity of learning and high-quality provision across the school.

This collaborative staffing model allows us to deliver a broad, balanced, and inclusive curriculum, tailored to the individual strengths and needs of our pupils.

Demographics of St James Church of England Controlled Primary School 2025-2026: 224 Pupils



www.stjems.org.uk/Meet-the-Staff-Team

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Inclusion

At St. James', we are dedicated to nurturing every child so they can flourish and thrive. We are proud of our inclusive ethos, where every learner is valued, supported, and celebrated.



Our clear SEND policy ensures early identification and timely support for children with additional needs. Working closely as a team, we promote a whole-school culture of inclusion and understanding.

Our inclusion team includes an out-of-class SENCo, a full-time ELSA, and a part-time SEND assistant. Together, they deliver a graduated programme of support for children on the SEND register, which are roughly in line with national levels, those with EHCPs, higher than national levels, and those receiving early interventions.

By continuously reviewing our provision, refining our practice, and applying the latest evidence-based research, we maximise progress and achievement for every pupil—equipping them to thrive in an ever-changing educational landscape.



Inclusion is truly at the heart of all we do. Every member of staff plays an active role in supporting our children and we are proud of the high-quality, inclusive teaching across our school. We hold the Silver EMTAS (Ethnic Minority Travellers Achievement Service) award for the provision made to support pupils who have English as an Additional Language.



Attendance is high at 97.8% with a persistent absence level of 7.2%.

The attendance officer (who is also a DDSL and part of the Safeguarding team) works tirelessly in forming and maintaining relationships with families.

www.stjems.org.uk/KeyInformation/Inclusions



Attainment

Statutory Assessments Report

St James Church of England Controlled Primary School

Key Results - 2024-2025

Assessment	Statistic	Cohort	School Result	National Comparison	National Result	School Percentile Rank
KS2 Reading, Writing & Maths combined	% of pupils achieving the expected standard	32	69%	● At or above	62%	67th
KS2 Reading, Writing & Maths combined	% of pupils achieving the higher standard	32	13%	● At or above	8%	79th

Subject	Statistic	2021-2022		2022-2023		2023-2024		2024-2025		
		School	National	School	National	School	National	Cohort	School	National
Reading, Writing & Maths combined	% of pupils achieving the expected standard	77% ●	59%	61% ●	60%	58% ■	61%	32	69% ●	62%
Reading, Writing & Maths combined	% of pupils achieving the higher standard	13% ●	7%	16% ●	8%	9% ●	8%	32	13% ●	8%
Reading	% of pupils achieving the expected standard	90% ●	74%	74% ●	73%	76% ●	74%	32	75% ●	75%
Reading	% of pupils achieving the higher standard	32% ●	28%	39% ●	29%	36% ●	29%	32	38% ●	33%
Reading	Average scaled score	106.8 ●	105.0	106.1 ●	105.0	105.4 ●	105.0	32	104.8 ■	106.0
Writing	% of pupils achieving the expected standard	81% ●	69%	74% ●	71%	76% ●	72%	32	78% ●	72%
Writing	% of pupils working at greater depth	34% ●	13%	26% ●	13%	21% ●	13%	32	19% ●	13%
Maths	% of pupils achieving the expected standard	77% ●	71%	74% ●	73%	76% ●	73%	32	72% ■	74%
Maths	% of pupils achieving the higher standard	35% ●	22%	23% ■	24%	27% ●	24%	32	25% ■	26%
Maths	Average scaled score	105.0 ●	104.0	104.4 ●	104.0	104.1 ●	104.0	32	103.9 ■	105.0

www.stjems.org.uk/KeyInformation/School-Performance-Data

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Learning at St. James'

At St. James', we deliver an ambitious, well-structured curriculum that inspires every child to strive for excellence in all areas of life and learning. Our carefully planned experiences promote pupils' spiritual, moral, physical, social, and cultural development, preparing them for the opportunities, responsibilities and joys of 21st-century life.



Our curriculum is designed to be clear, coherent, and sequential, enabling pupils to build knowledge and skills year on year across all National Curriculum subjects. Our aim is for children to *know more, remember more*, and strengthen their long-term understanding over time.

