

Padnell Infant School



Headteacher Recruitment Pack

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Padnell Infant School Headteacher Recruitment Pack: Letter from Chair of Governors



Dear Prospective Applicant,

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

We are delighted that you potentially see a role for yourself in our thriving school and in the wider community of Cowplain and Waterlooville. The school itself is situated in a residential area of Cowplain and has spacious grounds some of which are shared with the Junior school which shares the campus.

We are proud of our friendly, family oriented school and its supportive, empowering and inclusive atmosphere where the pupils are happy and enthusiastic about their learning. Our staff work exceptionally well as a team and they all have a passion for teaching and working with children. At our last Ofsted inspection the school was rated as 'GOOD' and since then we have been working to consolidate this judgement and to build on the many outstanding features of the school.

Our current Headteacher will be retiring in 2026 after more than ten years of successful leadership. Ideally, we are looking for an inspirational Headteacher to take over the leadership in September 2026. We are looking for a passionate educator and a strong team player with a well-developed appreciation of all aspects of pupil wellbeing. The successful candidate will have the opportunity to make their own mark in taking Padnell Infant School forward, fully supported by a committed governing body.

If you think that you can meet the exciting challenges of this post, we would very much like to hear from you. Your application statement should refer to your consideration of the relevant experiences, achievements and skills identified in the advert and the key focus areas described in the job description.

We would like to encourage you to come and visit our school and experience our warm and friendly environment for yourself.

We are initially offering two dates for school visits:

- Friday 21 November 2025 – 1:30pm
- Tuesday 2 December 2025 – 9:30am

To arrange a visit, please e-mail N.Thundercliffe@padnell-inf.hants.sch.uk and we will be very happy to see you and show you around.

Yours sincerely,

Lindsay Garland

Chair of Governors

Padnell Infant School Headteacher Recruitment Pack: 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. Padnell Infant School 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 Padnell 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](#)

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 sustain and build upon our high standards in early years for all pupil groups.

What strategies have you used with staff and pupils to ensure highly effective early years provision?

We are working hard to ensure our assessment and data systems are used effectively to evidence and target improvement for all pupil groups.

How have you used evidence, including assessment and data systems, to raise standards in both core and non-core subjects?

We want our children to have exciting and meaningful ways to successfully apply their vocabulary and sentence construction skills.

What evidence of impact do you have in enabling children to practice and apply their skills accurately?

We want a visible community builder who forges strong relationships with families, governors and the junior school.

What has been the greatest impact of this in your current role?

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.

Padnell Infant School Headteacher Recruitment Pack: Person Specification



Core professional experiences, qualifications	Shortlisting evidence sought in application (A), reference (R) or interview (I)?
General	
1: Is a qualified teacher with Qualified Teacher Status Essential	A
2: Evidence of relevant professional study and/or qualification e.g. NPQH, MA Desirable	A
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	A
4: Has knowledge and understanding of strategic financial planning, budgetary management and principles of best value Essential	A, R, I
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	A, R, I

National Standards for Headteachers (2020) Please tell us how, in your current and previous leadership roles, you:	Shortlisting evidence sought in application (A), reference (R) or interview (I)
Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community.	R, I
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.	A, R, I
Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.	R, I
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.	R, I
Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively.	A, R, I
Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs.	R, I
Ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care.	R, I
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.	R, I
Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.	A, R, I
Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.	R, I

Hampshire Leadership Qualities and Behaviours Please tell us how, in your current practice, you:	Shortlisting evidence sought in application (A), reference (R) or interview (I)?
Actively reflect on what works and what does not and uses the information to influence the way ahead and to make decisions.	R, I
Have a genuine interest in other people; actively seek to understand them and respond appropriately to them.	R, I
Have a passion for learning; recognise yourself as a learner who needs a team approach for success.	R, I
Build community relationships based on a mutual and collective responsibility with diverse partners, to create a high-quality learning environment for all.	R, I

Padnell Infant School Headteacher Recruitment Pack: Vision, Values, and Wider Curriculum



At **Padnell Infant School**, we are looking for a **dedicated and inspirational Headteacher** who shares our holistic vision for education - developing children not only academically but as confident, kind, and capable individuals.

