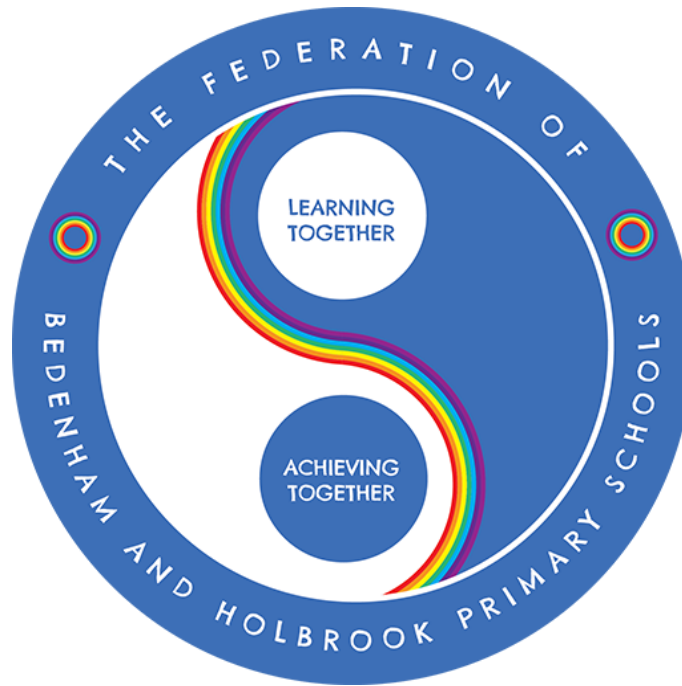


The Federation of Bedenham and Holbrook Primary Schools



Executive Headteacher Recruitment Pack

Learning Together, Achieving Together

KEY DEADLINE DATES

Visits to schools
By Appointment

Application Closing Date
27th March 2023

Shortlisting Date
29th March 2023

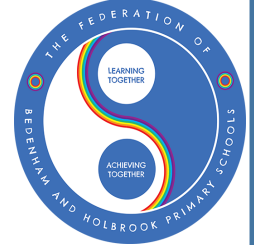
Interview Dates
20th April 2023
21st April 2023

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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Children say:

"We can talk to trusted adults"

"This school is full of magic moments"

"Everyone makes you feel valued every day"

"We care for each other from SLT to the cleaning team"

"we are one school on two sights and our Federation is valued"



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 270 (Bedenham) and 210 (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, together with ASD, whilst Bedenham's provision focuses on social, emotional and mental health needs. Both schools were rated as Good at their last OFSTED inspections in 2019.

The staff in both schools are enthusiastic and committed and have appreciated the investment made in them with relevant training to develop and enhance their skills. They are well supported by the Senior Leadership Team and each other, working cohesively as a team despite the different locations. Pupils are engaged and enjoy their learning and teachers are working hard to improve outcomes, especially for the disadvantaged children; there is exceptional practice within the Federation to provide high quality nurture and pastoral care to support all children as required. The school environment is focussed on learning and individual classrooms have clear displays to enable pupils to understand and achieve in their learning, and parents are encouraged to visit the schools so they can make a positive contribution to their children's learning at home. In recent years, both Resourced Provisions have expanded to accept more children and at Holbrook, they have now embraced children with ASD alongside the Speech and Language provision. 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.

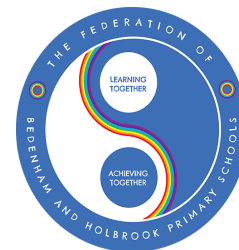
'There are lots of kind people in the school and you never feel left out. Learning is exciting and our teachers are fun and kind. I love coming to school.' Year 2

We are looking for an Executive Headteacher who has the vision and enthusiasm to further develop the staff and children, and build on the successes that the Federation has already achieved. The right candidate should be reflective and creative in their thinking, be passionate about all aspects of education to inspire the staff and children to achieve their greatest potential.

