Buriton Primary School Headteacher recruitment pack



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Key Information

Position :	**Headteacher**
Start date:	**April 2027**
Contract:	**Permanent/Full time**
Salary Type:	**Leadership scale**
Salary details:	**L9-L15**
Address:	**Buriton Primary School,**
	High street, Buriton
	Petersfield, Hampshire, GU31 5RX
Phone:	**01730 642070**
Email:	**adminoffice@buriton.hants.sch.uk**
Website:	**www.buriton.hants.sch.uk**

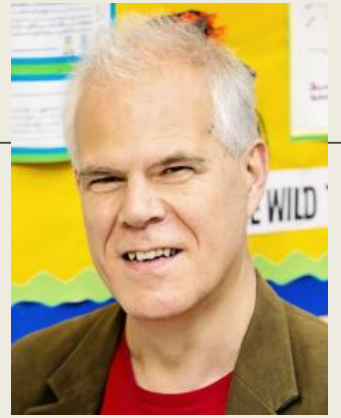


Applications
Closing date: 4th January 2027
Interview dates: 28th and 29th January

Visits to the school are warmly welcomed. Please email the school office to arrange a suitable time.

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Welcome from the chair of governors



Dear Prospective Applicant,

It is a great pleasure to welcome you to Buriton Primary School. We are delighted you are considering applying to become the next headteacher of this lovely school.

Buriton Primary School is a special place. We have a clear sense of identity, a caring and committed team, strong relationships with families and an established culture of professional learning and high expectations. There is so much to celebrate, alongside exciting opportunities for the future. The next headteacher will have the privilege of leading a school with a proud heritage while bringing their own vision, ideas and energy to its continued development.

At the heart of Buriton Primary School is its nurturing ethos and its real sense of family, in which everyone is valued, every individual matters and everyone has a genuine sense of belonging. Our children are known as individuals, their achievements are celebrated, their needs are understood and their wellbeing is central to everything we do. We are fortunate to have a staff team who genuinely care deeply about every child, going above and beyond to ensure that children feel safe, happy, supported and able to flourish.

We recognise the importance of trust, communication and partnership, and we work hard to ensure that families feel welcomed, listened to and valued. These strong relationships provide the secure foundations from which children can develop confidence, resilience and a lifelong love of learning. This nurturing, inclusive and caring culture is one of the most precious things about our school.

Alongside this warmth and care sits a commitment to high standards. We have a highly experienced staff team whose knowledge, dedication and professionalism are huge assets to the school. Continuous professional development is an important part of our culture, with staff who are keen to reflect, learn, develop their practice and embrace opportunities to improve. However experienced we may be, we know there is always more to learn and ways to become even better.

Thank you for taking the time to consider this opportunity. I warmly encourage you to visit us, meet our children and staff, and experience for yourself the welcoming atmosphere, sense of belonging and commitment to children that make Buriton Primary School so special.

I wish you every success with your application and hope you will be inspired by what you discover at Buriton Primary School.

With warmest wishes,

Rev Dr Tom Cooper, Chair of Governors, Buriton Primary School

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About our school



Buriton Primary School is a welcoming and ambitious community school for children aged 4–11. With capacity for up to 105 pupils, and with 101 children currently enrolled, it offers the benefits of a genuinely close-knit school where children are well known, relationships are strong and every pupil is supported to flourish.

The school's ethos, **"Discovering the Wonders of Learning,"** reflects its commitment to developing confident, happy and independent lifelong learners. High-quality teaching, an engaging curriculum and strong personal development are central to school life, supported by positive relationships between pupils, staff, parents and governors. Ofsted's 2023 inspection judged that the school "continues to be Good", recognising its strong sense of family, positive relationships, high expectations and effective support for pupils, including those with SEND.

Buriton Primary is a thriving small school with a strong identity, ambitious values and a supportive community, offering its next Headteacher an exciting opportunity to build on existing strengths and lead the school into its next chapter.

