



Inspiring learning through Love, Courage & Hope



# Application Pack

## Headteacher Post

November 2025

East Meon Church of England Controlled Primary School

<https://www.eastmeon.hants.sch.uk/siams>

<https://www.eastmeon.hants.sch.uk/OFSTED>



GOOD



Chapel St, East Meon, Petersfield GU32 1NR

T: 01730 823218

Email: [adminoffice@eastmeon.hants.sch.uk](mailto:adminoffice@eastmeon.hants.sch.uk)

Our full story is available here on our website

<https://www.eastmeon.hants.sch.uk/>

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# Inspiring learning through Love, Courage & Hope

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East Meon Primary School and Hampshire Council County 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. We value diversity and encourage applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.





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## Welcome to Our School

On behalf of the Governing Body, we are delighted to welcome your interest in becoming the next Headteacher of our Church of England Primary School, nestled in the heart of the South Downs National Park.

While we are small, with a family of 83 cherished children, we are mighty in spirit and ambition. Our size is our strength; it allows us to know every child as an individual, celebrating their unique gifts and providing a truly nurturing environment for them to flourish.

Our school life and curriculum are firmly rooted in our core Christian values of **Love, Courage and Hope**. These are not just words on a wall, they are the guiding principles that shape our relationships, our teaching, and approach to the wider community. We seek a leader who not only respects this foundation but can actively live and breathe these values, inspiring our pupils and staff daily.

We hold **high ambitions** for every single child who walks through our doors, irrespective of their background or ability. Our commitment is to academic excellence and personal development, ensuring all pupils receive the very best start in their educational journey and leave us equipped with the skills and confidence to embrace the future with hope. Leading a small school requires a unique blend of capabilities so we are specifically looking for an individual who demonstrates exceptional emotional intelligence — someone who can connect authentically with staff, pupils and parents, fostering a climate of trust, collaboration, and well-being.

Alongside this vital personal quality, you must possess **excellent leadership skills**. We need a strategic thinker and an astute manager who can:

- Maintain and elevate our standards of teaching and learning.
- Inspire and empower a dedicated, close-knit team.
- Effectively manage the resources of a small school.
- Navigate the responsibilities of being a Church of England school within the wider community.

This is a privileged role that offers immense professional and personal satisfaction. You will be joining a school with strong community support, a committed Governing Body, and a clear, value-driven identity.

We warmly invite you to visit us and experience the palpable atmosphere of **Love, Courage and Hope** for yourself. If you are a visionary and compassionate leader ready to embrace the challenges and rewards of leading a brilliant small school, we look forward to receiving your application.

Yours sincerely,

The Governing Board



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## About the School

### Our Vision:

At East Meon Church of England Primary School, we foster a love of learning through our rich, interesting and vibrant curriculum. We have high expectations for all our children throughout their learning journey. Our holistic approach supports them in our inclusive setting where children are loved and nurtured.

Our curriculum is greatly supported by our large grounds with a number of features. A 'learning garden' provides space near the classrooms for science experiments and exploration. This area also contains a pond where further exploration such as pond dipping can take place. Our large open field is supplemented by a MUGA (Multi-Use Games Area) which enables us to hold larger sports tournaments with other local schools and to teach on the pitches even in adverse weather. At breaktimes, the children are also able to access the climbing wall and adventure play area and the multigym which further promotes physical movement.

In recent years, we have developed the use of a corner of the field to create our forest school space. Forest school sessions are run by a trained member of the teaching staff throughout the year enabling all year groups to enjoy a half term of afternoon sessions. This provision has been mapped out to ensure that children can develop their skills and experience throughout all the seasons over their time at the school.

As a small school, we are privileged to have smaller class numbers than the larger primary schools. This means that every adult across the school knows every child and can support them effectively whilst being aware of any needs they may have. This has created a very nurturing environment in which our children feel, and are, very safe.

