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HEADTEACHER RECRUITMENT PACK



Fernhurst Junior School
Francis Avenue,
Southsea, Hants PO4 0AG

Letter from the Chair of Governors

Dear Applicant,

Thank you for your interest in the position of Headteacher at **Fernhurst Junior School**. We are delighted that you are considering joining our vibrant and caring community.

At Fernhurst, our motto “**Together Towards Success**” is more than words – it truly is the foundation of everything we do. We believe that every child is unique and deserves the opportunity to thrive both academically and personally. Our aim is to **develop the whole child**, nurturing not only knowledge and skills but also character, confidence, and resilience so that pupils are well prepared for life beyond the classroom.

Central to our vision is a **child-centred approach**. We place pupils at the heart of every decision, ensuring that their voices are heard and their individual needs met. This means creating an inclusive environment where diversity is celebrated and every child feels valued, respected, and supported to achieve their very best.

We are equally committed to **building strong partnerships with parents and carers**. We know that education is most successful when school and home work hand in hand. Through open communication and supportive networks, we strive to create a genuine sense of community where everyone feels involved in their child’s learning journey.

As Headteacher, you will lead a dedicated team who share high aspirations for all pupils. You will have the opportunity to shape a broad and ambitious curriculum, inspire staff, and continue our tradition of providing rich experiences – from residential trips and themed weeks to our innovative “Fernhurst University” activities – that bring learning to life.

If you share our vision of **inclusive education, whole-child development, and strong family engagement**, we would be thrilled to hear from you. Together, we can ensure that Fernhurst remains a place where every child feels happy, safe, and ready to succeed.

Warm regards,



Sally Cooke

Chair of Governors
Fernhurst Junior School

About Fernhurst Junior School

Fernhurst Junior School is a maintained community school in Southsea, Portsmouth, with 360 pupils aged 7–11. Our community is richly diverse, including significant groups of White British, Bangladeshi, and Black African families. Around 26% of pupils speak English as an additional language, 38% are eligible for Pupil Premium, and we support 47 children with SEND.

We are proud of our inclusive ethos and commitment to meeting individual needs. Staff work together to create a calm, purposeful environment where pupils feel safe, respected, and ready to learn. Courtesy, kindness, and restorative approaches underpin daily interactions, and success is celebrated at every level.

Our curriculum draws on the school's maritime and historical setting and is enhanced by enrichment opportunities such as Fernhurst University, which offers experiences including architecture, science, and design. These initiatives help pupils develop curiosity, creativity, and confidence beyond the classroom.

We also value strong partnerships within our community. Our close relationship with the neighbouring infant feeder school, with whom we share a playground, supports smooth transitions and continuity in learning, while collaboration with families ensures pupils' progress is a shared priority.



'Pupils feel happy and safe at this nurturing and friendly school. The atmosphere is calm and purposeful and there is a well-established culture of learning.'

'Parents value the way that the school meets each pupil's individual needs.'

'Leaders have designed a broad and ambitious curriculum.' *'Reading is at the heart of this school.'*

'Pupils with special educational needs and/or disabilities (SEND) are identified early and receive effective support.'

'Leaders' approach to promoting pupils' wider development is a strength.'

'Staff have high expectations of pupils' behaviour. They teach pupils the habits and attitudes they need to be successful learners.'

'Leaders, including governors, have high aspirations for all pupils.'

Headteacher Job Description

Post Title: Headteacher

Salary: £78,702 to £91,158 (L18-L24), depending upon experience

Accountable to: Governing Board

Accountable for: The day-to-day management of the school, the quality of education provided, the progress of pupils and the safety and welfare of the children and staff.

Purpose of the Job:

The Headteacher will lead Fernhurst Junior School with a clear commitment to its inclusive ethos and core belief that every child has unique talents, abilities, and needs. They will foster a nurturing and ambitious environment where all pupils are supported to flourish and progress **“Together Towards Success.”**

As a community school, Fernhurst values strong relationships and collaboration. The Headteacher will be a confident and compassionate leader who works in partnership with staff, pupils, families, the Governing Board, and the Local Authority to provide strategic direction and ensure high standards of education and wellbeing.

The Headteacher will play a central role in sustaining a positive school culture that promotes achievement, equality of opportunity, and a safe, welcoming learning environment for all. They will champion high expectations and inclusive practices that reflect the school’s commitment to every child’s success.

The Headteacher will actively promote Fernhurst Junior School within the wider community, building strong partnerships with local organisations, feeder schools, and external agencies to enhance opportunities for pupils and uphold the school’s reputation for excellence.

