

Executive Headteacher

Information Pack



KEY DEADLINE DATES

Visits to schools
By Appointment

Application Closing Date
7th January 2019

Shortlisting Date
9th January 2019

Interview Dates
23rd January 2019
24th January 2019

The Federation of Bedenham and Holbrook Primary Schools

Nurturing Individuals, Championing Excellence.

Bedenham Primary School

Bridgemary Avenue, Gosport, Hants, PO13 0XT
01329 280445; adminoffice@bedenham.hants.sch.uk

Holbrook Primary School

Wych Lane, Bridgemary, Gosport, PO13 0JN
01329 286011; adminoffice@holbrook.hants.sch.uk



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(unvalidated)
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*"I have great support from
my peers and we are a
strong team."*

*"....this is a very supportive
and good place to work"*

Staff Survey July 2018





Welcome from Chair of Governors

Dear Applicant

I am delighted that you are considering applying for the post of Executive headteacher at the Federation of Bedenham and Holbrook primary schools. The application pack will tell you more about the schools and the opportunities that are available.

The Federation was formed in June 2014, and both schools are located in the Bridgemary area of Gosport about a mile apart, serving a similar catchment. Current numbers on roll are 286 (Bedenham) and 237 (Holbrook), comprising a high percentage of disadvantaged and SEN children. Both schools benefit from a Resourced provision - Holbrook has a provision focusing on speech, language and communication needs, whilst Bedenham's provision focuses on behaviour, emotional and mental health needs. There is also exceptional practice within the Federation in providing high quality nurture and pastoral care to support individual children.

During 2017, the schools had OFSTED inspections which resulted in Requires Improvement ratings, but the staff have been working hard to ensure that teaching and learning is consistent, and the latest set of results showed significant improvement, broadly in line with National figures. We want to build on this progress and take both schools back to a Good status. The Governing Body and staff are committed and dedicated, and together with the right leader we believe the Federation can go from strength to strength.

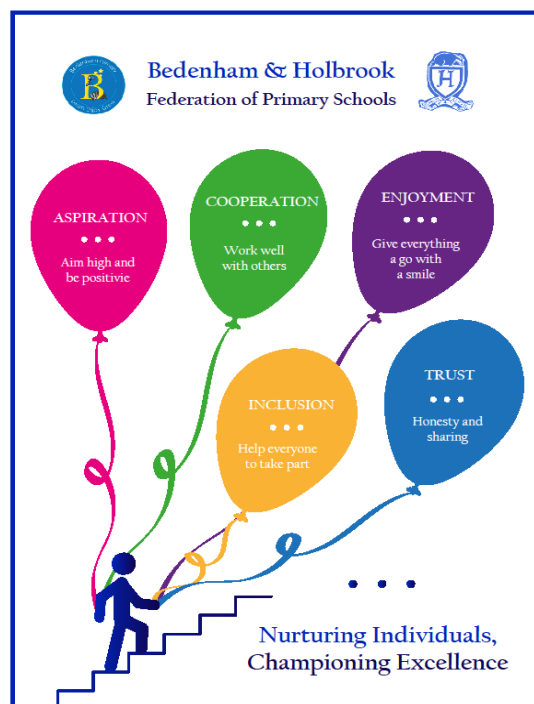
We are looking for an Executive Headteacher who has the vision and enthusiasm to grow the Federation with an emphasis on team building within and across both sites. The right candidate should be innovative and creative in their thinking, whilst still ensuring that the characteristics of each school are maintained. We want our children to be inspired and to recognise that education is the key to their success in the future.

We would be pleased for you to come and visit the schools and meet with the staff and children at a time and date that is convenient to you. To arrange a visit please contact Sarah Davies on 01329 280445 or by email to s.davies@bedenham.hants.sch.uk

I look forward to meeting you in the near future.

Yours sincerely

Jan Heath
Chair of Governors





Bedenham Primary School.

