

# Cheriton Primary School Headteacher Information Pack October 2024





## Letter from the Chair of Governors

Dear Applicant

On behalf of the Governing body of Cheriton Primary School I would like to extend a very warm welcome to you as an interested applicant for the role of Headteacher. I hope that you will get all the information you require in this pack and on the school website <http://www.cheriton.hants.sch.uk>. I sincerely hope that you will take the opportunity to visit the school.

The vacancy has arisen due to the retirement of our previous Headteacher who, during his 8 years at the school, fostered the 'culture of kindness' for which the school is recognised. The school provides an environment where children are actively engaged in the joy of discovery and learning built on firm foundations so they can flourish to meet their full potential. Strong relationships between stakeholders are fundamental to the school's success and we actively seek to build on these partnerships the previous Headteacher has already established.

As a small village school, we are looking for a Headteacher who will help us build on our successes, leading our driven staff team to achieve the highest of possible outcomes, have fresh ideas on maximising the stability of our numbers on roll, and continue to help us on our path to ensuring financial stability. In return you will receive the full support of a dedicated team of staff and a highly engaged and committed Governing body.

Our school is situated in the picturesque village of Cheriton in the South Downs National Park. Set in the heart of the village, the school is in a pivotal position within the community. We are proud that Cheriton Primary is held in such high regard locally. Maintaining and growing the links with the wider community is very important to us as is developing good links with both our feeder nurseries and local secondary schools.

At Cheriton we value the excellent teachers who have created a happy environment where our children want to come to school and do their best. We want someone who can foster this environment further, continue to enable our teachers to fulfil their potential and ensure that our children's outcomes match their full potential. This is an exciting opportunity in a wonderful school! We would like the successful candidate to start in April 2025.

We hope this has provided you with some background to Cheriton Primary and the available position. The rest of the brochure provides more detail to help you decide if you are the right candidate for our school. Wishing you the best of luck and we look forward to receiving your application.

*Elizabeth Brett*

Mrs Elizabeth Brett  
Chair of Governors  
Cheriton Primary School



## About our School

Cheriton Primary School is a welcoming, caring, inclusive, rural primary school in the heart of a thriving village community.

At Cheriton Primary School we seek to be the source of learning opportunities which will help set our children on a course to ***'be the best that you can be.'*** By establishing a culture of kindness and building successful relationships with all stakeholders we are able to nurture every child within the 'Cheriton family'.



At Cheriton Primary we are growing life-long lovers of learning who are resilient, resourceful, reflective and who form productive relationships to support their learning. We recognise the importance of children understanding their social responsibility and the need for equality, equity, and tolerance within the many communities in which they live. Children leave Cheriton well prepared for the transition to secondary education and to becoming net contributors to society.



The school is organised into four classes: Reception, and mixed classes for Years 1 and 2, 3 and 4, and 5 and 6 respectively with a PAN of 15 pupils per year group. The curriculum is delivered over a two-year cycle.

Since our Ofsted visit in September 2022 exciting developments have taken place in implementing a broad, rich curriculum throughout the school and this is having a significant impact on our children's learning. Alongside this our dedicated and experienced teaching staff have developed their confidence and skills as subject leaders. The idyllic location of the school provides the setting for regular Forest school sessions, river, and local nature studies. The village recreation ground and Open Space Land behind the school supplement a well-equipped playground.



The school is very well supported by parents and carers and an active PTA, 'Friends', which organises fundraising to enhance the learning environment and encourage social interactions across all the year groups through organised events and activities.

We have a full Governing body with involved, committed Governors operating with a flat structure and supported by a clerk.

Please explore our website for further details - <https://www.cheriton.hants.sch.uk/>



## About the village



Cheriton is an idyllic country village located near Alresford in Hampshire. This picturesque village is set in the South Downs National Park with the River Itchen running through the village and passes just outside the school gates. The village has a strong community feel which incorporates the school as part of the family. A popular local pub, 11<sup>th</sup> century church and village hall are the centres of a wide range of activities. Although the village is rural, the A272 is a two-minute drive away which allows easy access to both Winchester and Petersfield for commuting.





