

Woodcroft Primary School



Woodcroft Lane, Lovedean, Waterlooville, Hampshire, PO8 9QG.

Tel: 023 92593939

Website: www.woodcroftprimary.co.uk

Woodcroft Primary School



Inspire • Encourage • Achieve

Headteacher Candidate Pack

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Welcome Letter from the Chair of Governors

Woodcroft Primary School



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Dear Prospective Candidate,

Thank you for your interest in the position of Headteacher at Woodcroft Primary School. We are delighted that you are considering joining our warm, inclusive and ambitious school community at this important point in our journey.

Our most recent Ofsted inspection in 2024 recognised the strength of our provision, confirming Woodcroft as a good school with outstanding personal development. Inspectors praised the school's calm, purposeful atmosphere, its highly inclusive culture, and the strong safeguarding practice that ensures pupils feel safe and well supported. They also highlighted the impact of our early reading strategy, noting the effectiveness of our Little Wandle phonics programme and the commitment of staff to ensuring every child becomes a confident reader.

The Governing Body at Woodcroft is a committed and skilled group comprising co-opted governors, parent governors, a staff governor and a Local Authority governor. Together, we bring a breadth of professional expertise and community insight, united by a shared determination to secure the very best outcomes for our pupils. We work closely with school leaders, providing both challenge and support, and we are ambitious for the next phase of Woodcroft's development.

As we look ahead, our priorities include continuing to improve outcomes for all pupils—particularly the most vulnerable—strengthening our partnerships with families and ensuring that our SEND practice remains exemplary. We are seeking a Headteacher who can lead with clarity, compassion and strategic vision; someone who will build on our strong foundations while confidently shaping the next chapter of our school's growth.

We strongly encourage you to visit Woodcroft to experience our ethos, our environment and our community firsthand. If you share our values and our commitment to ensuring every child thrives, we would be delighted to receive your application.

We have allocated the dates of **15th & 16th July 2026 (0900-1500)** to allow for any interested applicants to visit Woodcroft Primary school. By having these dates, we can ensure that members of the governing body and I can be on site to meet you and show you our school. **Should you wish to arrange a visit** (planned 1 hr time slots) please email z.king@woodcroft.hants.sch.uk with your preferred date and time where we will try to accommodate depending on interest.

Yours sincerely,

Phill Hawkins

Chair of Governors 2025/26

Woodcroft Primary School

About Woodcroft Primary School

Key Facts	
Current Number on Roll	203/210
SLT	3 (HT + 2 AHTs)
Classes	7
Teachers	9 (7 Class / 2 Cover)
Learning Support Assistants	10 plus 1 Thrive, 1 ELSA
Designated Safeguarding Leads	4
Governors	8

Woodcroft Primary School is a one-form entry school serving a varied community near Waterloo. The school is defined by a strong moral purpose, rooted in inclusion and ambition, with approximately 65% of pupils identified as disadvantaged and a significant number having experienced Adverse Childhood Experiences (ACEs). This context underpins a deeply held commitment to ensuring equity, opportunity, and success for every child.

Woodcroft is a school of choice within the local community and is oversubscribed in Reception for September 2026, reflecting the confidence that families have in the quality of education and care provided.

The school is proud of its experienced and dedicated teaching team, supported by highly skilled, adaptable support staff. Staff work collaboratively and with professionalism to meet the complex and varied needs of pupils. There is a strong commitment to staff development, with ongoing professional learning prioritised to ensure consistently high-quality teaching and leadership. The culture is one of openness and mutual support, where staff wellbeing and growth are valued.

Financially, the school is well managed, with a carefully run budget that provides a degree of flexibility in staffing structures. This enables leaders to respond effectively to pupils' needs and maintain targeted provision where it is most impactful.

At the heart of Woodcroft is a focus on nurturing the whole child. The school is Thrive-based, with trauma-informed practice embedded across all aspects of provision. Staff have a strong understanding of the barriers that pupils may face and are highly effective in creating a safe, consistent, and supportive environment in which children are able to regulate, engage, and succeed.

The curriculum is enriched through regular visits and trips, which all pupils access, ensuring equality of experience and opportunity. A well-attended free breakfast club further supports pupils' readiness to learn and reflects the school's commitment to meeting the needs of its community.

Woodcroft benefits from extensive grounds, including a well-established Forest School provision. Outdoor learning plays a key role in developing pupils' confidence, independence, and wellbeing, while enhancing the wider curriculum.

Academically, the school has successfully implemented the Little Wandle phonics scheme, leading to significant improvements in early reading outcomes. This demonstrates the school's commitment to evidence-informed practice and continuous improvement.