Proud of the commitment of our staff and pupils, here at Bedenham we work hard together to help children to be the best that they can, so that they leave prepared for their next steps in the world. We foster a common feeling of respect between all children and adults and nurture a truly inclusive atmosphere and learning experience. We have a recently established Makaton choir, who will be opening the Gosport Christmas Lights switch on this year, and believe that all children should be able to enjoy the opportunities to learn and develop both within school and by enjoying our exciting residential experiences and other out of school trips. We offer varied learning environments including an outdoor classroom and we have a wild life area with an established pond.

We encourage children to contribute to their own education and school environment and they can volunteer to become team captains and school councillors. We believe that the children's voice is important and relevant. Parents are welcomed to the school to talk about any matters of concern or to share celebration. Despite the school being in an area of some deprivation, parents are supportive and generous.

Our staff, led by our dynamic senior leadership team and Head of School, work collaboratively both across the school and within the federation to share best practice and ensure the provision of quality teaching. They work hard to provide the environment to enable children to achieve. We are passionate that all our children enjoy a rich and varied curriculum and look forward to the appointment of an Executive Head Teacher who will help us to continue the upward trend in teaching and learning.

We believe Bedenham to be a wonderful place to both work and learn.

Children's wishes:

- *Helpful and kind*
- *High standards*
- *Good role model for children and staff*





Holbrook Primary School

At Holbrook, we are incredibly proud of our children and our staff who together produce a vibrant, yet calm and purposeful environment in which to learn and grow. We are fortunate to have a committed, professional and enthusiastic team of teachers and support staff, led by our Head of School and dynamic Senior Leadership Team, who are dedicated to giving children the best possible start in life by quality teaching and offering a curriculum that extends their horizons. Holbrook is involved with the local Teaching School and enjoys the opportunity to train the next generation of teachers by working alongside them.

Staff Wishes:

- *Good communicator*
- *Approachable*
- *Consistent*
- *Supportive*

In addition to their in-school activities, a range of experiences are offered to all children. There are trips to enhance learning and offer a broader understanding of the world and residential adventures which give our children the opportunity to try new things and explore new places.

“Inclusion” is more than just a word at Holbrook, as is illustrated by the award of the Inclusion Quality Mark and the intensely moving and engaging assembly as a part of the annual Rainbow Day celebration. The school is home to a specialist speech and language resource unit and great efforts are made to ensure that those children enjoy being full and active participants in school life. The whole school,



including staff, learn Makaton and we have a wonderful Makaton choir. Everyone is determined that all children, whatever their needs, will access and enjoy the curriculum. The voice of the child and the whole school community is important to us and children are encouraged to take an active role in their school.

The school has enjoyed an upward trajectory in terms of teaching and learning. We look forward to the leadership and support of a dynamic Executive Head Teacher as we continue our drive to excellence, so that all children may be the best that they can and leave our school prepared for their journey



Attainment Data for Academic year 17/18 (unvalidated)

Early Years Foundation Stage	
Bedenham School	GLD 68.2%
Holbrook School	GLD 68.4%

Key Stage 1

	Bedenham		Holbrook	
	% Pupils meeting Age Related Expectations	% Pupils exceeding Age Related Expectations	% Pupils meeting Age Related Expectations	% Pupils exceeding Age Related Expectations
Reading	75%	32%	73%	27%
Writing	74%	18%	62%	0%
Maths	82%	26%	65%	23%

Key Stage 2

	Bedenham		Holbrook	
	% Pupils meeting Age Related Expectations	% Pupils exceeding Age Related Expectations	% Pupils meeting Age Related Expectations	% Pupils exceeding Age Related Expectations
Reading	88%	34%	73%	14%
Writing	78%	2%	76%	8%
Maths	85%	27%	62%	16%
RWM Combined	71%	0%	60%	0%



The Executive Headteacher

Salary Range

Leadership Scale: LDR 41 to LDR53

Remuneration: £65,384 to o £75,735

Role Description

The successful applicant will be subject to the conditions of employment for Headteachers contained in the current School Teachers' Pay and Conditions Document

The core role of the Executive Headteacher is to provide professional leadership and management for the Bedenham and Holbrook Federation of Schools



The Executive Headteacher is accountable to the Governing Body for achieving the National Standards of Excellence for Headteachers (2015) at an appropriate level based on previous experience, induction and on-going professional development.