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: Sian Kelly 01329 280445/286011 or by email to s.kelly@holbrook.hants.sch.uk

Yours sincerely

Jan Heath
Chair of Governors



About our schools

Dear Prospective Executive Head,

At the Federation of Bedenham and Holbrook, we are very proud of the journey we have been on to become **'two schools with one vision'**, where the children are at the heart of everything we do. All staff work collegiately across the Federation to drive our culture of high aspirations for all. To illustrate this, we have decided to write to you as 'one deputy' from both the schools.

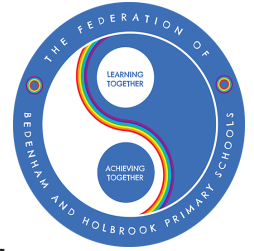
"The school is very welcoming and we feel safe here. There is always someone who will listen and we have great opportunities for learning. We are particularly looking forward to our residential and our Year 6 Prom." Head Girl and Head Boy

As an SLT, including our Lead Practitioner, we meet each week to drive school improvement. We reflect on Federation priorities and strategically plan coaching, mentoring and CPD to raise achievement and attainment across both schools. Together with our teachers, we monitor the effectiveness of our provision through book looks, pupil progress and moderation. This joint monitoring informs reflection, further coaching, evidence-based reading, PDMs, and INSET days. This approach has established a reflective culture where our teaching and learning is viewed through the four lenses: lens of the child, adult, colleagues and research.

All staff value our investment in CPD and our commitment to growing leaders at all levels. This has enabled fluidity in movement of staff between the two schools to share expertise and this in turn encourages staff retention.

We are proud to each have a resourced provision – Holbrook has a provision for speech, language and communication needs, together with ASD, whilst Bedenham's provision is for children with social, emotional and mental health needs. Our specialist staff are competent to share their expertise e.g. meeting sensory needs, use of Makaton and Cued Articulation, and the use of regulation strategies across mainstream. We are inclusive of all, celebrating our differences, encouraging individuality and independence and celebrate this during our annual 'Rainbow Day'.

Our school values are well established amongst staff, pupils and parents. The children exemplify and promote the values. This has been developed through curriculum, assemblies, community events, our behaviour for learning policy, pupil voice and is showcased on our website and Facebook pages. We have developed our young leaders (Head Boy and Head Girl, House Captains, Young Governors, Sports Leaders, Eco Team, Reading Ambassadors, Young Gardeners, JRSOs, IT Leads) and we value their contribution to the Federation. Our carefully planned curriculum enriches experiences; we are able to offer residentials, National Literacy Trust events, off-site visits and visitors, Makaton Choir, productions, STEAM projects and many more.



About our schools (cont'd)

Within the Federation, we recognise and celebrate all groups of children. We have bespoke packages for our Young Carers, Forces and EAL children and there is exceptional practice within the Federation to provide high-quality nurture and pastoral care. We have recently embarked on the journey to become an attachment and trauma aware school, having reflected on the diverse needs of our children. As part of this, we have invested in Trick Box – a programme of strategies which the children use to support emotional development – and use restorative practice as the driver for the management of the various needs.

Our skilled SENCOs are Senior Mental Health Leads and have recently introduced 'Guardian Angels' as an initiative to support staff wellbeing. We recognise the demand on all school staff and reflect on ways to support.

Family engagement is growing through our workshops, reading cafes, book events, maths workshops and phonic support sessions. We plan showcase events and galleries as part of our learning journeys and we invite families in to watch concerts, year group performances and assemblies. Our development of the Community Room at Holbrook, which will be the Hub for the Federation, will seek to enhance this.

Our Federated PTA offer the same experiences at both schools. These include Discos, Year 6 Proms, Christmas shops, Summer Fayre and they support our community events. Past fundraising has enabled us to buy reading sheds, books for each child at Christmas and Buddy Benches.

We look forward to working with a new executive head who continues to challenge, develop and embraces our collaborative ethos.

