



Welcome to  
**Fleet Infant School**

# Headteacher Information Pack

*“To try is to achieve, to achieve is to grow”*



01252 613582



[www.fleet.hants.sch.uk](http://www.fleet.hants.sch.uk)



Velmead Road, Fleet, GU52 7LQ





**Fleet Infant School**

# Welcome from the Chair of Governors

**Thank you for your interest in the Headteacher position at Fleet Infant School. On behalf of the Governing Body, I am delighted to introduce you to our successful, friendly, and vibrant school community.**

**Fleet Infant School** is a thriving school where children are at the heart of everything we do. We are proud of our warm and inclusive ethos, high standards, and commitment to providing a nurturing, engaging, and stimulating environment where every child can flourish. Our dedicated staff team works tirelessly to create rich learning experiences that inspire curiosity, independence, and a love of learning from the very beginning of each child's educational journey.

Fleet Infant School was the very first school in Fleet and in 1987 we moved to the striking listed building you find us in today! We are fortunate to have beautiful wooded grounds and access to a pond area which enhances our curriculum and allows us to make the most of outdoor learning, supporting not only academic development but also the personal growth and well-being of our pupils.

Our new Headteacher will be someone who shares our values and has the passion, vision, and leadership to continue building on our successes. You will join a committed and supportive team of staff, governors, and parents who work together to ensure the very best outcomes for every child. In return, we offer a welcoming school community, enthusiastic and happy children, and a strong foundation on which to make a real difference.

We warmly encourage you to visit the school and experience its unique atmosphere for yourself. To arrange an informal visit please contact: [info@fleet.hants.sch.uk](mailto:info@fleet.hants.sch.uk)

Please do also visit our facebook page to see some of the fun we have while learning!

We are confident you will find Fleet Infant School to be a place where you can thrive as a leader and where your contribution will be both valued and impactful.

Thank you once again for your interest. We look forward to receiving your application and learning more about what you could bring to our school.

Warmest regards,

**Sue Martin**

**Chair of Governors**

**Fleet Infant School**







Our belief that **every child should reach their full potential** drives consistently strong academic outcomes - regularly exceeding both Hampshire and national averages



# What makes our school so **special**?

## Open Plan

Our school's innovative open plan design offers a light airy space for learning and supports our sense of school community.

## Resourced Provision

Our new resourced provision strengthens our commitment to inclusivity, ensuring every child feels valued and supported.

## Playground Areas

Our four outdoor playgrounds offer a variety of equipment and spaces where children can play, explore, and learn through active and imaginative experiences.

## Library & Music Studio

We have a spacious library and separate music studio where children can explore sounds, try out instruments, and enjoy the fun of making music together.

## Curriculum

Our curriculum offers diverse learning opportunities that extend thinking skills and continuously evolves to meet the changing needs of our learners.

## Forest Area

We are fortunate to have a beautiful forest area that provides our children with the opportunity to explore and learn about nature, surrounded by trees and with a pond to discover local wildlife.

# We live our values every day

## Kindness

is celebrated through our Kindness Week and notes put in our Kindness Box.

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## Respect

is shown in simple, everyday actions - like greeting each other with a smile and speaking politely.

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## Resilience

is built as children are encouraged to persevere, learn from mistakes, and keep trying.

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## Gratitude

is fostered by reflecting on what we're thankful for and recognising positivity in others.

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## Honesty

is supported through open, trusting conversations.

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## Courage

is celebrated when children step out of their comfort zones and challenge themselves.

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Great Fire of London



Titanic



## What our parents say about the school

### “Wonderful”

“Very inclusive and we are seeing so much progression.”

### “Great School”

“Fleet Infant School is fantastic, we are so lucky to have such a wonderful school for our son.”

### “Supportive”

“The school is great and supportive.”

### “Holistic”

“Great after school options and holistic approach to education.”

### “Nurturing”

“The school is a very nurturing environment.”

### “Absolutely love the school”

“What more can we say!”





“What we  
would **like**  
from our new  
headteacher”



## What our **children** say

“Be really nice and caring”

A Headteacher that knows how to be kind, caring, and supportive to everyone.

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“Know Phonics and give us stickers for hard work”

A Headteacher that knows the importance of celebrating effort and supporting learning through encouragement.

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“Be funny and happy and do good assemblies”

A Headteacher that knows how to make school a place we love coming to.

“Look after all the children”

A Headteacher that knows how make everyone feel safe and valued.

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“When a class is being too loud, tell us to be quiet”

A Headteacher that knows when to guide us and help us make the right choices.

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“Come and visit our classes and let us bring our really good work to show you”

A Headteacher that knows how to celebrate the work we're proud of.



“What we  
would **like**  
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headteacher”



## What our **staff** say

### “Approachable”

“Be friendly and approachable with an open door policy.”

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### “Enthusiastic”

“Be enthusiastic about stepping into the classroom and leading by example.”

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### “Understand”

“Get to know the children and understand their individual needs.”

### “Advocate”

“Advocate for and support staff work life balance and wellbeing.”