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Key focus areas

The governing body would like our new Headteacher to focus on the following areas during their first year in post:

- Provide strategic leadership for the design and implementation of an ambitious curriculum and high-quality enrichment programme, maintaining and driving further improvement in teaching and learning outcomes, broadening pupils' experiences, and enabling all learners to achieve, thrive and be well prepared for their next stage of education.
- Demonstrates the ability to manage resources strategically and efficiently, thinking creatively and adapting to changing circumstances to secure sustainable improvement, drive innovation and collaboration and meet the evolving needs of the school community.
- Develop a strong culture of collaboration and engagement with the local community, building meaningful partnerships that enrich pupils' experiences, enhance opportunities, and firmly establish the school as a valued and integral part of community life.
- Demonstrate visible and values-driven leadership, acting as a positive role model to the whole community, who inspires trust, promotes staff wellbeing, and fosters a culture of shared leadership, collaboration and accountability across the school.

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What do our children want from our new Headteacher?



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What do staff want from our new Headteacher?

- Leads with integrity, compassion, confidence and consistency
- Has a great sense of humour
- Listens to what you say and values staff opinions
- Supports staff well-being and morale
- Communicates well, clearly, honestly and fairly
- Treats people fairly and respectfully
- Builds trust
- Values the whole school team
- Creates environment in which both children and staff can thrive
- Proactive and solution-focused
- Recognises and celebrates success
- Makes TAs feel included, supported and part of the team
- Friendly and approachable, kind, understanding and empathetic



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What do parents say about our school?

Our children are flourishing at Buriton and we couldn't be happier!

Very lucky to have such a caring school on our doorstep

All staff are absolutely fantastic

Our daughter loves this school, and we are delighted with her progress

Buriton is a fantastic school, and our child is really happy here

Our child has made great progress since joining Buriton. We are so pleased we made the move

Our child loves attending school. Thank you to all the staff who make this such a safe and enjoyable environment

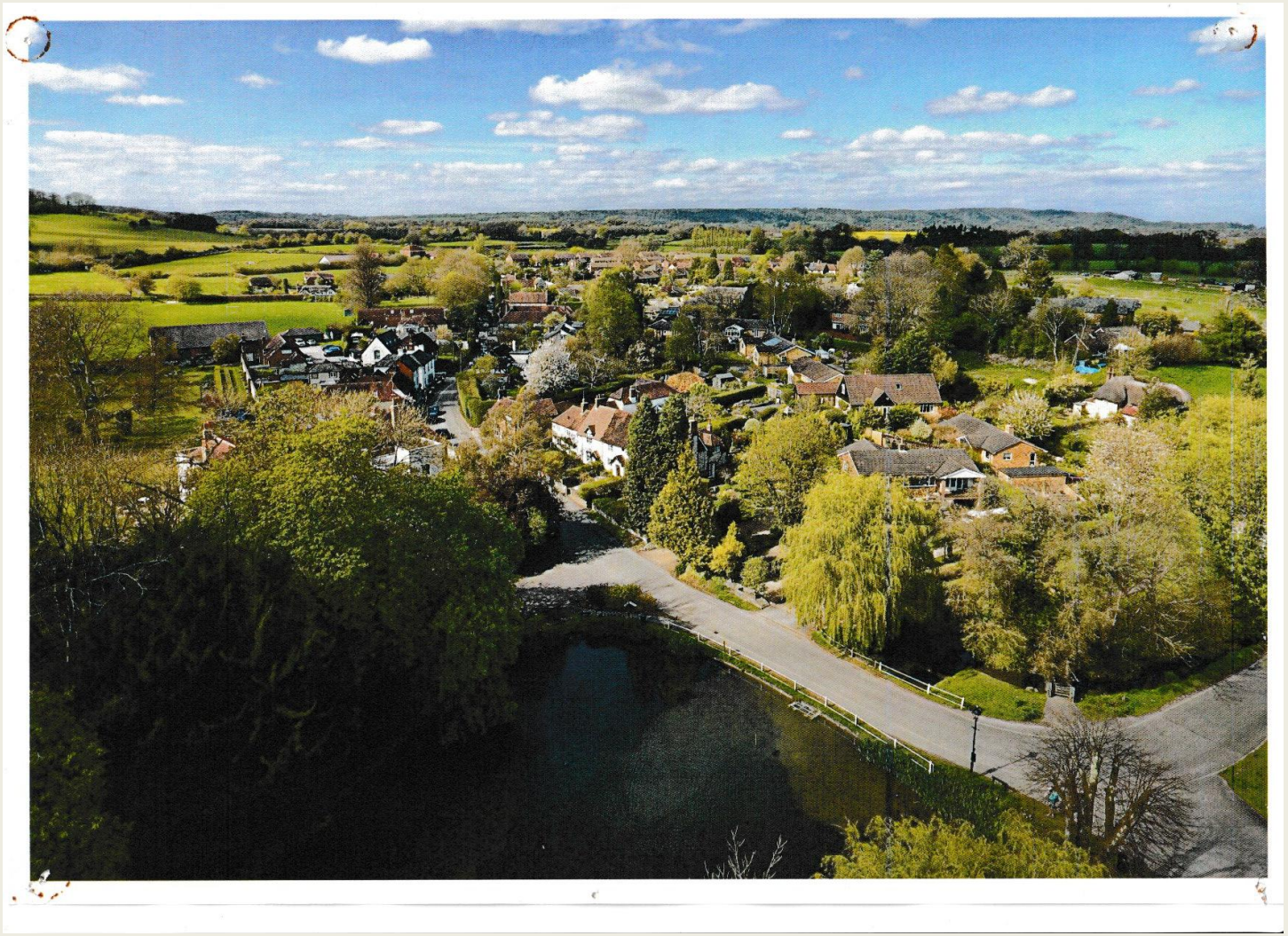
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Living and working in Buriton