We believe children learn best through an engaging, broad, and balanced curriculum that is meaningful, challenging, and enjoyable. Learning extends beyond the classroom, drawing on our unique local context while fostering an appreciation of the wider, diverse world.



We provide a safe yet stimulating environment where pupils are encouraged to take risks, learn from mistakes, and build resilience through our growth mindset approach. We place strong emphasis on both physical and mental well-being.

Community involvement is central to our curriculum. Families and visitors are regularly invited to share in school life through collective worship and curriculum events. Pupils leave St. James' with a deep sense of belonging, confidence, and the skills to make decisions, reflect, and continue their journey as lifelong learners.



www.stjems.org.uk/Our-School/Our-Curriculum

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Enrichment and School Life

A highlight of the Year 6 calendar, following SATs, is the Year 6 Production. In 2025, pupils showcased their talents in a spectacular performance of *Annie*, which was enjoyed by the whole school community and beyond. The production reflected the children's creativity, confidence, and teamwork, and was praised for its professionalism and energy.



Music plays a central role in our school life. We have a vibrant and well-attended school choir, which welcomes both pupils and adults to join for church services and special performances throughout the year. This inclusive approach helps to strengthen our sense of community and celebration through song.

We offer a wide range of extra-curricular clubs designed to nurture pupils' interests and talents beyond the classroom. A recent and much-loved addition is Forest School, launched by a parent as a Saturday morning club. This initiative not only provides rich outdoor learning experiences but also supports the school, with all proceeds contributing directly to school funds.



Further details about our clubs, as well as our wraparound care provision, can be found on our website.

www.stjems.org.uk/Parents/Clubs/

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P.E. and Sport

At St. James', we are passionate about sport and physical education. We believe that encouraging children to be active supports their physical health and also builds confidence and character. Through sport, our pupils learn teamwork, perseverance, and fair play — values that reflect our school's Christian values of **Compassion, Courage, and Respect**.



We provide a wide range of opportunities for every child to take part in physical activity: active break times, a rich PE curriculum, inter-house competitions, after-school clubs, and school sports teams.



Our children speak proudly of their enjoyment of PE and their excitement in representing their house or school at events. Despite being a relatively small school, we perform exceptionally well in local competitions, including the Havant and Waterlooville School Games. So far this academic year our successes include second place finishes for both our girls' football and netball teams, a win for Fine House in our inter-house football tournament, and participation in rugby and badminton festivals.

Sport is a vibrant and much-loved part of life at St. James', and our pupils' enthusiasm continues to drive us to offer even more opportunities in the future.



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Special Opportunities

At St. James', we believe that every child should have the opportunity to grow as a leader, make a difference, and contribute to the life of our school community. We offer a wide range of roles that help pupils develop confidence, responsibility, and teamwork. Our **House Captains** and **Sports Captains** promote teamwork, sportsmanship, and pride across the school. The **School Council** represents pupil voice, helping to shape decisions and make St. James' the best it can be for everyone. Our **Mental Health Ambassadors** promote good mental health and wellbeing, while the **Collective Worship Group** helps to plan and lead worship.

The **Eco Team** champions sustainability and care for our environment. **New Arrival Buddies** help settle in new children to the school. We also provide support through our **Thrive Group** for children from military families, and our **Young Carers Group**, which offers understanding and encouragement for pupils who have extra responsibilities at home, such as caring for a sibling or family member who is unwell. Through these opportunities, our pupils learn to lead, serve, and care for themselves, others, and the wider world.



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What Our School Community Hopes for in a New Headteacher

We asked the members of our School community what qualities they felt were important for a new Headteacher at our school

Children - School Council

A Headteacher needs to be:

Welcoming, funny, organised, keeping everyone safe, kind, fair, forgiving, supportive, a keen reader, cheerful, calm in stressful situations, good at remembering children's names, musical, sporty, good at leading Collective Worships in a Church school and school Church services.

The most important things to tell our new Headteacher:

1. Our values – Compassion, Courage and Respect.
2. The 3 sea Bible stories which help us remember them.
3. About our school badge, the anchor. We have one outside.
4. To listen to children.
5. To make every child feel special, safe, happy, encouraged, helped and supported.
6. Everyone is good at things, but they are not all the same things.
7. To expect children to aim high and always do their best.
8. To always look for a deeper meaning than on face value.
9. To check people are wearing a lanyard to tell us who they are and keep us safe.
10. We behave really well!