We are an Eco-minded school. Environmentally friendly attitudes encourage the mindset that we are part of a global community. This teaches our pupils that these responsibilities are part of something greater, and we have an obligation to protect our planet.





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## What Our Pupils Say

### What are the best things about our school?

“ Maths, using number lines

Reading, Phonics, Science

PE because we do golf!

The disco!

After School club

We have nice teachers

School trips

Forest school

Dojo Time

Writing and publishing stories

The residential

There is lots to play with at lunchtime

### What would make a good Headteacher for our School? Someone who....

Who listens to our opinions

Is caring

Helps us when we need help

Is kind and fair

Likes sport

Someone who can communicate with pupils, staff and parents

Is encouraging

Is thoughtful

Lets us learn

Lets us all share the Muga

”



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## Key Focus Areas

We have identified the following key focus areas for our Headteacher during the next part of our journey:

- 1. We want all children to thrive and achieve their individual potential in a nurturing environment which instils a love of learning through the whole school culture.**

What strategies have you used with staff and pupils to successfully achieve this?

- 2. We want our new leader to have high aspirations, a deep understanding and emotional awareness of SEND that ensures the identified needs for individual pupils can be met.**

How will you lead, develop and manage your staff team to deliver effectively for individual children?

- 3. We want our children to experience an engaging, innovative and broad curriculum that maximises the whole school environment.**

How will you evaluate and evolve our curriculum to ensure this leads to enjoyment and high standards for every child?

- 4. We want to ensure every child flourishes within the Christian culture of our school.**

How will you develop the culture so that the Christian values are the lived experience of the whole school community?

**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.**



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## Summary 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 2025 Hampshire agreed pay scale. East Meon CE Primary is a Group 1 school. Governors have set the Individual Salary Range at **L12 £67,898 – L18 £77,924**.

**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 East Meon Church of England Primary School.

### **Key responsibilities:**

**Safeguarding:** The post holder will be the 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.

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

# Headteacher 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 on the next page.

Shortlisting evidence is sought in: **Application (A), Reference (R) and/or Interview (I)**.

## Core professional experiences, qualifications

### Essential

Is a qualified teacher with Qualified Teacher Status	A
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	A
Has knowledge and understanding of strategic financial planning, budgetary management and principles of best value	A,R,I
Has experience of using a range of evidence, including performance data, to support, monitor and evaluate and improve aspects of school life, including challenging performance	A,R,I
Deliver acts of Collective Worship and uphold the Christian ethos of the school	A,R,I

### Desirable

Evidence of relevant professional study and/or qualification e.g. NPQH, MA, SENCO accreditation	A
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## Hampshire Leadership Qualities and Behaviours

Please tell us how, in your current practices, you:

Actively reflects on what works and what does not and uses the information to influence the way ahead and to make decisions	R,I
Show the ability and confidence to interact effectively with people in a range of contexts; understands the audience and the purpose of different relationships	R,I
Has high expectations of herself/himself, staff and pupils to realise the full potential of the learning community	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

## National Standards for Headteachers (2020)

Please tell us how, in your current and previous leadership roles, you:

Create a culture where pupils experience a positive and enriching school life	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	R,I
Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught	A,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
Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate	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	A,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



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## Welcome from our Outgoing Headteacher

Dear prospective headteacher

East Meon Primary School is an amazing school filled with pupils who are kind, friendly and excited about learning. The team of staff - teachers, LSAs, admin staff, sports coaches and cleaners/caretakers – are incredibly committed to their work, continually going above and beyond to support the children with both their academic learning and wellbeing. Alongside this, the school is lucky to have a supportive community behind it, with governors, parents, the church and local residents always willing to help in any way they can. Strong, positive relationships between staff, children and the community are one of the key things that makes this school such a fantastic place to work.