Our “**GROW**” values underpin everything we do, nurturing children to become:

- **Giving Citizens** – caring, thoughtful members of their community
- **Resilient Learners** – confident in facing challenges
- **Original Thinkers** – creative and curious problem-solvers
- **Wise Workers** – reflective, hardworking, and proud of their achievements

Everyone at Padnell Infant School:

- Embraces the wider community, strengthening the school’s valued local connections. From visits to the nearby care home to our much-loved **Volunteers’ Tea Party**, where children host and perform for those who give their time so generously, community engagement is central to Padnell life.
- Is **visible, approachable, and child-centred**, taking time to connect with pupils and parents alike.
- Is passionate about **equipping children with life skills** that extend far beyond the classroom - nurturing kindness, inclusivity, resilience, and respect.
- Believes in **supporting every child** to reach their full potential - guiding those who need a little extra help while inspiring high achievers to “reach for the stars.”
- Works with a **firm but fair approach**, always keeping children’s best interests at the heart of every decision.
- Collaborates within our **experienced and dedicated staff team**, respecting the strong foundations already in place while bringing fresh ideas and enthusiasm to move the school forward.
- Demonstrates **compassion and understanding**, especially for children facing difficult social or emotional circumstances.



Wider Curriculum

Padnell Infant School is proud of its **vibrant and well-established wider curriculum**, which enriches our children's learning and fosters a love of discovery. Educational trips across all year groups add excitement, relevance, and lasting memories to our thematic learning approach.

Our curriculum was highlighted as an **area of particular strength** in our most recent Ofsted inspection, thanks to the dedication and expertise of our subject leaders. Each lead takes ownership of their subject, driving its ongoing development and ensuring high-quality teaching and learning across the school.

We pride ourselves on:

- Offering a **broad range of experiences** and teaching methods to ensure accessibility and engagement for every child.
- Using data insightfully - the introduction of **Arbor** software has strengthened our ability to analyse pupil participation and progress across the wider curriculum, enabling staff to adapt teaching and resources for maximum impact.
- Embedding a culture of **continuous reflection and improvement**, through regular book looks, pupil conferencing, and cross-year collaboration.

At Padnell, we believe that learning should be **joyful, inclusive, and meaningful** - and we are seeking a Headteacher who will continue to champion this ethos while guiding our school confidently into its next chapter.

Padnell Infant School Headteacher Recruitment Pack: Key School Information



Padnell Infants is a 3 form entry that is based in the heart of Cowplain. We also serve the community of Waterlooville and enjoy a very positive reputation in our area. Our latest Ofsted report in 2023 affirmed that Padnell is a good school with many impressive features. We have a PAN of 90 and currently have 265 pupils on roll.

Cowplain area has grown considerably over the past 40 years but there are still many green spaces near the school as well as Queens Inclosure woods, which we visit as part of the curriculum. The local churches are closely involved in school life and visit the school often with the school returning to the church to celebrate key events such as Christmas. There are good easy to reach transport links to Portsmouth, Havant, Southampton and Chichester.



Our school is set within beautiful grounds that include a main playground with adventure play equipment. Padnell Junior School and Padnell Pre-school are also situated on the main site and we enjoy a close, strong relationship with them both actively promoting the Padnell journey into the wider community with the slogan 'Two Good Schools, One Great Padnell Community'

We are very fortunate to have an area, affectionately known as Joey's Field, within our school grounds where weekly Forest School sessions take place led by a member of staff. This is an open space with a fire circle, wooded areas and a pond. Many parents say it is a feature that attracts them to the school and the children relish and benefit from the sessions developing confidence, resilience, communication skills and risk taking in a controlled manner as well as learning to care for the environment.

Our attendance is good. Our children want to come to school! Last year we achieved 97% and we have been consistently above national data over the past years. This is celebrated each week during an Assembly where children eagerly await their class results.