Buriton is a delightful place to live and work. It is a picturesque English village with a real sense of community and history. Most of the houses in the village centre are 18th century and St Mary's Church, set in an iconic location next to the village pond and green, dates in origin from around 1170. The school frequently uses the church for celebrations such as Harvest and Christmas. The school is at the heart of the village and makes full use of the adjacent recreation ground, school meadow and walks in the woods.

Buriton is set in stunning countryside within the South Downs National Park. The whole area is a walker's paradise, with the South Downs Way running across the top of the hills just outside the village. Beech and ash woods clothe the lower slopes, and there are many attractive footpaths leading up from the village, offering extensive views of the countryside as far as Blackdown near Haslemere in the north and south to the Isle of Wight.

Buriton is extremely well-placed for travel across southern England. The village is just wo miles from the attractive market town of Petersfield with its Waitrose, Marks & Spencer and Tesco supermarkets, a well-equipped leisure centre, a library and one of the few heated outdoor swimming pools in the country. It is on the main rail line between Portsmouth and London Waterloo, about an hour into London and 30 minutes to Portsmouth. Buriton is barely a mile from the A3 which provides easy access to the Portsmouth area as well as to Guildford and London. The village is just over an hour by road from Heathrow and Gatwick airports, and from Portsmouth there are ferries to Spain, France and the Isle of Wight.



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Living and working in Buriton (cont.)



The area has a thriving artistic life. Classical music concerts take place regularly in both Buriton and Petersfield, Petersfield pubs host gigs by local bands and craftspeople and artists often exhibit in our Village Hall. Bedales School is close for concerts and other events. In Petersfield there is The Petersfield School (TPS), catering for Y7-11, as well as independent Churcher's College. Petersfield has dance and drama groups such as the Petersfield Academy of Dance and am-dram pantos and plays, and TPS puts on a very successful and well-attended musical every year. There are sixth-form colleges within easy reach at Alton, Godalming and Havant.

Buriton is in north-east Hampshire, very close to West Sussex. Chichester, with its magnificent cathedral, plentiful shopping and beautiful harbour, is about 35 minutes away across the South Downs. Buriton Primary School frequently runs trips to the Roman villa at Fishbourne, just outside Chichester, and to Butser Hill Ancient Farm, a short distance down the A3. To the west is Winchester, about 45 minutes away via the picturesque A272, with another historic cathedral and a famous Christmas Market.

We feel very fortunate to live and work in such a welcoming community in such a fabulous location, and look forward to introducing you to this wonderful place.