Warm regards,

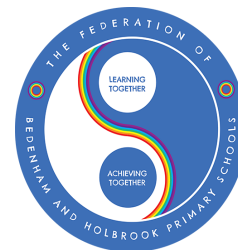
Mrs Rachelle Tomkins and Miss Laura Carter

Staff comments

"Our Federation is dedicated to achieving high outcomes and improving the lives of our pupils. We work as a community to support one another to achieve high standards and strive for a for a challenging and engaging curriculum"

"Staff are supported and treated as individuals, with compassion and care, all while striving to ensure good outcomes and continual self-reflection/improvement"

"We are inclusive of all, celebrating our differences, encouraging individuality and independence. We tailor the education we provide to allow access for all and adapting to the diverse pupils in our schools"



Our Vision and Values






Our vision is that children:

will become confident, independent and self-assured learners who excel across the whole curriculum and will achieve at least national standards or better;

will have excellent attitudes to learning which have a positive impact on their progress;

will learn about the world, its people and have a regard for history and tradition;

will be proud of their achievements, their school and the Federation so that when they leave us, they will have experienced a rich and varied curriculum to enable them to become lifelong learners with high aspirations for the future and are ready to face the challenges ahead.

<p>The Federation of Bedenham and Holbrook Primary Schools</p> 	<p>Enthusiastic learners</p> 	<p>Excellent Communicators</p> 	<p>At the heart of our Community</p> 	<p>Active and Healthy</p> 
<p>Together we can be enthusiastic learners, excellent communicators, at the heart of our community, active and healthy.</p> <p>Learning together. Achieving together.</p>	<p>Try new things and challenge myself.</p> <p>Show resilience by never giving up.</p> <p>Learn from mistakes.</p> <p>Can work independently and with others.</p> <p>Be the best I can be and take pride in my work.</p> <p>Take risks in learning.</p> <p>Solve problems.</p> <p>Make each day count.</p>	<p>Be a good listener.</p> <p>Offer my own ideas.</p> <p>Add to, build on and challenge the ideas of others.</p> <p>Be curious and ask questions.</p> <p>Tell the truth and accept the consequences.</p> <p>Talk about my feelings.</p> <p>Ask for help from others when I need it.</p> <p>Use kind words.</p>	<p>Kind to everyone and helpful to those who want it.</p> <p>Look after the environment around us.</p> <p>Care for those who are upset or hurt.</p> <p>Show good manners and respect.</p> <p>Listen, share, support and challenge each other.</p>	<p>Keep myself and others safe.</p> <p>Know how to use my IT safely (phone, iPad, Laptops, PlayStation and TV).</p> <p>Be as active as I can.</p> <p>Understand how to keep my mind and body healthy.</p> <p>Help myself and others to be happy.</p>



Attainment Data for Academic year 21/22

Early Years Foundation Stage	
Bedenham School	GLD 50%
Holbrook School	GLD 52%

Key Stage 1

	Bedenham	Holbrook
Reading	59%	52%
Writing	46%	41%
Maths	59%	41%
Year 1 Phonics	73%	50%
RWM Combined	43.5%	31%

Key Stage 2

	Bedenham	Holbrook
Reading	66%	47%
Writing	68%	50%
Maths	65%	57%
SPAG	68%	43%
RWM Combined	53%	40%



Why do we like working in our Federation?

- ♦ “The Federation gives you the opportunity to work collaboratively with another school, learning together and engaging in shared experiences, like the residential.” - HLTA
- ♦ “It is a lovely, warm and caring environment, where everyone is happy to help and everyone wants the best for the children. I love working here.” - LSA
- ♦ “It is a very supportive school in all situations. It is a nice, safe place to work.” - LSA
- ♦ “There is a friendly atmosphere. Adults are able to thrive which allows the children to achieve their very best. We are a supportive community for all.”- HSLW
- ♦ “Everyone is very friendly and helpful and makes you feel part of a team, even if you have not been here for very long. There is a spirit of co-operation. Sending children postcards home to celebrate their learning is a wonderful way to make them feel special. It is a brilliant community to be a part of.” - Office Staff.
- ♦ “As an ECT (Year 1) I have found it invaluable to have a Federation family full of experts in a wide field of education. I have been so well supported in my journey, reflecting on successful practice as well as how to develop my CPD. The Federation mirrors my ethos of treating our children, as well as the staff, holistically. It is a journey I hope to carry on with our future EHT.” - ECT

What do you want in an Executive Headteacher?