Our very experienced SLT and Year Leaders along with the rest of the school staff work very hard to achieve the best outcomes for all our children and we are proud of the progress they make. We have been consistently above National data in all areas and levels, including phonics, for at least the last three years. Our Early Years data shows strong Good Levels of Development with an achievement of 76% in 2025 compared to 68% National

data. More detailed data information of our performance over the past 3 years can be found on our website.



Padnell families really matter at our school. We understand the importance of building positive relationships with our parents and carers, so together we can provide the very best for our children. We have a determined approach to offer wider support to families through curriculum workshops and online safety talks.

We also have a Parent Hub which meets regularly every week offering advice and support for families as well as providing an opportunity for parents to socialise over a cup of coffee. These sessions are run by our Parent Partner teacher, who we share with the Junior School, and she works closely with outside agencies and the school leaders to offer advice relevant to our families.

We also offer Wraparound care before and after school as well as a range of sporting clubs run by local sports clubs.

Our PTA (PIPSA) works hard to provide wonderful experiences for all the children such as magic shows, discos and a Christmas Shopping Day. They also hold events to raise funds for the school enriching the children's education and providing many much-loved events for children and their families to enjoy. Their Summer Fayre held on the school grounds is a popular community event in Cowplain and a fun day out for all the family.

Padnell has a strong, supportive Governing body with a wide range of relevant skills and experience within it who are proactive in their governance and offer support and challenge to the school.

Padnell Infant School Headteacher Recruitment Pack: Finance



Padnell Infant School Budget Prior to Budget Review

2027 - 28	2026 - 27	2025 - 26	
260	264	268	Number on role
11.72	11.82	11.90	FTE Teachers
C/C O 2027 - 28	C/C O 2026 - 27	C/C O 2025 - 26	Description
1,461,052	1,422,907	1,382,662	Subtotal Staffing
357,033	351,298	346,605	Subtotal Non-Staffing Expenditure
1,818,084	1,774,205	1,729,267	Total Expenditure
1,621,333	1,627,905	1,677,471	Total Income
(196,751)	(146,299)	(51,796)	In Year Surplus/(Deficit)
66,952	213,251	265,047	Surplus/(Deficit) Brought Forward
(129,799)	66,952	213,251	Cumulative Surplus/(Deficit) C/Fwd

Padnell Infant School Headteacher Recruitment Pack: What do our pupils want? (Pupil voice)



“Assemblies are the best part of the week as they are so funny so they need to be funny”

“I really like that our headteacher is there to say hello every morning on the way in and still want that”



“We want somebody that is funny and kind”

“Still want the last day of half term to be playful and fun”

“One that helps us, like with the resolution station”

“One that has good rules like we have now”

“One that keeps making the school a nicer place and a cleaner place and a fun place to learn”

Padnell Infant School Headteacher Recruitment Pack: Parent Comments



“Padnell is amazing, we moved here from London and the school has been nothing but supportive. They don’t just care about our son but the family as a whole. When we had a difficult time recently the school couldn’t have done more to help”

“The school have helped my daughter so much since she started, her confidence has grown so much and she complains when it is the school holidays and she can’t come”

“All of the teachers have been amazing, they’re so lovely and kind”



“This is my third child at the school and we will be sad when he finishes here and our time at the infants comes to an end”

“The SEND support has been outstanding, my son has made so much improvement because of everything the school has put in place for him”

“My daughter just loves it here, she’s so happy”

“The school offers so many different opportunities with their learning, when he comes home and tells me about it I’m learning new things too”

Padnell Infant School Headteacher Recruitment Pack: What do our staff want?



Someone fair and pleasant to work with

Someone that puts the best interest of the children first

One that aligns with the school values and understands the need for continuous provision across the whole school

Someone that sets clear expectations with excellent communication

Someone community orientated

Somebody full of energy

Somebody visible and hands on

A team player

Someone who cares

Someone whose vision aligns with that of the school

Padnell Infant School Headteacher Recruitment Pack: Application Process



To apply, download the attached application form by clicking the on the application form, then complete and save it. Once ready, 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 12 January 2026 and the selection process will take place 29 and 30 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.

Equality Monitoring

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

Safer Recruitment

Padnell Infant School 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 & 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.