

Headteacher Application Pack

Holly Spring Primary School



Contents

- Page 3 – Welcome to our school
- Page 4 – Letter from our Co-Chairs of Governors
- Page 5, 6, 7 – Letter from our School Council
- Page 8 – School Information
- Page 9 – Vision and Values
- Page 10 – Friends of Holly Spring
- Page 11 – Pupil Roles and Responsibilities
- Page 12 – OFSTED
- Page 13 – What our families love about Holly Spring
- Page 14 – Curriculum and Development Plan
- Page 15 – Nursery, Wrap around Care and Forest School
- Page 16 – SEND
- Page 18, 19 – Bracknell Forest
- Page 20 – How to apply
- Page 21 – How to find us



Welcome to our school

Thank you for your interest in the role of Headteacher at Holly Spring Primary School, an inclusive school that broadens aspirations, inspires and develops self-belief. We have a strong sense of community, and are dedicated to nurturing the potential of every child.

Our school serves a diverse and vibrant community, and we take pride in celebrating the individuality of every pupil. Through a broad and balanced curriculum, we aim to ignite a love for learning, grow greatness and instil independence. Our committed and talented staff work to provide a safe, supportive, and inspiring environment where every child can flourish.

Holly Spring enjoys excellent facilities, including spacious classrooms, and well-equipped outdoor areas including large playing fields and a forest learning area. As a school, we place great importance on strong partnerships with parents, carers, and the wider community, all of whom play an integral role in the life of the school.

We are looking for an exceptional leader who shares our vision and values to guide Holly Spring into its next chapter, ensuring every child achieves their best.

We would love you to come and visit our school to get an understanding of us and this opportunity – please contact office@hsprimary.uk FAO Liz Baker (School Business Manager)



Letter from our Co-Chairs of Governors

Dear Applicant,

Thank you for your interest in the Headteacher role at Holly Spring Primary school. We are delighted that you would consider our school a place to continue your career and invite you to read our application pack and visit at your convenience.

Following our current Headteacher's tough decision to retire, the Governing Body is excited to offer this rare opportunity to appoint a new Headteacher to lead our successful, happy and inclusive school. We are looking for a Headteacher who will remain committed to developing our ethos and vision; someone who will build on the strong foundations and team work already created within Holly Spring and our community.

The Holly Spring Governing Body is looking to recruit an exceptional leader who is able to communicate with our community at all levels.

At Holly Spring we are passionate about our vision, ethos and behaviours and are looking for an individual who will embody them. The well-being of our children and staff is at the centre of everything we do. Our Headteacher will know our children well and be visible to the whole Holly Spring community. They will not only be committed to our children's educational achievements but ensure they are well equipped to live in the modern world.

OFSTED reported that Holly Spring Governors 'have ensured that the school's provision has developed significantly in recent years. They make key decisions with a clear vision of what they want to achieve and fulfil their statutory responsibilities with diligence.' The governing body look forward to continuing their supportive and collaborative work with the new Head Teacher, to ensure it remains a good school within the community.

We would like to invite you to visit the school before the interview dates so you can meet our team and see our school in action. To book a visit please contact our School Business Manager on 01344483920 or by email office@hsprimary.uk.

Good luck with your application and, we look forward to meeting with you in the future.

Yours Faithfully,
Luke Robinson and Sarah Reece

Letter from our School Council

Dear Sir or Madam,

Thank you for Considering to apply to be the headteacher for our nurturing school, Holly Spring Primary School. There are many reasons why we think our school is a welcoming Community.

Our School Rules and values:

We have three simple rules that we follow at Holly Spring. They are to be Ready, Sage and Respectful. These are easily understood by all of our Pupils and it underpins our behaviour. Because of this, they are followed by all of our Pupils (most of the time!). We respect everyone and listen to each other's thoughts and opinions.

At Holly Spring we IMAGINE.



We find these inspirational and help us improve our behaviour and aspirations. On Fridays, we celebrate these values in assemblies and support each other's successes. We think that these are perfect for Holly Spring.