- ♦ “Our new Executive Headteacher would be someone who values the reflective coaching culture that is strongly embedded within our Federation and recognise the important role that this plays in creating a cohesive team who are highly enthusiastic about further developing teaching and learning. All members of our school community are enabled to grow and thrive and I would want a leader who can take us forward on the next part of this journey as reflective practitioners.” - Lead Practitioner
- ♦ “I enjoy working for the Bedenham and Holbrook Federation of Primary Schools because you are part of a tight knit community who cares and supports you, that makes you feel valued and listened to. A high level of pastoral support is needed across the Federation for a strong link between home and school to provide the best level of support to our children and families through difficult periods. We need a strong, empathetic leader who will embrace our community and advocate the level of support which is key to the wellbeing of our families. Someone who is dedicated to the emotional wellbeing of the children, staff and their families who is visible and approachable by children, parents and staff” – ELSA
- ♦ “We are looking for someone who understands the importance of early reading and phonics and will prioritize them on our continuing journey to raise standards.” – Phonics Leader



Role Profile

Salary Range

Leadership Scale: L11-L24

Remuneration at £56,796 - £77,237.

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 drive the strategic direction of the Bedenham and Holbrook Federation of Schools, alongside the professional leadership and management of all staff.

The Executive Headteacher is accountable to the Governing Body for achieving the National Standards for Headteachers (2020) at an appropriate level based on previous experience, induction and on-going professional development.

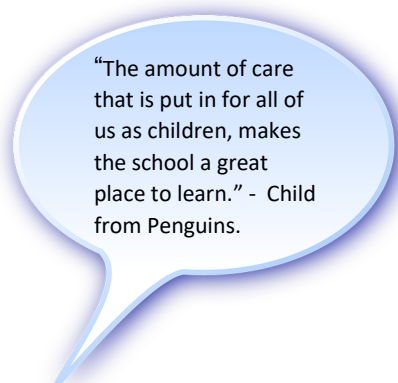
Key Tasks

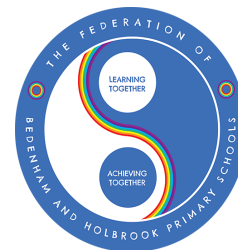
As the Executive Headteacher, you will provide strategic leadership for the Federation and hold overall accountability for the direction, standards achieved and quality of education. In your first year you will need to:

- ◆ Continue to embed the Federation Vision and Values within the schools and the whole schools' community.
- ◆ Utilising the coaching and reflective culture of the schools to impact upon practice of Inclusion Leaders, middle leadership and support staff.
- ◆ Empower the schools' community to ensure pupil engagement irrespective of life challenges, e.g. continued use of attachment and trauma theory and associated strategies.

What we can offer you

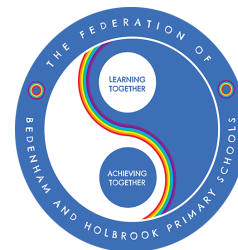
- ◆ A committed and dedicated team in all areas—teachers, support staff, and governors
- ◆ Staff who know the children well
- ◆ An opportunity to grow the Federation further to become the schools of choice in the area
- ◆ Personal professional development, including the Hampshire Headteacher Induction programme
- ◆ Coaching opportunities
- ◆ Good work/life balance—Governors' meetings start at 4.30pm, no requirement to answer/send