Statutory requirements

1. To fulfil all the requirements and duties as set out in the annual School Teachers’ Pay and Conditions Document relating to the Conditions of Employment of Headteacher.
2. To work within the National Standards for Headteachers (2020) as published by the DfE.
3. To seek to achieve any performance criteria, objectives or targets agreed with or set by the Local Governing Board in accordance with the requirements set out in the agreed School Teachers’ Pay and Conditions Document.
4. To promote and safeguard the welfare of all children and young people within the school, by ensuring that the school’s policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their

- responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.
5. To act in accordance with other legislation affecting the conduct of the school, particularly that governing health and safety matters and employment rights.

Within this framework the Governing Board wish a particular emphasis to be placed upon the following:

- Provide strong and inspirational leadership, and clear strategic direction for the school.
- Ensure the school vision is clearly articulated, shared, understood, and actively pursued.
- Be responsible for the day-to-day management of the school, the quality of the education provided, the progress of pupils and the achievement of high standards of attainment.
- Lead by example and model good practice regarding professional conduct, workload and wellbeing management and personal development.
- Maintain a safe, happy, and caring environment, sustain a nurturing culture throughout the school and a strong commitment to the safeguarding, inclusion and wellbeing of all pupils.
- Work with teachers, subject leaders and governors on the development of strategic plans and appropriate targets for the school.
- Manage staff resources and school finances efficiently and effectively.
- Promote good relationships amongst the pupils, staff, parents and carers and the wider community.
- Work collaboratively with members of the Governing Board, Local Authority, Portsmouth Education Partnership and the Southsea Cluster of schools.

Main purpose

The headteacher will fulfil the following duties and responsibilities:

Vision and Strategic Leadership

- Communicate the school's vision enthusiastically and systematically pursue the associated strategic priorities.
- Work with the Governing Board to set the strategic direction of the school.
- In consultation with the Governing Board, take the lead on strategic and school improvement planning.
- Produce and implement clear, well-informed plans for the development of the school and its facilities, taking account of national and local contexts.

Managing the School

- Manage the school's financial, physical and human resources efficiently and effectively to constantly improve the quality of education.
- Recruit, retain and deploy staff appropriately to achieve the school's vision and goals.
- Implement systems and processes for managing the performance of all staff.
- Effectively manage and monitor the school budget and ensure regular reports are provided for the Governing Board.

- Manage the school environment ensuring it meets the needs of the curriculum and health and safety regulations.
- Provide a safe, calm and well-ordered environment for all pupils, staff and stakeholders, focused on safeguarding children, promoting inclusivity, good health and wellbeing and developing good standards of behaviour.
- Ensure the school has in place appropriate policies and procedures to meet all statutory requirements.
- Work with the Governing Board as appropriate, providing the information it needs to govern effectively in a timely manner and facilitating governor involvement in the life and work of the school.
- Maintain strong links with feeder schools, specialist provision and the local cluster of schools.
- Work with parents and carers in developing pupils' skills, confidence and appetite for knowledge and further strengthen links between home and school.
- Be responsible for any roles that have an important degree of accountability e.g. Data Protection Officer, Lead for Pupil Premium, Sports Premium and ensure related reports, policies and practices, and statutory requirements are met.

Leading Learning and Teaching

- Secure a consistent and sustained focus on pupil progress and attainment using data and benchmarks to monitor progress in every child's learning and development.
- Establish high expectations for the whole school and ambition for all pupils.
- Foster a drive to secure exceptional standards of teaching across the school.
- Enable the pursuit of excellence through access to high quality training and professional development, including the provision of coaching and mentoring.
- Promote creative, innovative and effective approaches to learning and teaching.
- Further develop a distinctive and engaging school curriculum which is broad, balanced, ambitious and relevant.

Developing Self and Working with Others

- Lead by example, provide inspiration, motivation, drive and purpose for all staff and pupils.
- Model innovative approaches to school leadership and professional development.
- Foster a shared commitment and responsibility for the success of the school through teamwork, distributed leadership and professional reflection.
- Create an ethos within which all staff are motivated and supported to develop their professional skills and knowledge.
- Identify emerging talents, mentor and coach current and aspiring leaders.
- Promote staff wellbeing and ensure workload is manageable.
- Treat colleagues fairly, equitably and with respect, to sustain a supportive, collaborative and caring school culture.
- Challenge underperformance and ensure effective remedial action is taken.
- Liaise with and seek advice, support and guidance from external agencies and partners, particularly regarding pupils with special educational needs.

Safeguarding and Promoting the Wellbeing of Children

- Promote a safe, inclusive, and nurturing school culture.
- Ensure safeguarding policies and procedures are implemented rigorously and reviewed at regular intervals.
- Act as the Designated Safeguarding Lead (DSL) for the school, attending any relevant training and meetings.
- Co-operate and work with external agencies to protect and safeguard children.
- Arrange appropriate and timely staff training on safeguarding.

