

Headteacher Information Pack



Application Closing Date: 03/02/2025
Interview Dates: 25-26/02/2025
Appointment: April 2025

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Letter From the Chairs of Governors

Dear Candidate

Thank you for your interest in applying for our vacant Headteacher position.

Braishfield Primary School is a delightful rural school with a strong community spirit and a caring ethos. We are proud that our school is ambitious and high achieving, filled with motivated, happy children who have a thirst for learning. We have committed and skilled teaching and support staff who provide a calm, purposeful learning environment. We offer a broad and creative curriculum as well as providing opportunities for the children to access a wide range of extra-curricular activities. We have excellent links with the community including the local church, sports clubs, other schools and an active and successful PTA, all of which contribute to a busy and varied calendar of child focussed events throughout the year.

We are lucky enough to chair a strong, committed and engaged governing board, who have built a close and supportive relationship with the school's current leadership team. We are seeking a new headteacher who is equally committed to the continued success of the school for the long term, who is willing and able to build upon our recent progress in the strategic direction of the school, whilst bringing their own ideas, plans and personality to this important role. We look forward to working with you on this exciting journey.

The enclosed information pack includes details about the school, the position, our requirements and the application process. Alongside the information pack, please look at our prospectus to be found on our website www.braishfield.hants.sch.uk. If you would like to come and visit us, we would be delighted to show you around and answer any of your questions. The school will be available for visits on four pre-arranged dates. Please see the advert for more details.

We look forward to meeting you.

Julie Holland and Leigh Smith
Co-Chairs of Governors



An introduction to our school

Background

We are a friendly and inclusive school situated at the heart of a rural community here in the beautiful village of Braishfield, with easy access to the beautiful countryside of the Test Valley and a wide range of community amenities to support the learning of our children.

It is a popular, non-denominational school for boys and girls aged from 4 - 11 years old, with a maximum capacity of 105 and a current NOR of 100. Our school day is 8.40 a.m. - 3.30p.m. There is a single Year R class with three further classes teaching from Year 1 to Year 6.

We have strong ties with Braishfield village and a vibrant and thriving school community. Pupils are able to use the adjacent recreation ground for sports lessons and clubs, and, during the warm summer months, for picnic lunches and play at break and lunchtimes. The nearby Village Hall regularly hosts school activities such as concerts, dance and school productions. Our older children also volunteer in the local community shop and café, The Pantry.

There is a good sized-playground with a climbing frame and seating areas. We also have a quiet space where our school guinea pigs live and where children can paint, read, build Lego models or play board games.

From the moment our children start school in Reception, they are encouraged and helped to mix with the older children. Each Reception child is assigned a Year 6 buddy who will look after them, should they need it, during break and lunchtimes and with whom they share some special buddy experiences, such as story time or picnics. This enables our new pupils to settle into the school very quickly, forming positive relationships with the older pupils who serve as strong role models. The buddy system continues throughout the school.



Our School's Strategic Direction

Although we may be a small school, we want our pupils to have big ambitions and high expectations of themselves. We are an outward-looking school, with a strong sense of community and we aim to create a curriculum that truly meets the needs of our children. It's our children's voices that we want to drive and shape that curriculum; a rich, exciting and balanced curriculum which enables each individual child to develop academically, emotionally, creatively, socially and physically. Our curriculum will enable the children to share ideas, express their opinions and apply knowledge and skills learned in a wide range of meaningful contexts. It will offer opportunities for all children to investigate, question, debate, reflect and challenge. It will enable all children to flourish and to be the very best they can be.

Our mission

- To inspire each child to develop a love of learning for life
- To grow children with the ambition to be the best that they can be

Our vision

We want to continue to be recognised as an excellent school which:

- Provides a rich, purposeful curriculum, which all children can access in a stimulating learning environment
- Encourages high expectations for our children so that they fulfil their true potential
- Fosters a warm, welcoming and safe community in which every individual feels valued and understood
- Equips children with the life skills to play a positive and active role in the future society which they will create

Our ethos

We believe in nurturing every child as an individual and take pride in offering a warm, inclusive and aspirational school. We firmly believe that building partnerships with parents & carers, as well as strong links with the local community, have a positive impact for our children. Children are at the heart of every strategic and operational decision that we make.

Our School Values

Our School Citizenship and Learners' Values

Along with high academic standards, the school places great emphasis on nurturing our children by supporting our pupils to take responsibility for their actions and to work collaboratively. Ultimately, we encourage our children to develop the life skills to become confident, caring citizens who can play a positive and active role in modern society. These qualities are reflected in our school values.