Being a Headteacher in Hampshire:

HEADTEACHERS | JOBS AND VOLUNTEERING | HAMPSHIRE COUNTY COUNCIL

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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. Buriton Primary is a group 1 school. The salary range for this role is L9-L15.

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 Buriton 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)

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Headteacher Personal specification

Factor	Essential	Desirable	Evidence
Professional qualifications and experience	Qualified teacher status.		Application
	Has significant senior leadership experience in primary education and can demonstrate impact.		Application
	Evidence of relevant further professional in-service training, and continuing professional development.	NPQH or NPQSL	Application, References

Criteria Area	Personal Specification	Assessment Method
Personal Qualities	Demonstrates visible, values-driven leadership with integrity, resilience and a strong moral purpose.	Application, Interview, References
	Inspires trust and confidence through authentic relationships, effective communication and high professional standards.	Application, Interview, References
	Promotes staff wellbeing whilst maintaining high expectations, accountability and ambition for all.	Interview, References
Professional Development	Demonstrates a strong commitment to developing staff expertise and building leadership capacity at all levels.	Application, Interview
	Uses coaching, mentoring and professional learning strategically to improve outcomes for pupils.	Application, Interview
	Develops a reflective culture where professional growth is valued and celebrated.	Interview, References

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Headteacher Personal specification (cont.)

Criteria Area	Personal Specification	Assessment Method
Leading and Developing School Culture	Creates and sustains a positive, inclusive and aspirational culture in which pupils and staff thrive.	Culture Application, Interview
	Fosters a culture of shared leadership, collaboration and collective responsibility across the school, and secures staff engagement and commitment to continuous improvement.	Application, Interview, References
Teaching and Learning	Has a proven track record of improving the quality of teaching and learning and raising standards for all pupils.	Application, Interview References
	Uses evidence-informed approaches to secure consistently high expectations and effective classroom practice.	Application, Interview
	Ensures teaching meets the needs of all learners so that they achieve, thrive and are well prepared for future learning.	Application, Interview, References
Curriculum and Assessment	Provides strategic leadership for the design, implementation and evaluation of an ambitious, engaging curriculum.	Application, Interview
	Ensures curriculum and assessment systems enable pupils to build knowledge, skills and understanding progressively over time.	Application, Interview
	Promotes high-quality enrichment opportunities that broaden pupils' experiences and aspirations.	Application, Interview
Inclusion	Champions an inclusive ethos and provision that promotes participation, belonging and high achievement for all pupils.	Application, Interview, References
	Demonstrates a strong understanding of SEND, disadvantage and vulnerable groups, ensuring barriers to learning are removed.	Application, Interview

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Headteacher Personal specification (cont.)

Criteria Area	Personal Specification	Assessment Method
Behaviour	Establishes and sustains a positive culture of behaviour, attendance and personal development.	Application, Interview
	Promotes high expectations, mutual respect and strong relationships throughout the school community.	Interview, References
	Supports staff to implement behaviour systems consistently and effectively.	Application, Interview
Organisational Management	Manages financial, human and physical resources strategically to achieve sustainable school improvement.	Application, Interview
	Demonstrates creativity, , innovation, adaptability and sound judgement when responding to changing circumstances and emerging priorities.	Application, Interview
Community	Builds strong partnerships with parents, governors, local organisations, community and other stakeholders, to enrich pupils' experiences and enhances opportunities.	Application, Interview, References
	Promotes the school as a valued and integral part of the local community.	Application, Interview, References
Safeguarding	Demonstrates an unwavering commitment to safeguarding and promoting the welfare of children.	Application, Interview, References
	Ensures safeguarding systems, culture and practice are robust, effective and compliant with statutory requirements.	Application, Interview
	Creates a culture where every member of the school community understands and fulfils their safeguarding responsibilities.	Interview, References

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Application procedure

To apply:

Click the 'Apply' button, linked to the job advert, to complete your application.

Applications should be received no later than noon on Monday, 4th January 2027.

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 6th January 2027 and the selection process will take place on 28th and 29th January 2027. Further details will be sent to those candidate called for interview.

Applicants will be advised after the shortlisting date whether they have been successful.

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Application procedure (cont.)

Equality Monitoring

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

Safer Recruitment

Buriton Primary 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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