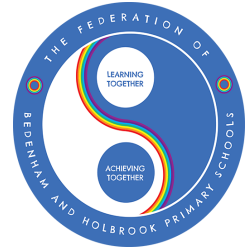
Person Specification

		Essential	Desirable
Education Qualifications	Qualified teacher status	x	
	Evidence of commitment to continuing professional development	x	
	Senior Leadership Development (e.g National professional qualification for headship (NPQH))		x
	Up to date safeguarding training	x	
Professional Experience and Knowledge	Teaching experience across the Primary age range		x
	Knowledge of primary principles and practice	x	
	Successful experience of raising standards with measurable outcomes	x	
	Experience of working in collaboration with other educational bodies and the wider community to develop positive relationships		x
	Evidence of highly developed performance management skills	x	
	Understanding of quality in teaching and learning and how to achieve excellence	x	
	Knowledge of effective governance and a willingness to engage constructively in accountability processes	x	
	Knowledge of statutory duties and regulatory frameworks and a determination to ensure that this knowledge is kept up to date	x	
	Knowledge and experience of Child Protection and Safeguarding procedures	x	
	An awareness and understanding of the implication of equal opportunities, inclusion, and multicultural education	x	
Skills	Ability to lead change	x	
	Ability to communicate effectively orally and in writing to a range of audiences	x	
	Ability to think creatively to anticipate and solve problems	x	
	Ability to formulate a vision and strategy for the school and secure a commitment to it from others	x	
	Ability to drive forward improvements and challenge underperformance with passion and integrity	x	
	Ability to implement appropriate monitoring systems and interpret data to improve attainment	x	
	Ability to motivate, challenge and influence others to attain higher goals	x	
	Ability to develop and empower individuals and teams	x	
	Commitment to the development and maintenance of positive relationships with staff, parents, pupils, governors, and the community	x	
	Understanding of the school finances and financial management	x	



Person Specification (cont'd)

Personal Qualities & Attributes	The person appointed will demonstrate:	Essential	Desirable
	Warmth and openness – establishing a positive rapport with parents, staff, and pupils	x	
	A sensitivity to the needs of others	x	
	A positive and effective approach to behaviour management	x	
	Well-developed interpersonal skills	x	
	High levels of motivation and a strong work ethic	x	
	Honesty and integrity	x	
	An ability to work effectively under pressure		
Personal Values	The person appointed should:	x	
	Value the education of all children as equally important		
	Be strong and consistent in their consideration that every child can succeed given the right support	x	
	Be passionate and resolute in placing the needs of children at the centre of our decision making	x	
	The person appointed should demonstrate a commitment to:		
	Moving the school forward through the school development plan	x	
	Raising standards of achievement	x	
	Providing the pupils with an excellent education	x	
	Involving the parents, governors, and community in the work of the school	x	



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 beaches, impressive naval heritage, plenty of watersports plus scenic countryside walks and historic trails, there is much to keep the family entertained.



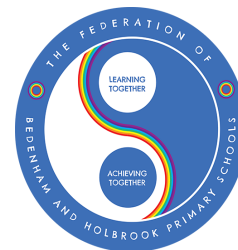
The town centre is on the edge of Portsmouth Harbour and a regular ferry service operates, giving easy access to trains, the Isle of Wight ferry and the historic Naval Dockyard with famous attractions such as the Mary Rose exhibition, HMS Warrior and HMS Victory.

Gosport 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 Alver Valley Country Park, including the Wildgrounds Nature reserve represents one of the few remaining unspoilt woodland pastures in South East Hampshire.

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 **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 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. 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 has 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 27th March 2023	Shortlisting Date 29th March 2023	Interview Dates 20th April 2023 21st April 2023	Appointment Date 21st April 2023	In Post 1st September 2023
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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 27th March 2023.

Applications will need to be returned electronically to htrecruitment@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:

Sian Kelly on 01329 280445 or email s.kelly@holbrook.hants.sch.uk

Selection Procedure

The shortlist will be drawn up on 29th March 2023 and the selection process will take place on 20th and 21st April 2023. 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.

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 within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Panel immediately on the email above.