Celebrating Successes:

As we mentioned before, we celebrate our IMAGINE values in assemblies on Fridays. We also have displays to show off our 'wow work' and attendance awards for classes. Each term, children who embody our school values are nominated by their teachers and their parents are invited to attend an assembly where they get a reward. We always hope it will be us but are happy for our friends if they win!

Inclusive:

At Holly Spring, ~~we~~ all children get the support they need. Lots of children get extra support in class to help them manage their learning. We also have additional classes for them. Some children who find learning in smaller groups easier. This means everyone can learn in their own way and it is fair.

Forest:

Forest School is amazing! You get the chance to be free and it refreshes your brain. It helps people to understand how to look after the environment and how important it is to be outside. Those who attend even get smores at the end of term!

Sing UP:

Sing UP is where everyone has the opportunity to perform to one another and to sing together. We sing a range of songs each half term, and everyone always leaves with a smile.

There are so many other reasons that we could write but we just don't have the time. Come and see for yourself!

Now that we have told you about why our school is a great place to learn, we would like to tell you what we are looking for in our next headteacher.

We would like our new head teacher to be:

- kind
- Respectful
- Have a positive attitude
- Firm but fair
- welcoming
- Have a sense of humor
- Have a great personality
- Pushes us to do our best

Thank you for taking the time to read this letter. We look forward to meeting you if you decide to apply.

Yours sincerely,

Tyler, Bella, Dexter, Maisie, Chloe, Lucas, Sophie.
(Year 6 head girl and School Councillors.)

School Information

We are a three form entry community school, serving the local community in Bullbrook.

The school was built in 1960 with bright and spacious indoor areas as well as large playing fields, a forest learning area, a sensory garden and two key stage playgrounds. In addition, Reception has a large well equipped outside learning area.

We have places for 630 children, as well as an onsite nursery with up to 39 morning and 39 afternoon sessions. As of January 2025, we have 573 children on role – excluding our onsite nursery and 610 children on role – including our onsite nursery.

We currently have the following number of staff:

35 teacher staff (including two deputy headteachers and one SENDCo)

34 TAs and LSAs

3 lunch time controllers

Classes

There are three main classes in each year group, plus years 1-2 and 3-4 share a SEND classroom and years 5 and 6 have their own respective SEND classrooms.

Contact Details

Holly Spring Primary School
Lily Hill Road
Bracknell
RG12 2SW

Email: office@hsprimary.uk

Twitter: [@HSPPrimary](https://twitter.com/HSPPrimary)

Telephone: 01344 483920



Vision and Values

We are an inclusive school that broadens aspirations, inspires and develops self-belief and we set high expectations for behaviour.

To achieve this, we: **I.M.A.G.I.N.E**

Ignite a love
for learning

Motivate to
achieve

Accept
everyone

Grow
greatness

Instil
independence

Nurture

Enjoy



Friends of Holly Spring

On joining the school, all parents and carers automatically become members of the schools PTFA (known as Friends of Holly Spring), along with anyone who has an interest in our community.

The main aims of the FOS are to:

- raise funds for the school
- provide a social and support network for the families of the school through organised events

What has the FOS done so far?

Over the years, the PTA has raised thousands of pounds and has contributed towards:

- Pond Renovation
- Classroom wish lists for equipment
- Christmas Crackers
- Zack (Steel) from Gladiators health workshop
- Contribution to year group trips
- Contribution to Year 6 leavers disco
- Contribution to Year 6 Leavers Hoodies

What does the FOS organise?

These are just some of the events and activities that the FOHS has organised:

- Summer Fete
- Christmas Fete
- Bingo
- Coin Wars
- Krispy Kreme sales
- Ice pole sales
- Circus



Pupil Roles and Responsibilities

School Council x 2 per class – their role includes:

- To attend regular meetings
- Choose which charities to raise funds for
- Keep the outdoor areas tidy by daily litter picking
- Raise funds for the annual poppy appeal
- Weekly 'Well Done' assemblies – the school council pick the songs that are then learnt by all children, based on our IMAGINE values
- Report back to their individual classes with information relayed to them from their school council meetings

Reading Ambassadors x 2 per class – their role includes:

- To recommend books to their peers
- Help with the classroom reading corners – keeping tidy and rotating books to ensure all children have exposure to a range of different books

Prefects x 20 including head children – their role includes:

- To attend regular meetings
- To act as parking monitors – to help parents make the correct choices when parking near the school
- Read to younger year groups
- Run a times table group for year 4
- Support in assemblies with music benches and hanging out certificates
- Support in KS1 and the toilets at lunchtime



Ofsted

We are proud of our GOOD rating following our inspection in March 2024.