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### “Have high expectations”

“Have high expectations and aspirations for our school, with a passion for driving continuous success.”

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### “Partnership”

“Continue to strengthen the home-school partnership through ongoing parental engagement.”





# Key Tasks

We are looking for an inspiring Headteacher with a strong knowledge of teaching and learning. We have a thriving school community, and are seeking to continue to develop and nurture this as we move forward on the next step of our journey.

## Education for All

Our new Headteacher will continue to develop and embed an inspiring and ambitious curriculum that fosters a love of learning in all our children through inclusive teaching and learning.

## Financial Planning

Our new Headteacher will develop a long-term financial strategy to ensure the ongoing viability of the school. Ensuring all resources are used effectively to secure strong educational outcomes for all our children.

## Resourced Provision

Our new Headteacher will lead the successful integration of the newly established Resourced Provision into the life and operation of the school.

## Managing Change

Our new Headteacher will support, and develop staff through a period of change, fostering a culture of collaboration and empowering subject leaders to further enhance their expertise.



# Headteacher **Person Profile**

<b>Personal skills and qualities</b>	<ul style="list-style-type: none"> <li>• Strong strategic and management skills and ability to prioritise effectively</li> <li>• Visible, approachable, excellent communication skills and the ability to build and maintain strong and effective relationships with all stakeholders</li> <li>• Ability to inspire and create a culture where staff are motivated and encouraged to take initiative</li> <li>• Ability to set targets and identify areas for development</li> <li>• Ability to make reasoned judgements and take difficult decisions, conveying required outcomes clearly, positively and with sensitivity to a range of audiences</li> </ul>
<b>Professional qualifications</b>	<ul style="list-style-type: none"> <li>• Holds QTS</li> <li>• Can evidence commitment to further professional development (e.g. NPQH, NPQSL)</li> </ul>
<b>Teaching/Learning experience</b>	<ul style="list-style-type: none"> <li>• Proven record as an excellent classroom practitioner, with evidence of developing the practice of others</li> <li>• Experience of subject leadership with proven impact on children's learning outcomes</li> <li>• At least 3 years in a senior leadership role (e.g. headteacher, deputy head, assistant head)</li> <li>• Evidence of improving outcomes for children within vulnerable groups</li> <li>• Ideally experience of an infant school setting</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Strong understanding of safeguarding and child protection with experience of being DSL or DDSL</li> </ul>
<b>Strategic planning</b>	<ul style="list-style-type: none"> <li>• Working knowledge of school budget and ideally involvement in and understanding of strategic financial planning</li> <li>• Proficiency in data analysis and its application in identifying school priorities</li> <li>• Experience of working alongside the governing board</li> <li>• Demonstrable experience of successful line management and staff development</li> </ul>



# Job Description: Headteacher

## Job details:

**Salary:** Leadership Scale L15 - L21\*

**Contract/Hours:** Permanent, Full-time

**Responsible to:** The Governing Board

The post holder is subject to the conditions of employment for headteachers contained in the current School Teachers' Pay and Conditions document 2025 and specifically the role of headteachers as defined by the National Standards for Headteachers 2020.

## Main Purpose

The headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively
- Manage staff well with due attention to workload
- Uphold public trust in school leadership and maintain high standards of ethics, behaviours and professional conduct
- Serve in the best interests of the school's pupils

## Duties & Responsibilities

### School culture and behaviour

The headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Build positive and respectful relationships across the school community
- Promote an inclusive and engaged school community by strengthening parental involvement in school life, including participation in the Fleet Infant School Association, class trips, school events, and volunteer opportunities within the school
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Act as the Designated Safeguarding Lead, ensuring compliance with statutory requirements





# Job Description: Headteacher

## Teaching, curriculum and assessment

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

## Additional and special educational needs and disabilities

The headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice

## Professional development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Make sure professional development opportunities draw on experts both within, and beyond the school
- Seek training and continuing professional development to meet the needs of all staff members

## Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Ensure rigorous approaches to identifying, managing and mitigating risk





V.E. Day Celebrations



# Application Procedure

To apply, download the application form from the advert site by clicking on the application form, then complete and save it. Once ready, click “Apply” button to upload your completed application form back to the advert site.

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## Application Procedure

Candidates should submit the application form no later than **noon on 5<sup>th</sup> January 2026**.

If you have any difficulties submitting the application form contact:

**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.

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## Selection Procedure

The **shortlist** will be drawn up on **8<sup>th</sup> January 2026** and the selection process will take place on **20<sup>th</sup> and 21<sup>st</sup> January 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.



# Application Procedure

## Safer Recruitment

Fleet 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.

## Equality Monitoring

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

## Privacy Notice

The School collects information about you 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 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.



# Hampshire County Council - 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. It is 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:

## 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 needs.

## Support and Collaboration

We foster a strong ethos of collaboration and communication, with regular meetings of Headteachers in various groupings to facilitate effective working relationships between the Local Authority and schools. Hampshire Authority maintains an established network of 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.

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