What we would like even more of:

Football, yoga, choir, lessons outside, science experiments, school trips so we remember things and lots more sport!



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Staff

We are looking for a Headteacher who is a confident leader and a supportive team player. Someone who communicates clearly, sets high expectations, and is actively involved in school life. We would like them to: know every child, create a warm and motivating environment, care for staff, encourage professional growth, and promote a healthy work-life balance.

This leader will act with kindness, compassion, and integrity, valuing staff input on curriculum, policy, and recruitment. They will be strategic, improvement-focused, and use research and professional development to drive the school's vision. Guided by our Christian values, they will lead by example, bring people together, and inspire pride and commitment throughout the school.



Parents

The next Head of St James' should be an approachable, energetic and caring leader, deeply committed to the school's Christian values while welcoming all faiths and backgrounds. They will know every child personally, putting children at the centre of every decision and continuing the school's tradition of compassion and inclusivity.

They should balance the diverse needs of the community—ensuring every child and family feels valued. Visible and hands-on, they will build strong relationships with pupils, staff, parents, and the church, creating a warm, positive environment where learning and play thrive.

They will support staff wellbeing, maintain high standards, make fair decisions, and encourage creativity and the growth of every child's talents. With a child-centred approach, clear communication, and a sense of fun, they will ensure the school's strong family and community focus continues, sustaining the happiness and continuity of both staff and children





Support for Our School

Governors

The Governing Board is a dedicated, thoughtful, and dependable group, passionate about St. James' and the difference it makes to every child. They understand the importance of their role and work hard to balance challenge with support, guided by empathy, understanding and commitment to the school's Christian values.

Governor support for the Headteacher's wellbeing is a key priority—they know that strong, caring governance helps the Headteacher lead with clarity, confidence, and compassion, nurturing staff and the wider community.

With the help of an excellent clerk, meetings are well organised and run smoothly. The Board works through two committees—Curriculum and Resources—which report to the full Governing Board. Governors, together with the Senior Leaders, form a cohesive team, built on trust, respect and openness.

Strategic Plan: www.stjems.org.uk/docs/Governors/Strategic_plan_2024-2027.pdf

SJA (St. James' Association PTA)

We have an extremely active PTA who work tirelessly to support the school organising and running a host of fund raisers throughout the year.

www.sjaemsworth.weebly.com

ST JAMES ASSOCIATION NEWS JULY 2025

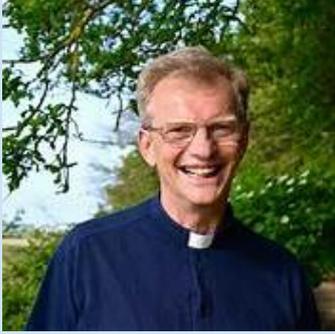
WE DID IT!

£17,004 RAISED

Thank you for all your support in making this happen!



Our Parish



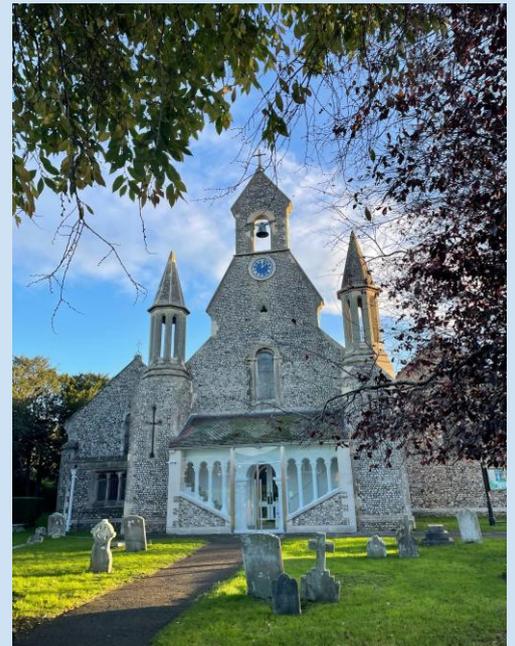
It is clear throughout this document that the Christian heart of St. James' School and the emphasis on its core Christian values plays a very important part in making it such a special community that is committed to the flourishing of every child.