Pupils speak with delight and enthusiasm about how much leaders and staff care about them.

The school has high expectations for every pupil to do their best.

Pupils are fulfilling the school's high ambitions in calm and happy classrooms.

A curriculum that demonstrates strong ambition to give all pupils the best education it can, including pupils with special educational needs and/or disabilities.

Leaders make precise and individual adaptations for pupils with EHC plans, while maintaining high expectations. Consequently, these pupils are achieving well.

Pupils work hard in lessons because they want to learn.

Staff are proud to work at the school and want to make the difference for every pupil.

There is a warm and happy atmosphere in the school.



What our families love about Holly Spring

The school and the staff are doing a great job keep it up!

*The school has gone beyond our expectations to welcome and teach my child.
My daughter has already become a confident child who loves to learn.*

Beautiful school, both my children in year 2 and year 4 excelling in their class. Big well done to Holly Spring staff.

Keep up the great work!

My eldest daughter is currently enrolled at Holly Spring school and has had a wonderful experience. We have been very impressed with the quality of education and the supportive environment provided by your school. Given our positive experience, we are keen to enroll our younger child at your school as well. We believe that the continuity in education and the nurturing atmosphere at your school will greatly benefit our younger child.

I think HS is a lovely school and my daughter has always loved coming into learn everyday and is excited to come to school. If I have any concerns the school replies back to my emails as soon as they can. We get sent information on what our children will be learning also.

Curriculum

The curriculum at Holly Spring Primary School has been designed with our three curriculum drivers in mind: Knowledge, Experience and Aspiration. Our children will grow in greatness and achieve their full potential.

The aims of our school curriculum are:

- To enable all children to learn and develop their skills to the best of their ability;
- To promote a positive attitude towards learning, so that children enjoy coming to school, and acquire a solid basis for lifelong learning;
- To teach children the basic skills of English, mathematics and computing;
- To enable children to be creative and to develop their own thinking;
- To teach children about their developing world, including how their environment and society have changed over time;
- To enable children to be positive citizens in society and fully understand the British values;
- To teach children to have an awareness of their own spiritual development, and to understand right from wrong;
- To help children understand the importance of truth and fairness so that they grow up committed to equal opportunities for all;
- To enable children to have respect for themselves and high self-esteem, and to be able to live and work cooperatively with others.

Development Plan

Priority One:

Curriculum Refinement - To continue to ensure that pupils build on their prior learning and develop secure knowledge across the curriculum.

Priority Three:

Extending Leadership – to continue to expand leadership capacity at all levels.

Priority Two:

Vulnerable groups – to continue to close the attainment gaps by removing barriers to learning for vulnerable children.

Priority Four:

Personal Development – To ensure that the support provided for children gives them the skills to thrive in and out of school.

Nursery

Holly Spring has an onsite nursery school accommodating 30 pupils over the day. They share the outside space with our Reception classes. Children can attend our nursery for the am or pm session or they can attend all day. Our nursery has a qualified teacher and two support staff.



Wrap around care

Premier Education provide wrap around care. Breakfast club operates from 7.45 until 8.45am – when classrooms open. After school club runs from 3.20 until 6.00pm. Premier also run four after school sports clubs, paid by parents.



OPAL

We are introducing an exciting new [Outdoor Play and Learning](#) (OPAL) initiative that will transform the school site to provide more inclusive, engaging playtimes. We're really excited about its potential to foster the creativity, resilience, physical health, and social skills of our children. This initiative is being positively adopted by all stakeholders and we look forward to seeing it grow.

