



# Welcome



Dear Candidates

Thank you for your interest in the position of Headteacher at Wootey Infant School.

This vacancy has arisen following the retirement of our current Headteacher who has been with us for over 20 years. We are looking to appoint an individual who shares our school's core values of Happiness, Respect and Creativity; to be an inspirational leader for our wonderful staff and to deliver the best possible outcomes for all children.

Wootey Infant School is a mainstream infant school with a nurturing environment and the ambition for "Every child to leave our school being able to read and with a love of reading" being a part of our current school improvement plan.

We would like all applicants to the post to be fully aware of the school current school context and this pack has been prepared by the governors to ensure that you have all the relevant information that you need to support your application. We strongly encourage and welcome all applicants to arrange a visit to the school and see the wonderful work that we do. One of our governors will be delighted to show you around.

Whether you already have some experience as a current Head, or are looking to take on a new level of leadership responsibility, we welcome all candidates who believe they have the talent and potential to be our new Headteacher, and look forward to receiving your application.

Yours sincerely,

Sarah Thirkell

Chair of Governors

# About Wootey Infant School



Wootey Infant School is a place where our values are at the heart of everything we do. Our children, regardless of their circumstances, feel joy and gain huge success in learning, where respect for each other is deeply ingrained, and where creativity is nurtured in every child:

Our Values are:

- **Happiness**
- **Respect**
- **Creativity**

Our Learning Policy describes how our School Values are the driving force of everything we do at Wootey Infant School.

You can find out more about what these values mean in action in our school [here](#)

We have an exceptional team of staff and Governors who share a passion for education and who consistently strive to make a positive difference in the lives of our children and their families. The support and collaboration with parents and the wider community have been invaluable, and we are proud of the strong partnerships we have built.

Wootey Infant School benefits from fantastic grounds enabling our children to explore and play. These are shared with the neighbouring junior school and support children's transition into key stage 2.

# Wootey Infant School

We know each child is unique, all children need to be interested and engaged in order to learn. At Wootey, children are given lots of opportunities to make choices about their learning. Our highly skilled staff support each child to enquire, investigate and discover through stimulating topics and to delight in sharing their new learning with others. Each topic is supported by visitors to the school or educational visits, for example, visiting HMS Victory for our topic, or a seaside visit to learn about the environment and ensure that children experience learning first-hand whenever possible.

It is our responsibility to teach children to achieve well academically, personally and socially. All children have individual learning targets for reading, writing and mathematics.

Children with Special Educational Needs are supported with Individual Educational Plans. Children are encouraged to celebrate their skills and are challenged to meet exciting targets. Each term we ensure families have an opportunity to speak to their child's teacher about progress. Families are welcome to make an appointment to talk to the staff at any time and our open classroom doors in the morning mean that they can catch up about small matters very easily.

## Our Golden Rules make our school a happy and respectful place

- We are gentle
- We are kind and helpful
- We listen
- We are honest
- We work hard
- We look after property
- We are safe



# About our community

Wootey Infant School serves a very mixed community with pockets of significant deprivation. This includes two social housing estates, emergency housing and small to medium sized owner-occupied housing. The school is situated in and populated with children from several LSOA which rank in the bottom 20-30% for Multiple Deprivation overall with Education Skills & Training and unemployment as significant factors. Children and their families who are housed in emergency accommodation locally are very quickly embraced in Wootey's Core Values.

Children are significantly linguistically deprived on entry as measured through SaLT professionals, School Nurse, staff's observations, Yr R baseline, Language Links & NELI assessments and discussions with Pre-schools and the Children's Centre. The school has a significant emphasis upon providing pastoral support, doing 'whatever it takes' to ensure children are ready to learn and have a healthy emotional wellbeing. The provision is adapted each year to the needs of the three cohorts in school.

Our School Community believes in partnership with parents is essential and invite families to work alongside us to support your child in the classroom and at home. Please let us know if you would like to help in school. Parents are invited to our annual Sports Day, Class Assemblies, Shared Reading, Harvest Festival and Christmas productions. Special days are held such as World Book Day or Grounds Day alongside social activities such as Fairs, Cake Sales and Discos.

