



Hambrook Primary School

Headteacher: Mrs. J. Rubel B.Ed., M.A., NPQEL
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Hambrook Primary School Acting Headteacher Recruitment Pack





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1. Letter from our Headteacher

Dear Candidate,

I am delighted to welcome you and introduce you to Hambrook Primary School. I am incredibly proud of our school community—our fantastic children and our highly dedicated, talented staff team.

The position of Acting Headteacher, covering my maternity leave, offers an exciting opportunity for the right candidate to take the next step into headship. This is a rare chance to gain first-hand experience of leading a high-performing, well-established school—within a supportive environment.

We are proud to have been ranked the top primary school in South Gloucestershire for the second consecutive year, and to be placed in the top 1.5% of schools nationally for our Key Stage 2 results. Hambrook is a vibrant, happy, and ambitious school, with a cohesive and committed team that works tirelessly to ensure the very best for our pupils.

Our vision—*Whole Child, Whole School, Whole Hearted*—is at the heart of everything we do, and lived out every day through our shared values, culture and practice. This is an excellent opportunity for someone with passion, ambition, and drive to grow as a leader while making a meaningful contribution to our school's ongoing success.

I warmly encourage you to visit—please contact the office to arrange a tour. The Chair of Governors and I would be delighted to show you around, introduce you to our wonderful staff and children, and give you a feel for all that Hambrook has to offer.

I look forward to meeting you in person.

Mrs. Jennifer Rubel
Headteacher





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2. Letter from our Chair of Governors

Dear Candidate

I'm so pleased to welcome you to Hambrook Primary School.

I have been Chair of Governors for nearly four years and from day one I was struck by how polite and attentive in class the children were. The school's academic record is second to none with Hambrook being number one primary school in South Glos for 2024 Key Stage 2 results. We have retained the number one spot for our 2025 KS2 results. Of course, children do not suddenly become successful in Year 6 and produce the results that we are all proud of. It's the cumulative effect of a strong and well supported staff from Reception through to Year 6 who have a real dedication to see our children thrive both academically and socially.

Our Board of Governors comprises a healthy mix of experienced and newer governors. Everyone of us is keen to do our very best for the school and support our Headteacher, Jennifer Rubel. We have six FGB meetings per year and operate a singular model of governance. Three of our meetings are held in the evening and three during the day. We use the daytime meetings to hold SDP monitoring sessions.

I do hope that you take the opportunity to visit Hambrook School so that Jennifer Rubel and I can show you our wonderful school.

Mr. David Jenkins
Chair of Governors





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3. School Information

Hambrook Primary is a highly successful community primary school situated on the beautiful Hambrook common. It is a single class entry school with 204 pupils currently on roll.

-  10.8% pupils with EAL (23.4% *national figure*)
-  7.4% pupils with SEND (18.3% *national figure*)
-  1.5% pupils with an EHCP (3.5% *national figure*)
-  FSM 2.9% (24.7% *national figure*)

Few families live in the immediate local community, instead travelling by car from other villages. This means we are a 'choice school', parents often choose us over their closest school. Parents choose Hambrook because of our caring ethos, our high aspirations for pupils in all areas of school life, our fantastic facilities and our strong community. Our parents at Hambrook have high aspirations for their children and their achievements at Hambrook.

One of the main strengths of Hambrook Primary is the village school ethos, which is evident even though most children do not live in the immediate local community. The safeguarding and wellbeing of our pupils – physically, spiritually and emotionally as well as academically is central to everything we do.

The distinctive aims of the school are encapsulated in our vision statement 'Whole Child, Whole School, Whole-hearted'. The school values its members equally and is a community where everyone feels they are well cared for and encouraged to show acceptance, compassion and respect for others.

A wealth of information on our school can be found on the following websites:

School website:

<https://www.hambrookprimaryschool.co.uk/>

School Twitter account:

[@hambrookschool](https://twitter.com/hambrookschool)

School Facebook page:

<https://www.facebook.com/HambrookPrimary/> @HambrookPrimary





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School performance data:

Hambrook Primary 2025 Year 6 SATs Results

Reading

	Expected Standard	Greater Depth
Hambrook Primary	93%	57%
South Gloucestershire	74%	33%
National	74%	28%

Writing

	Expected Standard	Greater Depth
Hambrook Primary	100%	27%
South Gloucestershire	72%	7%
National	72%	13%

Mathematics

	Expected Standard	Greater Depth
Hambrook Primary	97%	60%
South Gloucestershire	75%	26%
National	73%	24%

Spelling, Punctuation and Grammar

	Expected Standard	Greater Depth
Hambrook Primary	97%	67%



PROUD TO BE A
MUSIC MARK
SCHOOL





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South Gloucestershire	71%	28%
National	72%	32%

Combined Results

To achieve a combined result, pupils must achieve expected or greater depth in Reading, Writing and Mathematics.

NB Primary School League Tables are based on the 'Combined Results' grading.