I have had the privilege of being the headteacher of this lovely school since January 2024. In this time, we have introduced a new, successful phonics scheme; begun using Maths Mastery across all year groups; set up our own Forest School provision; raised the profile of sport and our engagement with local sporting events; developed our wider curriculum and improved our support for children with SEN. The school OFSTED inspection took place in February 2025, and I could not be prouder of the report and grades we received as these stand testimony to hard work of our school community and the caring, inclusive ethos of the school.

I feel incredibly lucky to have led this wonderful school over the past 2 years and wish the very best for anyone considering this fantastic opportunity.

Yours sincerely,

Cat Olver  
Headteacher





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## Letter from the Diocese of Portsmouth & Winchester

### Diocesan Board of Education

Within the Dioceses of Portsmouth and Winchester there are 153 schools with links to the Church of England. Consisting of 86 Voluntary Controlled, 49 Voluntary Aided, 1 Foundation, 2 Joint Anglican and Roman Catholic, 6 Academies, 11 Affiliated, 7 Federated Schools and 32 Independent Church Schools. These are spread across six local authority areas, Bournemouth, Dorset, Hampshire, Southampton, Portsmouth and the Isle of Wight.

The Bishops of Portsmouth and Winchester encourage Church school Headteachers and governing bodies to consider carefully, with parish clergy and parochial church councils, matters relating to the spiritual, moral, social and cultural development, ethos, worship, religious education and the partnership between school and parish.

The Diocesan Board of Education and its staff support church schools in these matters as well as working alongside Local Authorities with general support, advice and training for church schools and their governing bodies. The education staff also support parishes and clergy in developing their work with schools.

New Headteachers are encouraged to attend leadership training courses provided by the Diocese as part of their induction process. The Diocese also offers courses and events for school staff on all aspects of church school leadership and management. The diocesan representative involved in the appointment process at the school you are applying to will be:

Sue Bowen  
Church Schools Advisor

If you are successful in the post you are applying for, the Diocesan Director of Education and his staff will be pleased to offer you whatever support they can during your time in the school.





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## Friends of East Meon School

East Meon School has an active PTA, called FEMS (Friends of East Meon School). This is organised by a group of school parents/carers working closely with the local village community.

Over the years the association has contributed, via community fundraising events, to enhancement of the education and experiences of the pupils through financial contribution. For example; purchasing Subject specific equipment, replenishing and updating IT provision and subsidising of school trips and workshops. A separate wooden Lodge in the grounds of the school was three quarters funded by FEMS. In 2024/25 school year FEMS raised £4,172 which went towards the forest school outdoor structure, subsidising school trips, outdoor seating and equipment for SEND learning sessions.





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## Financial Summary

The Senior School Administration Officer is extremely well informed and knowledgeable on all matters to do with the budget of East Meon Primary School. The budget is very well managed and monitored regularly by the Governors.

Our financial position detailed below is based on actuals for the 2024-25 financial year:

2024-2025 Financial Year	
Total Income	<b>£683,608</b>
Total staffing costs	(£493,055)
Non-staffing expenditure	(£189,070)
Total expenditure	<b>(£682,125)</b>
Surplus in year	£1,483
Reserves brought forward	£86,165
Reserves carried forward	<b>£87,648</b>



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## 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 Headteachers 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 Headteachers, in partnership with governors, the LA operates a structured induction development programme which also helps develop close working relationships with other Headteachers 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](http://www.hants.gov.uk). Hampshire has a lot to offer. We hope you will join us.



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## How to Apply

Candidates should complete the application form and return it via email so that it is received no later than **noon BST on 20<sup>th</sup> January 2026** to [htrecruitment@hants.gov.uk](mailto:htrecruitment@hants.gov.uk)

You should provide a full statement in support of your application, which should show how you meet the requirements of the person specification and 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 **22<sup>nd</sup> January 2026** and the selection process will take place on **5<sup>th</sup> and 6<sup>th</sup> February 2026**. 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 applications 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](mailto:htrecruitment@hants.gov.uk)

**Safer Recruitment** - East Meon Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects 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 its privacy notice and data protection policy.