We share our site with a Nursery and Junior School with whom we have strong links but all maintain our own identity and independent leadership. We have shared on site Breakfast and After School Club with Pupil Premium subsidised places. Our children benefit from our collaboration with these partners and others locally such as Bushy Leaze,

We are also very proud of our multiagency links, with Children Centre Nursery, Early Help Hub, Paediatrician, Primary Behaviour Service, CAMHS, Wellbeing Service, INSynch.

The governing board sees our community as one of our great strengths and would seek a candidate that shares our passion.



# What do parents say?

Engaging with my child, knowing her strengths and areas she may struggle with

Caring for my child as a whole, not just his education.

Staff are actively involved in ensuring my child is happy and help him grow as an individual

**What is Wootey Infant School really good at?**

Dealing with concerns (making whole family feel valued)

Caring about pupils

Creating a safe friendly atmosphere

I love that the senior staff members are visible at the gates in the mornings, it makes it feel like a very welcoming place to be. Particularly impressed that you seem to know the name of every single child early in the school year!



Wootey Infant is an amazing school, I would recommend to all! Both of my children that have been to Wootey Infants have grown in personality, confidence and knowledge. I can't thank the staff enough.

# Job Description

**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. Wootey Infant is a Group 1 school. Governors have set the Individual Salary Range at L12-18 £61,882 - £71,019 (Current values pending School Teachers' Pay and Conditions review 2024-25.)

**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 Wootey Infant School.

## **Key responsibilities:**

**Safeguarding:** The post holder will be the lead Designated Safeguarding Lead (DSL) and is responsible for ensuring that all school and county child protection policies are adhered to and concerns are raised in accordance with these policies

**Financial Management:** Advising the Governing Body on the school's annual budget and the budget revision as appropriate, as well as being responsible for the day-to-day running of the budget.

## **National Standards Headteachers (2020)**

The Headteachers' Standards form the basis of our Headteacher job description. They can be found at [Headteachers' standards 2020 - GOV.UK \(www.gov.uk\)](http://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:

**We wish to raise standards in writing for all children, including those with SEND, so outcomes are aligned to our achievements in reading and maths.**

What processes will you employ to enable the staff and children to achieve this?

**We are an inclusive school, seeking to achieve the best outcomes for every child, including our pupils with more complex needs.**

How will you continue our work, maximise the resources available and work in creative ways to achieve this?

**We expect every child to leave our school as a confident reader who enjoys reading for pleasure.**

How will you develop and embed reading for pleasure in our culture and promote effective reading skills to achieve this?

**We want our new headteacher to deliver our core values with rigour and aspiration.**

What will you bring to our school that will take this to a higher level?

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.

# Person Specification

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

Shortlisting evidence sought in application (A), reference (R) or interview (I)	
<p><b>General:</b></p> <ul style="list-style-type: none"> <li>• Is a qualified teacher with Qualified Teacher Status Essential</li> <li>• Evidence of relevant professional study and/or qualification e.g. NPQH, MA Desirable</li> <li>• Has a proven track record of success, and of managing change, as a senior leader (Deputy Head / Assistant Head / Head of School / Acting Head / Head) Essential</li> <li>• Has knowledge and understanding of strategic financial planning, budgetary management and principles of best value Essential</li> <li>• 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</li> </ul>	<p>A A A A, R, I R, I</p>
<p><b>National Standards for Headteachers (2020)</b></p> <p>Please tell us how, in your current and previous leadership roles, you:</p>	
<ul style="list-style-type: none"> <li>• Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and create a culture where pupils experience a positive and enriching school life.</li> <li>• Establish and sustain high-quality, expert teaching across all subjects and key stages, built on an evidence-informed understanding of effective teaching and how pupils learn.</li> <li>• Ensure a broad, structured and coherent curriculum entitlement, which includes an evidence-informed approach to reading, setting out the knowledge, skills and values that will be taught.</li> <li>• Implement consistent, fair and respectful approaches to managing behaviour ensuring that adults within the school model and teach the behaviour of a good citizen.</li> <li>• Ensure the school holds ambitious expectations for all pupils and works effectively in partnership with parents, carers and professionals to enable pupils to access the curriculum and learn effectively.</li> <li>• Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs.</li> <li>• Ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care.</li> <li>• Ensure staff are deployed and managed well with due attention paid to workload.</li> <li>• Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context</li> <li>• Forge and maintain constructive relationships, working in partnership with parents, carers, the local community and fellow professionals to improve educational outcomes for all pupils.</li> <li>• Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.</li> </ul>	<p>R, I R, I A, R, I R, I A, R, I R, I A, R, I R, I A, R, I R, I R, I</p>