Woodcroft Primary School is a warm, inclusive, and values-driven community. It is a school where staff are proud to work, pupils are supported to thrive, and leadership is focused on sustained improvement. This provides a strong foundation for the next Headteacher to build upon and further develop the school's vision and impact.

Our Vision for Woodcroft Primary School

Our vision is to:

- inspire pupil aspirations
- encourage children's curiosity
- remove barriers for all to achieve

We are committed to giving every child the very best start in life, with high expectations and no limits on what they can achieve. We want our school to be a place where everyone feels safe, valued and inspired — a place built on kindness, fairness and ambition, where anything feels possible.

We create a supportive learning environment where children are encouraged to take risks, learn from mistakes and grow in confidence. Our broad and inclusive curriculum is designed to meet the needs of every child, celebrating the diversity of our community while building a lifelong love of learning.

Our aim is that every child leaves Woodcroft as a confident, capable individual — ready to try new experiences, stay safe, stand up for what is right, and make a positive difference in the world around them.



Our Curriculum

Woodcroft Primary School Curriculum Vision

At Woodcroft Primary school, we have designed an ambitious curriculum that provides our pupils with the skills and knowledge to successfully **achieve** in an ever-changing world. We **encourage** them to explore and widen their own interests, generating curiosity through delivering a broad and balanced child-focused curriculum. Woodcroft Primary School **inspires** its pupils through real-life experiences and raises expectations on what individuals can accomplish.

Curriculum Intent

At Woodcroft Primary school, subjects are taught through overarching and varied topics designed to inspire children's interests and develop their understanding of the world around them. Unique experiences engage pupils and provide real life context where skills and knowledge can be applied. These are linked and progress each year, encouraging pupils to build on previous learning. Practical, fun and active lessons, help children create memorable ideas that they retain in the long term and that they can apply to different situations.

Core Values

Our *Core School Values* help embed the curriculum and support a culture of *Learning for a lifetime*.

- **Respect:**
 - Pupils are respectful of others and themselves regardless of differences. Demonstrating this even when in the most challenging situations.
- **Boundaries:**
 - Pupils challenge their own boundaries to achieve, understanding that other people have different boundaries that they respect.
- **Independence:**
 - Pupils are independently curious about their learning and the world around them; they can demonstrate initiative in learning and life.
- **Resilience:**
 - Pupils seek challenge and choose options that offer personal growth and development understanding that achievements require effort and perseverance.
- **Focus:**
 - Pupils can demonstrate focus when learning, through their actions they support and encourage others to focus on tasks presented to them.
- **Self-regulation:**
 - Pupils can self-regulate their feelings to maximise their ability to manage different situations that will occur in their lives.

Our Facilities

We are incredibly proud of the facilities we have at Woodcroft because they reflect the kind of environment every child deserves, one that is vibrant, nurturing and full of opportunity. Here is a snapshot of what we have at our school:

- **Bright, modern classrooms** — Spacious, well equipped learning environments designed to inspire creativity, focus and high-quality teaching.
- **Well-resourced library** — A calm, inviting space that nurtures a love of reading and supports research, curiosity and independent learning.
- **Dedicated Thrive room** — Purpose built wellbeing space where pupils receive emotional support, regulation strategies and personalised pastoral care.
- **Versatile school hall** — A large, adaptable venue ideal for performances, assemblies, community events and whole school celebrations.
- **Woodland Forest School** — Natural outdoor learning area that encourages exploration, resilience and hands on environmental education.
- **Onsite allotment and pond** — A thriving eco zone where children engage in gardening, wildlife study and sustainability projects.
- **Two dedicated playgrounds** — Safe, stimulating outdoor spaces featuring trim trails that promote physical activity, teamwork and imaginative play.
- **Extensive multiuse playing field** — A high quality sports field capable of hosting two 7-a-side or one full 11-a-side football pitch, perfect for PE, clubs and sport.
- **Government funded breakfast club** — A supportive, accessible start to the day offering nutritious food and a welcoming environment for all pupils.
- **HAF holiday club provision** — Delivered onsite by a trusted external agency, providing enriching activities and childcare for local families during school holidays.
- **Onsite privately run nursery** — A high-quality early years setting offering convenient, continuous care and education for families with younger children.
- **Onsite staff car park** — Secure parking that supports staff, visitors and community users of the school facilities.