Our Values (as defined by our pupils)

These values are at the heart of everything we do and enable us to put each child first within a shared understanding of how we work best together. They enable us to encourage everyone within our school community to take responsibility for their behaviours, attitudes and actions.

Independence: I work by myself and find other ways to ask for help

Collaboration: We work together and listen to others

Resilience: I never give up and always try my hardest

Inquisitiveness: We are interested and ask a lot of questions



Our School Values

Every week we celebrate two pupils from each class who have been nominated by their class teacher for showing these values. Their parents are invited to come to a special Friday morning assembly to recognise their achievements.

Kindness: We think about others' feelings and when we do and say things

Respect: We follow instructions, taking turns and thinking about the effect of what we do or say on others

Honesty: We tell the truth and do the right thing



Ofsted 2023

In our 2023 inspection we were very pleased to be given a grading of 'Good' by Ofsted. The report can be found at <https://reports.ofsted.gov.uk/provider/21/115866>.

Here are a few extracts from the report that we are proud of:

- Pupils enjoy attending this caring and happy school. They achieve well and feel safe.
- Pupils have many opportunities to develop personal qualities and take on responsibility. They learn how to respect each other and make positive contributions to their local community.
- The school's learning values of 'inquisitiveness, independence, collaboration and resilience' underpin how pupils approach their learning. All staff have high expectations of pupils and their behaviour. Pupils are polite, considerate and kind to each other.
- Pupils enjoy the wide range of opportunities that the school offers. They benefit from swimming and 'bikeability' sessions in every year group across the school. As a result of these activities, they learn how to keep themselves and others safe. Activities such as 'Junior Road Safety Officers', 'Keeping my Friend Safe' and 'buddies' between year groups result in pupils who know how to be kind and thoughtful to others.
- Parents and carers are positive about the work of the school. They appreciate the care and support their children get in this small village school. There is a strong sense of community.



Financial Strength

Braishfield Primary school is in a relatively strong financial position, a position it has held for many years due to robust and diligent financial management and governance. We started the current financial year with a carry forward from the previous year of £102,127 and a predicted carry forward to next financial year of £78,432. A strong and realistic budget is in place with 82% of budget to be spent on quality staffing and a capital spend for this year at £22,000.

Braishfield is also lucky enough to have an active, supportive and successful PTA, The Braishfield School Association who supports the school regularly with additional enrichment and educational opportunities such as school discos and sports days for the children as well as fundraising. Last academic year the BSA raised over £14,000 in fundraising and donations. This money was put towards a number of initiatives such as a new library refurbishment and reading material for the library, new IT equipment, new Art and Design and computer programming resources, as well as travel expenses for all class trips, an all school Christmas pantomime and a very successful transition day experience for all children.



Our Results

Key Stage 2 SATS results - 2023*

Percentage of pupils achieving expected standard:

	Braishfield Primary School %	Hampshire %	National %
Reading	94	74	73
Writing	89	73	72
Maths	100	73	73
English Grammar, Punctuation and Spelling	94	72	72
Reading, Writing and Maths combined	83	60	60

Percentage of pupils achieving greater depth:

	Braishfield Primary School %	Hampshire %	National %
Reading	50	39	29
Writing	17	15	13
Maths	39	23	24
English Grammar, Punctuation and Spelling	56	29	30
Reading, Writing and Maths combined	11	9	8

* At the time of writing our 2024 results remain provisional for KS2.

Our Results

Key Stage 2 scaled scores - 2023

Averaged scaled scores per pupil:

	Braishfield Primary School %	Hampshire %	National %
Reading	109	105	105
Maths	108	104	104

Key Stage 1 SATS results 2023

Percentage of pupils achieving expected standard:

	Braishfield Primary School %	Hampshire %	National %
Reading	75	73	68
Writing	67	64	60
Maths	83	73	70

Percentage of pupils achieving greater depth:

	Braishfield Primary School %	Hampshire %	National %
Reading	33	23	18
Writing	8	10	8
Maths	33	19	16

Phonics and Early Years results - 2023

	Braishfield Primary School %	Hampshire %	National %
Early Years GLD	86	72	67
Year 1 Phonics	81	80	79

Parents' views about the school

From our latest survey in July 2024

School values are evident in both students and staff, creating a welcoming atmosphere.

Children love attending school, excited to go every day.



Nurturing, safe, and friendly environment with a close-knit, family feel.