# Person Specification (cont..)

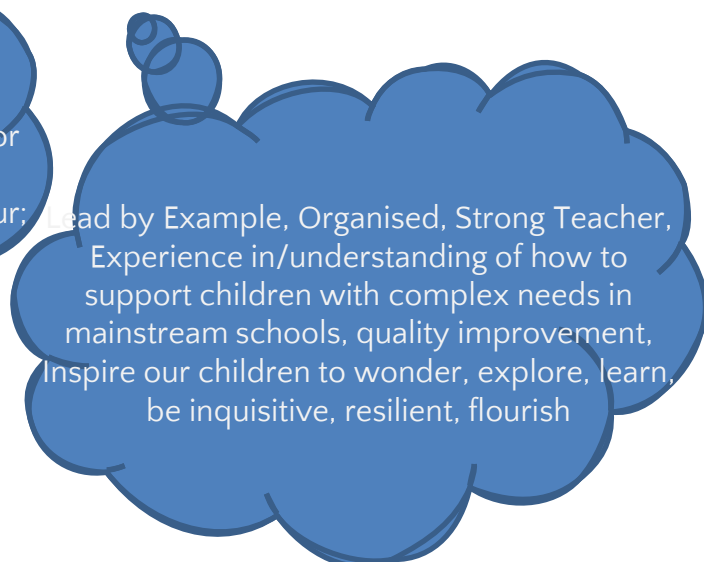
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<b>Hampshire Leadership Qualities and Behaviours</b> <b>Please tell us how, in your current practice, you:</b>	
<ul style="list-style-type: none"> <li>Think in new ways about complex issues and their potential impact and encourage others to do the same.</li> </ul>	R, I
<ul style="list-style-type: none"> <li>Show a genuine interest in other people; shape and articulate a vision with clarity, inspire others and lead the organisation to the realisation of the vision</li> </ul>	A, R, I
<ul style="list-style-type: none"> <li>Demonstrate a passion for learning and celebrate the achievements of all learners; establishing and maintaining a culture of well-being and happiness.</li> </ul>	R, I
<ul style="list-style-type: none"> <li>Exhibit a natural curiosity and eagerness to take on new challenges.</li> </ul>	R, I

## What our staff want in their Headteacher



Supportive, compassionate, positive communicator, approachable, value and caring for every individual (staff and children); person centred, organised; clear thinking; sense of humour; calm, Committed to our core values



Lead by Example, Organised, Strong Teacher, Experience in/understanding of how to support children with complex needs in mainstream schools, quality improvement, Inspire our children to wonder, explore, learn, be inquisitive, resilient, flourish

# Application

## Wootey Infant School

### Headteacher

**Closing Date:** 3.1.25 (Noon)

**Interview Date(s):** 21.1.25 and 22.1.25

**Job Start Date:** April 2025

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

**Salary Type:** Leadership Scale

**Salary Details:** The indicative pay range is set at (L12) £61,882 - (L18\*) £71,019

**Hours of Work:** Full time

**Location of Role:** Wootey Infant School, Wootey Way, Alton, GU34 2JA

**Contact e-mail address:** [htrecruitment@hants.gov.uk](mailto:htrecruitment@hants.gov.uk)

## Application Procedure

Please visit our website for further information about the school. Visits to the school are warmly welcomed and positively encouraged. Please contact the school office on 01420 83656 on or by emailing [adminoffice@wootey-inf.hants.sch.uk](mailto:adminoffice@wootey-inf.hants.sch.uk)

*Wootey 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.*