The partnership between the School and the Parish is very important to us all. As a Parish we are committed to supporting the school as much as possible. This is expressed through committed members of the Governing

Board, through active involvement by church staff in collective worship and school clubs, through our prayers and by many parishioners volunteering in the school. At the same time many members of the school community choose to be part of our church family.

This partnership enriches both our churches and our school and therefore we hope it will continue from strength to strength under the leadership of a new Headteacher. As a parish staff team, we want to play our part in supporting the new Head and the whole school community.

Revd Andrew Sheard - Rector



www.warblingtonwithemsworth.org

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Volunteers

At St. James', we have a wonderful team of volunteers—often retired people and former parents—who regularly come into school to support children one-to-one or in small groups. Each volunteer is linked to a class and guided by the class staff. It's a rewarding experience for them to see the children's progress throughout the year and to be an active part of our school community.

As soon as I walked through the door the very first time, I felt the warmth of St James'; the family feel, the X factor. It is an absolute privilege to volunteer in such a lovely school, seeing young faces light up with delight in their learning and me, as a volunteer, benefitting so much from a sense of belonging to such a strong community. (Year R volunteer)

In October 2024, I started helping Year 4 with their times tables. I really enjoy working with the children — they are friendly, polite, and eager to learn. It was great to hear that their test results improved too!
(Year 4 Volunteer)

I've been helping at St. James' for three years now. I come in once a week to listen to the Year 2 children read. I really enjoy it — the children are always polite, and it's a pleasure to be part of it.
(Year 2 volunteer)

The children are unfailingly courteous and enthusiastic about having the opportunity to read with us. We find it a real pleasure to be involved in the school in this way.
(Year 3 Volunteer couple)



What does OFSTED say about our school?

Pupils arrive to school gleefully. They are very keen to start their school day. This is a harmonious place, where pupils are kind and considerate to one another. There are warm, respectful, and inclusive attitudes between everyone. Leaders and staff promote the values of the school consistently: 'Loving learning, loving life and loving God's world'.

Behaviour is exemplary. All staff consistently apply the school rules and follow the 'relentless routines'. This helps pupils feel safe. Pupils know that the adults care about them. They know who to talk to if they have any worries or concerns. Pupils know that adults will help them sort out any difficulties they may have. Incidents of bullying are very rare, and staff deal with them quickly. Leaders and teachers have high expectations for all pupils. This includes disadvantaged pupils and those with special educational needs and/or disabilities (SEND). Teachers plan lessons that encourage pupils to contribute their own ideas, and to be independent. Pupils say that learning is fun. They work effortfully and are proud of their accomplishments.

Parents and carers are overwhelmingly positive about the school. One parent, typical of many, said, 'this school is a gem.' May 2023



stjems.org.uk/KeyInformation/OFSTED

What does SIAMS say about our school?

The impact of Christian character is outstanding because the core Christian values are understood, articulated and lived out by all members of the school community. This has a significant and positive impact on all. There is a strong sense of belonging, expressed by parents, children, staff and governors, which stems from a pride and commitment to the distinctive ethos of the school. One parent explained: 'It has really strong values, I can see it in the way my children behave.' Pupils regularly refer to the school's core values in their work and in discussions and they illustrate their understanding with effortless reference to Bible stories and teaching. (May 2018)



[www.stjems.org.uk/docs/Key information/SIAMS final report St James.pdf](https://www.stjems.org.uk/docs/Key%20information/SIAMS%20final%20report%20St%20James.pdf)



Finance

St James' Church Of England (Controlled) Primary School Summary Income and Expenditure Projections				
	Actuals 2024-2025	2025 - 26	2026 - 27	2027 - 28
NOR	227	227	229	226
FTE Teacher	10.25	09.84	09.79	09.80
Total Expenditure	1,363,621	1,473,308	1,508,620	1,560,415
Total Income	1,439,255	1,451,532	1,465,975	1,466,203
In Year Surplus/(Deficit)	75,633	(21,776)	(42,645)	(94,211)
Surplus/(Deficit) Brought Forward	83,751	159,384	137,608	94,963
Cumulative Surplus/(Deficit) C/Fwd	159,384	137,608	94,963	751

Strong financial and pro-active budget management control is sustained through continual evaluation of cost effectiveness, strategic planning of future staffing, investment and prioritising and reviewing the impact of spending.