Please note that this is illustrative of the general nature and level of responsibility of the role and not a comprehensive list of all tasks that the Headteacher will carry out. This job description may be amended at any time, after discussion with the Headteacher, but in any case, will be reviewed annually when key tasks and activity related to the school's priorities will be determined.

Headteacher Person Specification

Criteria	Essential	Desirable
Qualifications	<p>Qualified Teacher Status</p> <p>Evidence of significant and relevant continued professional development in school leadership, management and/or primary education</p> <p>Designated Child Protection Officer / Safeguarding Lead trained</p>	<p>Further study and qualifications e.g. NPQH / Master's degree or equivalent</p> <p>Safer Recruitment trained</p>
Experience	<p>Experience as a successful Headteacher, Deputy Headteacher or Assistant Headteacher</p> <p>Proven track record of raising standards of achievement and progress</p> <p>Substantial involvement in school improvement planning, including its implementation, monitoring and evaluation</p> <p>Experience of leading and managing staff including empowering and developing through CPD</p> <p>Experience of reviewing the performance of staff, acknowledging excellent practice and challenging poor performance</p> <p>Track record of excellent classroom practice in different year groups</p>	<p>Experience of working with the Governing Board to set and implement the strategic direction of the school</p> <p>Experience of having taught in a diverse multicultural community school</p>

Criteria	Essential	Desirable
<p>Skills and knowledge</p>	<p>Ability to direct and co-ordinate the work of others, motivating, inspiring and supporting staff in all matters of classroom practice, organisation, management and teaching methods</p> <p>Detailed understanding of how pupils' learn including the role of metacognition</p> <p>Commitment to Restorative / Relational practices</p> <p>Secure understanding of national policy and the statutory frameworks for education</p> <p>Understanding the importance of the broad and balanced curriculum, and the engagement of all pupils</p> <p>An innovative approach to developing the primary curriculum</p> <p>Effectively collect, analyse and interpret data to understand the strengths and weaknesses of the school and drive school improvement for all pupils</p> <p>Ability to review, monitor and evaluate how data is used to accelerate learning for all pupils, including those with additional educational needs.</p> <p>Ability to communicate vision and inspire others</p> <p>Ability to build effective working relationships with parents, pupils, staff, Governors, other schools, local employers, and the community</p>	

Criteria	Essential	Desirable
<p>Personal qualities</p>	<p>A passionate advocate for pupil-centred learning, committed to an inclusive environment where every child, including those with SEND, can thrive</p> <p>Have vision and enthusiasm with high expectations of self, other adults, and pupils</p> <p>Ability to be reflective and self-critical, manage own workload and wellbeing</p> <p>An inspirational leader who can nurture and develop effective teams</p> <p>Personal impact, sound judgement, presence and excellent interpersonal skills</p> <p>Approachable, adaptable, flexible and resilient, able to work under pressure</p>	

Application and selection procedure

Application forms can be downloaded or are available from the Recruitment Team by emailing recruit@portsmouthcc.gov.uk quoting reference number **1027**.

Your application should relate specifically to the person specification and also include information on:

- Your education philosophy
- Your view of the role of the Headteacher
- What you feel you could bring to this school, including your vision for the school and what your priorities might be
- your skills, qualities, knowledge, and experience, with examples, showing how you meet the person specification

Please send completed applications to recruit@portsmouthcc.gov.uk

Deadline for applications: 30th January 2026

Assessments, Presentations and Interviews: 25th and 26th February 2026

References will be taken up immediately on application/after shortlisting. Candidates are asked to ensure that their referees are advised of this. For candidates who work in a Local Authority school it is expected that one of the references will be the Head of Education or equivalent.

Candidates selected for interview will be invited to spend a day at the school on **Wednesday 25th February 2026**. During this time, you will be able to meet the children, staff and governors of our school, and have the opportunity to gain more information about what Fernhurst Junior School can offer you. At the end of the day the governors will shortlist candidates required to attend for the second day.

Day two will be **Thursday 26th February 2026** and will involve formal presentations and interviews.

Data Protection Act 1998

You should be aware that the information you have provided will be stored on Portsmouth City Council's secure recruitment database and will only be used to process your application. You can read the full Data Protection Privacy notice [here](#).

Safer Recruitment

Portsmouth Local Authority and Fernhurst Junior School are committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. Disclosure and Barring Service (DBS) at Enhanced level will be required prior to any offer of employment. For a copy of the school's child protection policy, please contact office@fernhurst.portsmouth.sch.uk

If you believe you have the right skills and experience for this post, we would be delighted to show you around our school. Please contact the school directly to arrange an informal visit.

Telephone: **023 9273 5998**,
Email: **office@fernhurst.portsmouth.sch.uk**