Key Tasks

As the Executive Headteacher, you will provide strategic leadership for the Federation and hold overall accountability for the direction, standards achieved and quality of education. In your first year you will need to:

- ◆ Promote the vision and values for the Federation within leadership and across the schools
- ◆ Develop leadership to ensure capacity and sustainability
- ◆ Ensure quality of learning and teaching through triangulated monitoring
- ◆ Maintain progress of upward trend in improving attainment
- ◆ Identify opportunities for the sharing of good practice across the Federation
- ◆ Generate an ethos of Federation including realignment of strategy
- ◆ Strengthen the cohesiveness of leadership

Person Specification

The application and selection process will illustrate and ascertain the extent to which candidates can demonstrate success in the characteristics within the National Standards of Excellence for Headteachers (2015) and our school specific criteria.

Qualified Teacher status NPQH (desirable)	Successful experience as a headteacher, head of school, deputy headteacher in the primary sector	Strong knowledge of the primary curriculum with a sustained record of school improvement	Evidence of continuing and relevant professional development as a school leader	Experience of effective management of staff and resources
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QUALITIES AND KNOWLEDGE

- ◆ Communicate the Federation's vision and through strategic leadership, empower all pupils and staff to excel.
- ◆ Articulate a clear vision for high quality education and be committed to driving the schools to meet challenging targets.
- ◆ Lead by example, with integrity, resilience, calmness and clarity, drawing on their own expertise and skills, and those of others to drive school improvement
- ◆ Ability to develop positive and productive relationships with pupils and staff, governors, parents, members of the local community and outside agencies.
- ◆ Knows how to develop quality teaching and learning to ensure teaching is consistently good or better
- ◆ Capable of taking difficult decisions, conveying them clearly, positively and sensitively
- ◆ Have presence, be approachable and visible within the Federation and inspire confidence and trust
- ◆ Promote high expectations of achievement, attendance and behaviour.

PUPILS AND STAFF

- ◆ Demand high standards for all pupils overcoming disadvantage, advancing equality and celebrating success
- ◆ Create an environment within which all staff are motivated, supported and challenged to develop their own skills and subject knowledge.
- ◆ Establish an educational culture of 'best practice' within the Federation and between schools, drawing on research and robust data analysis where relevant in the context of the two schools.
- ◆ Create an engaging, relevant and successful curriculum, which is rigorously assessed and informs future planning.
- ◆ Have an analytical understanding of how pupils learn
- ◆ Ensure a strong sense of accountability in staff for the impact of their work on pupils' outcomes

SYSTEMS AND PROCESS

- ◆ Maintain efficient leadership teams within and across the Federation to ensure that the schools are managed effectively and efficiently on a day to day basis.
- ◆ Provide a safe calm and well-ordered learning environment for all, focused on safeguarding pupils and developing exemplary behaviour
- ◆ Maintain rigorous, fair and transparent systems for managing the performance of all staff, addressing any under-performance
- ◆ Ensure the financial management of resources to achieve educational and strategic goals.

THE SELF-IMPROVING SCHOOL SYSTEM

- ◆ Create an outward facing Federation which works with other schools and organisations, in a climate of mutual challenge, to champion best practice and secure excellent achievements for all pupils.
- ◆ Shape the quality of staff through high quality training and sustained professional development for all
- ◆ Empower distributed leadership using the strengths and skills of staff to drive school improvement.





Living in Gosport and surrounding areas

Located on England's south coast just across the harbour from Portsmouth, Gosport and Lee-on-the-Solent offer an irresistible mix of places to visit and things to do for all ages. With 24 miles of waterfront, safe panoramic beaches, impressive naval heritage, plenty of watersports plus scenic countryside walks and historic trails, there is much to keep the family entertained.