## What Parents, Carers, Staff & Pupils say about our School

*"We have a friendly, caring team of staff that appreciate and supports each other"*

*"There is a caring community in the school"*

*"Small school where everyone knows everyone else"*

*"The team of teachers are supportive and always endeavouring to do their best"*

*"The children are wonderful"*

*"The range of clubs and activities is very good for a small school"*

*"The safe and supportive feeling that the school fosters"*

*"The teachers are very encouraging and understanding and are there to help you"*

*"Really great teachers, all are engaging, creative, hardworking and effective teachers"*

*"I especially love seeing the older children interacting with the younger ones and developing a really nurturing relationship"*



## What the children are looking for in their next Headteacher

*"Someone who is encouraging to all students "*

*"A Headteacher who will get to know us and come into class to see what we are learning "*

*"Someone who will not get cross but will listen to both sides of an argument "*

*"Someone who will put a chocolate machine in the school for us!"*

*"A person who makes us feel they are easy to approach and talk*



## **Key Focus Areas - Our Priorities**

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

1. Lead the curriculum so that it meets the educational needs and aspirations of all pupils and develop mechanisms to measure and track the impact of the curriculum on pupil learning outcomes.
2. Allocate financial resources appropriately, effectively and efficiently to support the school's educational mission and strategic priorities.
3. Enhance the school's role as a central, positive force in the community by strengthening relationships with parents, local businesses, community organisations, and other stakeholders.



## **Cheriton Headteacher Job Description**

### **Responsible to:**

The Governing body and the local authority.

### **Purpose of the job:**

To provide inspirational, professional leadership for Cheriton Primary School which ensures an outstanding education for the pupils. Ensure that strategic planning is guided by rigorous self-evaluation to continuously improve leadership, teaching, learning, achievement standards, and curriculum implementation. To work in partnership with the Governing body, the local authority, all stakeholders, and the local community to fulfil the aims of the school. The Headteacher will hold themselves and others accountable to deliver their professional responsibilities to ensure that the school operates to the highest standards and meets all statutory duties.

### **Context:**

This job description should be read in conjunction with the duties of a Headteacher as set out in the National School Teachers' Pay and Conditions document and the Headteacher Standards of Excellence and TDA Professional Standards for teachers which all form the basis of the Headteacher job description. The headteacher provides strategic leadership of the school and has overall accountability for direction, standards achieved and quality of provision.

[Headteachers' standards 2020 - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

### **Leadership**

The Headteacher will be responsible for providing leadership to the staff, pupils, parents, and Governing body. They will be dedicated to continuous improvement of the school, the staff and themselves fostering a culture of lifelong learning. The Headteacher will:

- Foster a positive, inclusive, and safe school culture where every pupil feels valued and supported
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Promote a culture of continuous professional development for all staff, including regular performance reviews and targeted training opportunities
- Develop, implement, and regularly review a data-driven School Improvement Plan that addresses key priorities and ensures effective strategies for sustained improvement.

### **Management**

The Headteacher will develop and establish processes and policies to effectively manage the school's day-to-day activities in an efficient manner. They will hold themselves and others accountable to deliver their professional responsibilities to ensure the school operates to the highest standard and meets all statutory duties The Headteacher will:

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness, and probity in the use of public funds
- Forge constructive relationships beyond the school, working in partnership with parents, carers, and the local community



- To promote and monitor equality, fairness, and diversity across all aspects of the school, while valuing all members of the community and fostering social inclusion.