High expectations and strong values are emphasised.

Teachers are supportive, inspiring, and make learning fun.

We appreciate the views of our parents, and we use their comments to help us understand our school's strengths and aspirations. Results from our July 2024 survey demonstrated:

- 95% said their child does well and is well looked after at Braishfield Primary School.
- 93% said their child is happy at this school.
- 91% said that communication is good.
- 98% said their child is taught well at this school.
- 98% said the school is well led and managed.
- 97% said the school makes sure behaviour is good.
- 91% said the school has high expectations for my child.
- 95% said the school supports my child in order to make good progress.
- 93% said they receive valuable information about their child's progress.
- 100% said they would recommend this school to others.



Our Children said they'd like their headteacher to be...



Not be busy so can help with school traditions like harvest festival/Christmas

Friendly & Kind

Approachable

Help people doing the wrong thing to do the right thing

Understanding

Sensible

Calm if there's an incident



Can be strict when you need to but also be able to have fun

Independent

Patient

Nice

Caring



Help read a story to me

Help someone who is struggling

Our Staff want their headteacher to be...

Leadership & Approachability

Teamwork & Communication

Behaviour Management & Consistency

Vision & Commitment

Professional Expertise



Problem Solving & Innovation

Organisational Skills

Professional Development & Skill Enhancement



Job Description

- **Job title:** Headteacher
- **Responsible to:** The Governing Body of Braishfield Primary School
- **Salary Range:** L10 - L16 (£62,202 - £72,162p.a.)

The Governing Body have determined that this post should be paid on the Hampshire agreed pay scale. Braishfield Primary School is a Group 1 school. Governors have set the Individual Salary Range at L10 – L16 (£62,202 - £72,162)

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.

Main Purpose:

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 Braishfield 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
- **Headteachers' Standards (2020)**

The Headteachers' Standards (2020) form the basis of our Headteacher job description. They can be found at Headteachers' Standards (2020) - <https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020>

Job Description

Focus areas for our new Headteacher

These are the areas we would like the new Headteacher to focus on in the first year:

We have recently created a new vision statement for the school. We want to develop and embed how these live and breathe over the next year.

- How will you achieve this and engage the hearts and minds of all stakeholders?

We have excellent examples of teaching and learning across the school. We want to build on these strengths.

- How will you ensure that provision is consistent and meets the needs of all pupils?

We want to raise outcomes in writing and phonics, ensuring every child makes progress and realises their potential, regardless of their starting point.

- How will you improve our outcomes?

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

Braishfield 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	Short-listing evidence sought in application (A), reference (R) or interview (I)?
<ul style="list-style-type: none"> ▶ Is a qualified teacher with Qualified Teacher Status - Essential 	<ul style="list-style-type: none"> ▶ A
<ul style="list-style-type: none"> ▶ Evidence of relevant professional study and/or qualification e.g. NPQH, MA - Desirable 	<ul style="list-style-type: none"> ▶ A
<ul style="list-style-type: none"> ▶ Has a proven track record of success, and of managing change, as a senior leader in an infant, junior or primary school (Deputy Head / Assistant Head / Head of School / Acting Head / Head) - Essential 	<ul style="list-style-type: none"> ▶ A,I,R
<ul style="list-style-type: none"> ▶ Has knowledge and understanding of strategic financial planning, budgetary management and principles of best value - Essential 	<ul style="list-style-type: none"> ▶ A,I
<ul style="list-style-type: none"> ▶ 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 	<ul style="list-style-type: none"> ▶ A,I,R

Person Specification

<p style="text-align: center;">Headteachers' Standards (2020)</p> <p>Please tell us how, in your current and previous leadership roles, you:</p>	<p style="text-align: center;">Short-listing evidence sought in application (A), reference (R) or interview (I)?</p>
<ul style="list-style-type: none"> ▶ Create a culture where pupils experience a positive and enriching school life - Essential 	<ul style="list-style-type: none"> ▶ A, I
<ul style="list-style-type: none"> ▶ Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community - Essential 	<ul style="list-style-type: none"> ▶ I, R
<ul style="list-style-type: none"> ▶ 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 - Essential 	<ul style="list-style-type: none"> ▶ A, I, R
<ul style="list-style-type: none"> ▶ Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught - Essential 	<ul style="list-style-type: none"> ▶ A, I
<ul style="list-style-type: none"> ▶ Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils - Desirable 	<ul style="list-style-type: none"> ▶ A, I
<ul style="list-style-type: none"> ▶ Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively - Desirable 	<ul style="list-style-type: none"> ▶ A, I
<ul style="list-style-type: none"> ▶ Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs - Desirable 	<ul style="list-style-type: none"> ▶ A, I
<ul style="list-style-type: none"> ▶ Ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care - Essential 	<ul style="list-style-type: none"> ▶ A, I, R
<ul style="list-style-type: none"> ▶ 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 - Essential 	<ul style="list-style-type: none"> ▶ A, I, R
<ul style="list-style-type: none"> ▶ Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community - Desirable 	<ul style="list-style-type: none"> ▶ A, I
<ul style="list-style-type: none"> ▶ Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties - Desirable 	<ul style="list-style-type: none"> ▶ A, I