	Expected Standard	Greater Depth
Hambrook Primary	93%	27%
South Gloucestershire	61%	5%
National	61%	8%

Hambrook Primary 2025 Year 1 Phonics Results

Pupils achieving a pass in the Phonics Test in 2025.

	Achieved a pass
Hambrook Primary	96%
South Gloucestershire	82%
National	80%





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Hambrook Primary 2025 EYFS

Pupils achieving GLD (a Good Level of Development)

	Achieved GLD
Hambrook Primary	86%
South Gloucestershire	75%
National	68%

These results are available on our website and can be found [here](#).





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4. Person Specification

		Essential	Desirable
QUALIFICATIONS	Masters degree in education or qualification in leadership NPQH, NPQSL		✓
	Good honours degree level	✓	
	Qualified Teacher Status	✓	
	Evidence of continuing professional development relating to leadership	✓	
EXPERIENCE	4 years successful leadership and management experience in a school at a senior level e.g. at Headteacher level, Deputy Head Level or Assistant Head	✓	
	Experience of teaching in more than one Key Stage (EYFS, KS1, KS2)	✓	
	Experience of teaching in more than one school		✓
	Experience of supporting school self-evaluation and formulation of a school development plan (SDP)	✓	
	Experience of working with and reporting to governors	✓	
	Confident understanding of inclusion	✓	
	Experience of being a Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.	✓	
	Experience leading pupil progress meetings including developing strategies to improve pupil progress	✓	
	Experience of leading excellent behaviour across a school	✓	
	Experience of leading and setting whole school budgets	✓	
	Experience of implementing procedures for accountability	✓	
	Experience of leading staff CPD/ INSET	✓	
KNOWLEDGE AND UNDERSTANDING	Ability to lead change with successful outcomes	✓	
	Experience of implementing strategies for improving the quality of teaching and learning including promoting excellence and challenging underperformance	✓	
	Strong pedagogical understanding and knowledge of a range of effective teaching and learning strategies that are proven to improve the quality of teaching	✓	
	Knowledge and experience of using educational research to inform practice	✓	
	Understanding of how children learn and effective pedagogies	✓	
COMMUNICATION	Ability to communicate excellently in verbal and written forms	✓	
	Ability to develop good professional relationships within a team, making an effective contribution to high morale	✓	
	Proven ability to work successfully with parents and the wider community	✓	
JOB RELATED SKILLS AND APTITUDES	Ability to create a happy and challenging learning environment in which to motivate and inspire pupils	✓	
	Ability to target support and intervention, matched to the needs of pupils	✓	
	Successful experience of meeting the needs of all pupils, including the most able, those in receipt of Pupil Premium and those with SEN	✓	
	Active engagement in wider school life	✓	
	The ability to investigate, solve problems and make decisions	✓	
	The ability to demonstrate and articulate high expectations and set stretching targets	✓	
	The ability to plan and use time effectively and organise oneself well	✓	
	Ability to challenge and support all members of the school community to drive up standards	✓	
	Successful experience of initiating, leading and managing change which has had a significant impact at whole school level	✓	
	Experience of enabling staff to achieve high standards through appraisal and continuing professional development	✓	





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	Data analysis skills and the ability to use national, LA and school data to set targets and identify areas for development	✓	
PERSONAL QUALITIES	Adaptable to changing circumstances and new ideas	✓	
	Commitment to own professional development and ability to critically reflect upon experience	✓	
	Ability to motivate and work with others to create a shared culture and positive climate in order to achieve excellence	✓	
	Excellent written, verbal and IT communication skills	✓	
	Honesty, integrity and a clear sense of moral purpose	✓	
	A passion and drive for getting the best outcomes for all pupils	✓	
	Ability to lead, motivate and inspire others	✓	
	Ability to work well under pressure and prioritise effectively	✓	
	Ability to make and implement difficult decisions	✓	
	Resilience, optimism with energy and a positive attitude with the ability to remain calm	✓	





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5. Recruitment Process

Tours:

Visits to the school are strongly encouraged. You will be provided by a tour from our Headteacher and Chair of Governors. Tours are available on the following dates:

Wednesday 19th November at 9.15am

Tuesday 25th November at 9am and 10.00am

Tuesday 2nd December at 9.15am

Please contact the school office at office@hambrookprimary.org.uk to book a place on a tour and request an application pack.

Application:

Candidates must complete the application form (a copy can be requested from our school office). Application forms should include a personal statement (no longer than two sides of A4) clearly stating how they meet the person specification and what skills and experience they can bring to Hambrook.

Closing date:

Closing Date: 8th December 2025 at 9am

Shortlisting: 8th December 2025

Interviews:

Interviews: Monday 15th December 2025

Panel decision making: Tuesday 16th December 2025

Post information:





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This post is a fixed term position to cover the maternity cover of our substantive Headteacher. The post runs from 9th March 2026 for 1 year or will end earlier if the substantive post holder chooses to return at an earlier date. We support applications for a secondment, if you are applying for the position as a secondment opportunity you must ensure you have agreement from your current school/trust.