What Our Children would like in a Headteacher

fun	come into our classrooms	happy	strict (but not too strict!)	sometimes teach us
calm and respectful	kind	don't make too many changes all at once	fair	keep forest school and trips
a good sense of humour	helpful	set clear rules and boundaries (and sticks to them!)		interact with us

What Our Staff would like in a Headteacher

clear vision	whole-school ethos	visible and approachable	strong communication with all staff and parents	firm, fair and consistent
high expectations	decisive leadership	leads by example	supports staff wellbeing	collaborative and empowering
teaching experience across many year groups		gets stuck in	open to honest dialogue	values work life balance
inclusive and relational	builds belonging	organised and reliable	values staff voice	passionate about children and learning



Job Description Headteacher Woodcroft Primary School

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. Woodcroft Primary School is a Group 2 School. Governors have set the Individual Salary Range at L15 - L21* (£73,105 - £83,860)

General job expectations and accountabilities

The Headteacher is an employee of the Governing Body and is required to carry out their 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 Woodcroft 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.

National Standards Headteachers (2020)

The Headteachers' Standards form the basis of our Headteacher job description. They can be found at [Headteachers' standards 2020 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/431212/Headteachers_standards_2020.pdf)

Key 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 improve the outcomes for all our pupils, especially the most vulnerable

What strategies have you used with staff and pupils to successfully accelerate outcomes?

We want to strengthen our relationships with our school community, especially parents.

What evidence of your impact do you have in improving parental engagement?

We want our SEND practice to be the very best it can be.

How will you ensure a culture of effective SEND pervades our school, where all staff are well trained and in understanding, and impactful in meeting, pupil needs?

We have a very high percentage of disadvantaged pupils and believe in a trauma

How will you continue to develop our provision for all our pupils?

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 Headteacher Woodcroft Primary School

General	Essential	Desirable	Shortlisting evidence sought in Application (A), Interview (I) or References (R)
Qualified Teacher Status	X		A
Evidence of relevant professional study and/or qualification e.g. NPQH		X	A
Has a proven track record of success as a Deputy Head / Assistant Head / Head of School / Acting Head / Head	X		A
Has knowledge and understanding of strategic financial planning, budgetary management and principles of best value		X	I, R
Has experience of using a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging performance	X		I, R
Can demonstrate that they have led successful change in an education environment	X		I, R
National Standards for Headteachers (2020) <i>Please tell us how, in your current and previous leadership roles, you:</i>	Essential	Desirable	Shortlisting evidence sought in Application (A), Interview (I) or References (R)
School Culture			
Communicate with clarity and confidence across a wide range of audiences, ensuring messages are understood and purposefully delivered	X		I
Build strong, positive relationships with pupils, staff, parents, governors and the wider community, fostering trust and collaboration	X		I, R
Analyse complex situations swiftly and apply sound judgement to develop effective, principled solutions	X		I, R
Bring proven experience in establishing and embedding a strong safeguarding culture, ensuring the safety and wellbeing of all children		X	A, I
Teaching			
Inspire, lead and develop staff at all levels, promoting a culture of high expectations and professional growth	X		A, I
Demonstrate a secure and current understanding of high-quality teaching, learning and curriculum practice	X		A, I, R
Behaviour			



Person Specification
Headteacher
Woodcroft Primary School

Behaviour (continued)	Essential	Desirable	Shortlisting evidence sought in Application (A), Interview (I) or References (R)
Sustain culture and practices that enable pupils to access the curriculum and learn effectively		X	I
Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities		X	I
Show a wholehearted commitment to the role of Headteacher at Woodcroft Primary School and to the success of all its pupils	X		I
Professional Development			
Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning		X	I
Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual need	X		I, R
Organisational Management			
Ensure staff are deployed and managed well with due attention paid to workload	X		A, I, R
Continuous school improvement			
Drive school improvement with strategic focus, accurately evaluating performance and implementing actions that lead to sustained impact.	X		A, I, R
Working in Partnership			
Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community	X		I, R
Hampshire Leadership Qualities and Behaviours			
<i>Please tell us how, in your current practice, you:</i>	Essential	Desirable	Shortlisting evidence sought in Application (A), Interview (I) or References (R)
Actively reflect on what works and what does not and how you use the information to influence the way ahead and make effective decisions	X		I, R

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.

Application Procedure

Candidates should complete the application form and return it via email so that it is received no later than **1200 hrs on Thursday 3rd September 2026** to: 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 **Monday 7th September 2026**. The selection process will take place at Woodcroft Primary School on **Wednesday 23rd September 2026**, with the interviews happening off-site at Cams Hall Estate Golf and Country Club on **Thursday 24th September 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

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

Woodcroft Primary School is 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

Woodcroft Primary 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 Federation. 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 and Federation's website for further details on their privacy notice and data protection policy. You can contact the School Data Protection Officer if you have a concern about the way they collect or use your data