### **Professional**

The Headteacher should be the lead learner in the school, engaging in professional development and fully cultivating a learning culture which inspires children to become lifelong, independent learners. The Headteacher will:

- Establish and sustain high-quality teaching across all subjects and stages, underpinned by evidence-based practices and strong subject expertise.
- Ensure a regular pattern of monitoring, assessment, recording and reporting of children's progress which informs planning and makes sure all children make excellent progress in relation to their ability
- Ensure the school holds ambitious expectations for all pupils with special educational needs and disabilities, fulfils its SEND duties under the code of practice and works effectively in partnership with parents, carers and professionals to identify and provide support
- Foster and maintain strong links with local pre-school and secondary schools ensuring that effective transition arrangements are put in place

### **Administrative**

The Headteacher will be accountable to the Governing body and the local authority. The Headteacher will:

- Ensure efficient procedures for storing, retrieving, and returning information, maintaining up-to-date records on all children and staff in compliance with data protection and freedom of information laws.
- Ensure office systems are both accessible and helpful to parents, staff, Governors, and other visitors to the school
- Ensure efficient and accurate budgeting procedures and the keeping of records, accounts, and financial statements
- Ensure the security and effective supervision of the school buildings, their contents and grounds, notifying the responsible authority of any maintenance requirements





## Person Specification

*This specification should be read in conjunction with the National Standards of Excellence for Headteachers.*

Section	Criteria	Evidence required Application form ( A) Interview (I)
Qualifications & Training:	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• National professional qualification for headship (NPQH) desirable but not essential</li> <li>• Experience in a senior leadership role within a primary school setting</li> <li>• Evidence of continuous professional development relevant to school leadership</li> </ul>	<p>A</p> <p>A</p> <p>A</p> <p>A / I</p>
Experience:	<ul style="list-style-type: none"> <li>• Proven record as an excellent classroom practitioner</li> <li>• Involvement in school self-evaluation and development planning to lead whole school improvement</li> <li>• Demonstrable experience of successful line management and staff development</li> <li>• Experience of mixed-year group classes or can demonstrate an understanding of how to teach these classes effectively</li> <li>• Effectively led and evaluated work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities</li> <li>• Strong understanding of safeguarding and child protection, with experience of being DSL or DDSL</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Skills and Abilities:	<ul style="list-style-type: none"> <li>• Strong strategic leadership and management skills</li> <li>• Visible, approachable, excellent communications skills and the ability to build strong and effective relationships with all stakeholders</li> <li>• Ability to inspire and create a culture where staff are motivated, encouraged to take initiative, make decisions, develop their own skills and deepen their subject knowledge</li> <li>• Understanding of high-quality expert teaching across all subjects, built on evidence informed teaching and how pupils learn, along with the ability to model this for others and support others to improve</li> <li>• Proficiency in data analysis and its application in school improvement to set targets and identify weaknesses</li> <li>• Understanding of school finances and financial management</li> </ul>	<p>A/I</p> <p>A/I</p> <p>I</p> <p>A/I</p> <p>I</p> <p>A/I</p>



	<ul style="list-style-type: none"> <li>• Ability to make reasoned judgements and take difficult decisions, conveying required outcomes clearly, positively and with sensitivity to a range of audiences</li> </ul>	
Personal Qualities:	<ul style="list-style-type: none"> <li>• Commitment to getting the best outcomes for all pupils and promoting the values and ethos of Cheriton Primary School</li> <li>• Ability to establish and nurture an open, honest and supportive culture of self-reflection, feedback, and growth</li> <li>• High levels of integrity and professionalism and the commitment to maintaining confidentiality at all times</li> <li>• Resilience and the ability to remain calm under pressure and prioritise effectively</li> <li>• Curious and interested about creative, innovative approaches and courageous enough to drive change when necessary</li> </ul>	A/I       



## 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 pupils 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.



## **APPLICATION PROCEDURE**

Candidates should complete the application form and return it via email so that it is received no later than **noon on 7<sup>th</sup> January 2025**.

E-mail address: [htrecruitment@hants.gov.uk](mailto: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 **8<sup>th</sup> January 2025** and the selection process will take place **on 20<sup>th</sup> and 21<sup>st</sup> January 2025**. 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**

Cheriton Primary 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 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 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.