Forest School

Holly Spring is very fortunate to have an area of 'forest' on the school grounds; this is utilised as our Forest School area. Forest School is run by a forest leader and an outdoor learning assistant. The children in years 1, 3 and 5 have a half term of weekly forest lessons that take place in the forest area. In addition, there are two sessions for children with SEND or SEMH and a paid for after school club. The 'forest' has an indoor learning space with electricity and WIFI. Over time the children, with the support of the forest leader, have created a multitude of creative play stations and areas including a tree house, café, mud kitchen and a pond.

SEND

Holly Spring Primary school is a mainstream school that provides for pupils with a wide range of special needs including:

- Communication and interaction needs- this includes pupils who have speech, language and communication difficulties, including autistic spectrum conditions;
- Cognition and learning needs- this includes children who have general learning difficulties and specific learning difficulties;
 - Social, emotional and mental health- this includes pupils who have attention deficit hyperactivity disorder (ADHD) and those showing trauma or attachment issues;
- Sensory and/or physical needs- (this includes pupils who have visual or hearing needs, or a physical difficulty that may affect their learning.

The school is incredibly proud of its approach to inclusion. There are currently four additional classes, each taught by a qualified teacher for pupils with SEND. The children have reading, writing and maths lessons in their SEND class and then join their main class for all other lessons. Currently, our SEND classes consist of Hawk in year 6, Raven in year 5, Barn Owl for years 3 and 4 and most recently, Kingfisher for years 1 and 2. Holly Spring also runs 'Nurture' for KS1 with a fully trained 'Nurture' leader and we plan to introduce 'Nurture' in KS2 after Easter.

We are very proud of our SEMH provision. A range of interventions are offered to help remove barriers to learning. These include extra sessions in Forest School, an indoor lunch club, ELSA, Social Skills, Sensory Circuit and Dog Therapy. We do have a small proportion of children who need a significant amount of additional SEMH support and require individual behaviour plans. In order to support teachers with such pupils and their behaviour, we have employed a behaviour specialist on a part-time basis to provide specialist and bespoke advice to our teaching staff.

EAL

Our school has a growing number of pupils with English as an additional language. EAL Star is used to assess their proficiency to in turn ensure that we can provide appropriate support. An EAL teacher is also provided by the local authority to support these pupils.

Statistics

- % of EAL - 31%
- % of SEN - 17.46%
 - EHCP 4.4%
 - SEN Register 13.05%
- % FSM - 17.29%
- % PPG - 17.78%

Year 6 Specialist Provision - This provision is outstanding. The quality of teaching and learning is excellent. Behaviour for learning is exemplary. Pupils are happy and learning effectively. The teacher is enjoying delivering her craft. Quite exceptional.

LA School Standards and Effectiveness Partner Report, Autumn 2024.



Our Forest School



Working in Bracknell Forest

5 Fun Facts about Bracknell

- A few years ago, Bracknell underwent a regeneration project of over £770 million and is now considered to be one of the best towns to live and work in the London Commuter Belt.
- A road in Bracknell became 'Privet Drive' in the first Harry Potter movie.
- The Old Manor pub is one of the oldest buildings in Bracknell and dates back to Tudor times. It has a priest hole used by those fleeing religious persecution and rumour has it, it was used by highwaymen hiding from the authorities. There is a bricked-up passageway which is thought to have connected the building with the notorious Hind's Head Inn in the high street. Other tunnels lead to various parts of the town.
- Bracknell is a hub for quality art and culture as well as beauty. The "Jewel in the Crown" [South Hill Park Arts Centre](#) contains a rich history of 300 years including being the home of the shortest serving Prime Minister and parts of it were designed by famous architect Sir John Sloane.
- Bracknell Forest has more than 150 parks and countryside sites, an abundance of beautiful scenery for walking, hiking and other outdoor activities such as The Iron Age Hill Fort of Caesar's Camp.



Why come to Bracknell Forest?

Moving to work in a new place can be hard. Below are some of the reasons why we think Bracknell Forest is a great place to live and work.



Bracknell town centre has been regenerated and The Lexicon has an exciting range of retailers and restaurants.

Bracknell house prices are reasonable and there are many desirable areas to live.



Bracknell is easy to commute to within easy reach of the M3 and M4.