St James 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. St James CE Primary is a Group 2 school. Governors have set the Individual Salary Range at L15 – L21 (£73,105 - £83,680)

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 James 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 - GOV.UK (www.gov.uk)



Focus areas for our new Headteacher

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

Leaders at all levels are highly ambitious demonstrating a relentless drive for excellence and continual improvement of standards.

What strategies have you used in writing and maths with staff and pupils to successfully accelerate outcomes?

We aim to ensure that every child has access to an inclusive and inspirational curriculum.

How do you ensure that there is equity for every child?

We want to ensure that all staff and children act with courageous advocacy.

What does this mean to you and how would you develop this across our school community?

We have worked hard to develop our Christian vision and values and want to consolidate and further embed these to ensure that all our children flourish.

How will you use these to develop the Christian distinctiveness of our Church school whilst being inclusive of children of all faiths and none?

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.

Links to application process

The application statement should refer to the candidate's consideration of these key focus areas and their relevant experiences, achievements, and skill against identified (A) elements of the person specification.



**St James 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) below** and the **key focus areas** described in the job description

Core professional experiences, qualifications	Shortlisting evidence sought in application (A), reference (R) or interview (I)?
<p>General:</p> <ol style="list-style-type: none"> 1. Is a qualified teacher with Qualified Teacher Status Essential 2. Evidence of relevant professional study and/or qualification e.g. NPQH, MA Desirable 3. Has a proven track record of success, and of managing change, as a senior leader (Acting or substantive Assistant Head / Deputy Head / Head of School / Headteacher) Essential 4. Has knowledge and understanding of strategic financial planning, budgetary management and principles of best value Essential 5. 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 6. Must commit to upholding and enhancing the Christian distinctiveness of the school and be enthusiastic in leading collective worship and school church services Essential 	<p>A</p> <p>A</p> <p>A, I</p> <p>A, R, I</p> <p>A, R, I</p> <p>A, R, I</p>



<p align="center">National Standards for Headteachers (2020)</p> <p align="center"><i>Please tell us how, in your current and previous leadership roles, you:</i></p>	<p>Shortlisting evidence sought in application (A), reference (R) or interview (I)</p>
<p>Create a culture where pupils experience a positive and enriching school life.</p>	<p>R, I</p>
<p>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.</p>	<p>A, R, I</p>
<p>Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.</p>	<p>A, R, I</p>
<p>Establish and sustain high expectations of behaviour for all pupils, built upon relationships, values and routines, which are understood clearly by all staff and pupils.</p>	<p>R, I</p>
<p>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.</p>	<p>A, R, I</p>
<p>Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs.</p>	<p>A, R, I</p>
<p>Ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care.</p>	<p>R, I</p>
<p>Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.</p>	<p>A, R, I</p>
<p>Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.</p>	<p>R, I</p>
<p>Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.</p>	<p>R, I</p>



<p>Hampshire Leadership Qualities and Behaviours <i>Please tell us how, in your current practice, you:</i></p>	<p>Shortlisting evidence sought in application (A), reference (R) or interview (I)?</p>
<p>Think beyond the immediate situation and working collaboratively, implements new and enhanced strategies for improvement.</p>	<p>R, I</p>
<p>Shape and articulate a vision with clarity, inspires others with the vision and leads the organisation to the realisation of the vision through hard work and determination.</p>	<p>R, I</p>
<p>Have high expectations of yourself, staff and pupils to realise the full potential of the learning community and foster a culture of well-being and enjoyment.</p>	<p>R, I</p>
<p>Build community relationships based on a mutual and collective responsibility with diverse partners, to create a high-quality learning environment for all.</p>	<p>R, I</p>



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:

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.





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.

Compassion

Courage

Respect



Application Procedure

To apply, download the attached application form by clicking on the application form, then complete and save it. Once ready, click "**Apply**" button to upload your completed application form.

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 **25/03/26** and the selection process will take place **20/04/26 and 21/04/26**. 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

St James' CEC 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."

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.