With such great facilities, and easy access to the international sailing waters of The Solent, it's not surprising that world-class sailing stars such as Alex Thomson and Sir Robin Knox-Johnston's **Clipper Ventures** base themselves here alongside Ben Ainslie's Racing HQ.



The town centre is on the edge of Portsmouth Harbour and a regular ferry service operates, giving easy access to trains, the Isle of Wight ferry and the historic Naval Dockyard with famous attractions such as the Mary Rose exhibition, HMS Warrior and HMS Victory. Gosport Ferry Ltd also operates **summer cruises** around the Solent from June to September. These leisurely boat cruises are a great way to enjoy the sights of Portsmouth Harbour, Solent Forts, Cowes, Ryde, Beaulieu, Hamble, the Needles, Yarmouth and Southampton water.

Gosport has its own attractions - the Royal Navy Submarine Museum with the first Royal Navy submarine, Holland 1, and the World War 2 submarine, HMS Alliance, while Explosion! Museum charts

the story of naval firepower from gunpowder to modern missiles. Gosport is also home to **Little Woodham**, aka "The 1642 Living History Village". The village exists to educate both children and adults about 17th century life at the outbreak of the **English Civil War** and is open for the public to meet the villagers at certain times throughout the year. The nearby Wildgrounds represents one of the few remaining unspoilt woodland pastures in South East Hampshire. It is an area of about 67 acres and was designated as a local Nature Reserve in 1978. In 1984, in recognition of its unique character, it was made a site of special scientific interest

Just across the Harbour is Portsmouth. A 5 minute crossing will take you to **Gunwharf Quays** with its outlet shopping, restaurants, cinema and the stunning 170 metre **Emirates Spinnaker Tower** providing spectacular views. A short drive out of Gosport will take you into the lovely Hampshire countryside and the picturesque Meon Valley. There are wonderful views from Portsdown Hill and the small nearby towns of Wickham, Bishops Waltham and Petersfield provide opportunities for a leisurely stroll and lunch at the weekends. Southampton, Chichester, Brighton, Winchester and the New Forest are all easily accessible for a day excursion. Southampton airport is a half hour drive along the M27 motorway with flights to many destinations and Gatwick airport is less than 2 hours away.

The beaches at Lee-on-the-Solent and Stokes Bay are safe and provide great watersports opportunities. Why not have a go at Kite surfing or windsurfing? Lee-on-the-Solent seafront has a children's play area, seafront cafes and restaurants and plenty of places to get an ice cream! Stokes Bay seafront was voted one of the 10 best places for a picnic in the UK, plus there is an adventure golf course, children's splash park and plenty of open spaces that are excellent for kite flying or walking along the beach.



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.



How to Apply

KEY DEADLINE DATES

Visits to schools By Appointment	Application Closing Date 7th January 2019	Shortlisting Date 9th January 2019	Interview Dates 23rd January 2019	Appointment Date 24th January 2019	In Post 1st September 2019
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Application Procedure

Candidates should complete the application form and return it so that it is received no later than noon on Monday 7th January 2019.

Education Recruitment

Education Personnel Services

3rd Floor, Hampshire House

84-98 Southampton Road

Eastleigh SO50 5PA

Tel: 02380 383537

E.mail: eps-recruitment@hants.gov.uk

You should provide a full statement in support of your application which should not exceed 2 sides of A4 paper

Please do not restate the factual details already included elsewhere on the application form



Informal Preliminary Visits

If you would like to come and visit both schools ahead of the application closing date, we will be delighted to show you around. Please contact:

Sarah Davies on 01329 280445 or email s.davies@bedenham.hants.sch.uk (Term time)

JHEATH8@holbrook.hants.sch.uk (School Holidays)

Selection Procedure

The shortlist will be drawn up on 9th January 2019 and the selection process will take place on 23rd and 24th January 2019. 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 address may invalidate your application.

Equality Monitoring

All applications will be required to complete an Equality Monitoring form

Safer Recruitment

The Federation of Bedenham and Holbrook 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 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.

Receipt of Application

Applications are acknowledged (by email wherever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately on the number above.

Privacy Notice

The Federation 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 Federation.

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