Bracknell train station is a 5 minute walk from the centre of the town. It is on the main Reading to London Waterloo rail line.



Our schools are good, no matter which area you choose to live in.

Bracknell is a safe place to live and work where crime and antisocial behaviour is very low.



There are many leisure facilities including a refurbished Coral Reef (swimming centre), The Look Out and open spaces to enjoy in the area.

Staff benefits - [Staff benefits | Bracknell Forest Council \(bracknell-forest.gov.uk\)](https://www.bracknell-forest.gov.uk)



How to apply

Please read this application pack, the job description and person specification carefully prior to applying. Please complete the application form in full and note that CVs will not be accepted.

The person specification is an integral part of the recruitment process; it should be considered carefully as it will form the basis of shortlisting, and ultimately, the appointment of the successful candidate.

Please use the personal statement section of the application form to complete your supporting statement. This should be clear, concise and demonstrate how you meet the person specification, with evidence provided wherever possible of positive impact.

Should you have any queries on the application process, please contact Sarah Hunter, Human Resources Advisor, by email:

sarah.hunter@bracknell-forest.gov.uk

All applications must be submitted via email to sarah.hunter@bracknell-forest.gov.uk by 9am on 17th February 2025.

References will be sought for shortlisted candidates prior to the interview date.

Please reference the subheadings (Qualifications, Experience, Skills and Qualities and Professional knowledge and understanding) from the person specification, in your application.

Safer recruitment in education

Holly Spring Primary School and Bracknell Forest is committed to safeguarding and promoting the welfare of children and young people.

Our school has an equal opportunities policy. For selection and recruitment in accordance with its safeguarding policy, the successful candidate will be required to have an enhanced DBS check along with a check against the DBS children's barred list (formerly known as a list 99 check).

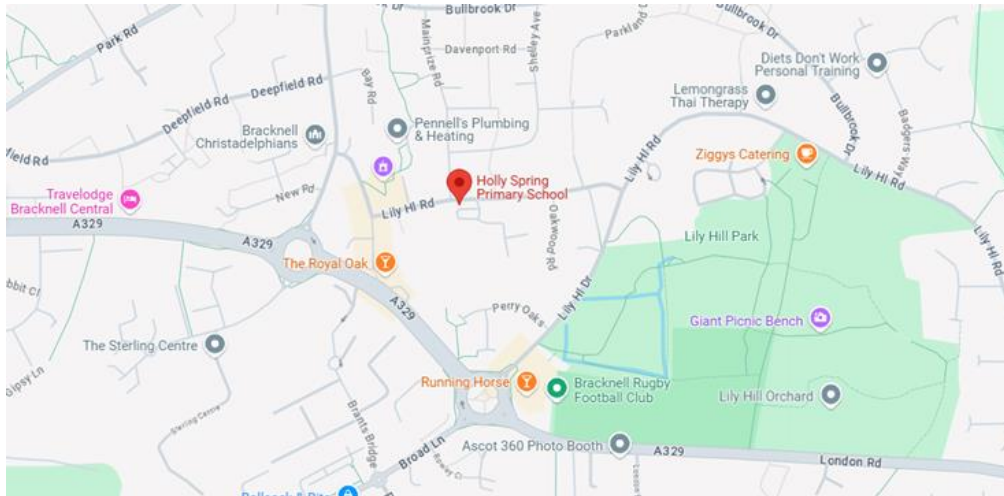
If you are shortlisted for interview you will also be asked to complete a confidential self-disclosure form asking you to provide details of any:

- unspent convictions
- spent cautions or convictions which are not eligible to be filtered by criminal records agencies
- relevant information that might make you unsuitable to work with children.

The information provided will only be reviewed for the successful candidate.

How to find us

Holly Spring Primary School, Lily Hill Road, Bracknell, Berkshire, RG122SW



Visitors are welcome

Please contact us to book your visit by **phone** on 01344483920 or email our office on office@hsprimary.uk FAO Liz Baker (School Business Manager)

Thank you for your interest in our school

Ignite a love for learning

Motivate to achieve

Accept everyone

Grow greatness

Instil independence

Nurture

Enjoy