Person Specification

<p>Hampshire Leadership Qualities and Behaviours</p> <p>Please tell us how, in your current practice, you:</p>	<p>Short-listing evidence sought in application (A), reference (R) or interview (I)?</p>
<ul style="list-style-type: none"> ▶ Think beyond the immediate situation and implements new and enhanced strategies for improvement Desirable - Desirable 	<ul style="list-style-type: none"> ▶ I, R
<ul style="list-style-type: none"> ▶ Shape and articulates a vision with clarity, inspires others with the vision and leads the organisation to the realisation of the vision through hard work and determination - Essential 	<ul style="list-style-type: none"> ▶ A, I, R
<ul style="list-style-type: none"> ▶ Has a passion for learning; recognises herself/himself as a learner who needs a team approach for success - Desirable 	<ul style="list-style-type: none"> ▶ A, I, R
<ul style="list-style-type: none"> ▶ Build community relationships based on a mutual and collective responsibility with diverse partners, to create a high quality learning environment for all. - Desirable 	<ul style="list-style-type: none"> ▶ I, R



Applications Procedure

Candidates should complete the application form and return it to the address or email below so that it is received no later than noon on 03/02/2025

E-mail address: 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.

Selection Procedure

The shortlist will be drawn up on 10/02/2025 and the selection process will take place on 25-26/02/25. Further details will be sent to those candidates called for interview.

Applicants will be advised within 3 working days after the shortlisting date whether they have been successful or not.

Failure to send your application form to the above email address may invalidate your application.

Equality Monitoring

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

Receipt of Application

Applications are acknowledged within 2 working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately at htrecruitment@hants.gov.uk



Safer Recruitment

Braishfield 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 all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS 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.



Education in Hampshire

Choosing to teach in Hampshire may be the best move you can make. As one of the largest authorities in the country, we can offer an unrivalled diversity in teaching opportunities; from the challenges of the urban and city school through to the rural primary which will provide a vibrant environment for development and promotion.

Hampshire schools are encouraged to operate and develop in a way which serves their local community, reflecting the cultural diversity the county has to offer. We feel this is best achieved through local management, with the Local Authority providing a supporting role wherever needed.

The county of Hampshire has over 170,000 school-age children in approximately 438 primary, 71 secondary and 26 special schools and other provisions. Whilst the majority are community schools, the LA has forged strong partnerships with Diocesan Bodies, and seeks to maintain the provision of places in Church schools. The county has 26 special schools, with an additional 42 units in mainstream schools, providing education and support for children with moderate, severe or complex learning difficulties, physical and sensory disabilities, and emotional and behavioural issues.

Hampshire's 'Early Admission' policy allows children to start school at the beginning of the school year in which they are five years old. At the other end of the age range, Hampshire was one of the first authorities in the country to establish a joint agreement on the 14-19 education of all students with the Local Skills Council.

With the County Office in Winchester, Hampshire Authority has an established network of advisors which provides a responsive and flexible service to the schools in their respective areas. There is also a strong ethos for collaboration and liaison, with regular meetings of Head teachers in phase, cluster and area groupings, aimed at maintaining a policy of communication and cooperation with the LA and between schools.

In Hampshire, we pride ourselves on providing first-class learning opportunities for our teachers both internally and with outside course providers. For new Head teachers, in partnership with governors, the LA operates a structured induction development programme which also helps develop close working relationships with other Head teachers and LA colleagues.

Hampshire's most recent Annual Performance Assessment confirmed that we are an Authority that provides excellent education and has an excellent capacity for further improvement. We are continually looking for innovative ways of improving standards in our schools, which can only be achieved through a commitment to our staff.

To find out more about Hampshire and what it has to offer, visit our website at www.hants.gov.uk. Hampshire has a lot to offer. We hope you will join us.



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