



BASSETT GREEN PRIMARY SCHOOL

HEADTEACHER PACK



APPLICATION DEADLINE
9AM MONDAY 15TH APRIL 2024



INTERVIEW DATES
23RD & 24TH APRIL 2024



BASSETT GREEN PRIMARY SCHOOL, HONEYSUCKLE ROAD, SOUTHAMPTON, SO16 3BZ



INFO@BASSETTGREEN.NET



023 8067 6262



BASSETTGREEN.NET

Be Brave, Be Brilliant, Be our Best



ARE YOU THE NEW HEADTEACHER WE ARE LOOKING FOR?

As an inspiring leader, you will be dedicated to being your 'Bassetts Best' to provide the highest quality education and care for our children, staff and wider community. You will embody our school motto of 'Be Brave, Be Brilliant, Be Our Best'.

You will need to be passionate and share our school vision:

- 🐝 Inspire a passion and thirst for memorable and lifelong learning
- 🐝 Provide our community with the best life chances to thrive and achieve
- 🐝 Give us the knowledge, skills and values to succeed
- 🐝 Enable us to make a positive impact within the community and the wider world
- 🐝 Ensure every child is successful at school and beyond

While the progress and achievements of Bassetts Green Primary School are developing, we want our new Headteacher to continue to drive our vision and ensure success for each and every child. You will need to share and demonstrate our school values:



To support our rich and diverse community, you will be a highly effective communicator and capable of engaging our children and wider community. You will have the ability to inspire trust and confidence, with the kindness and love that we have put at the centre of our school shining through. We refer to this as the 'Bassetts Buzz'.

If you are looking for an exciting new challenge to take a good school with an amazing staff team and lead it to outstanding then Bassetts Green is the perfect school for you.

To experience a flavour of our school, please see the [website](#) for further information and our [Facebook page](#).





WELCOME FROM THE CHAIR OF GOVERNORS

Dear Candidate

Do you have what it takes to be the Headteacher of the Bassett Green family?

We have an exciting opportunity for a new Headteacher to join our school, as our current Headteacher will be relocating to Cornwall with her family at the end of this academic year. We are now seeking a dedicated and visionary leader with the drive and determination to continue the journey of success at our school.

We are immensely proud of all that we have achieved in recent years. Bassett Green Primary School is an inclusive two-form primary school in the multicultural and diverse ward of Bassett in Southampton. We are a maintained school that is part of the Aspire Community Trust and benefits from the close working partnerships across our family of schools. The school has been on a significant improvement journey since 2019, receiving a "Good" rating from Ofsted in July 2021. This achievement is testament to the hard work and commitment of our staff, children and wider school community over the last few years. This has also fostered a strong Bassett Green family culture that is echoed throughout our school community and beyond.

Our school motto is "Be brave, be brilliant, be your best," which encapsulates our dynamic and ambitious approach to education. We believe in nurturing the individual strengths and talents of each child, providing them with the tools and opportunities to excel in their academic and personal endeavours.

The financial challenges facing schools currently is unprecedented and Bassett Green is no exception. The Senior Leadership Team and Governors have worked hard over the last few years refining staffing structures, systems and processes to ensure the school is managing our resources effectively and that our children receive the best possible education and support to enable them to thrive. We are pleased to share that we are on track to balance our budget and generate a healthy surplus by the end of this financial year.

At Bassett Green, we have a strong sporting culture and believe in the power of physical activity to enhance the overall well-being and development of our children. We are also proud to be recognised as a School of Sanctuary, ensuring that every child feels safe and supported within our school. Our dedicated family support worker knows our families well and is an integral member of our team, working alongside multiagency colleagues to support our vulnerable children and families.

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Our staff members are dedicated and supportive, and we invest in their professional development to foster a culture of continual improvement and have a dedicated Teaching and Learning Lead and an ECT Mentor and Coach. As a school, we are ambitious and strive for excellence in all areas of education. Our governing body is committed to providing the necessary support and guidance to enable our staff and children to thrive.

If you are a strong, passionate, aspirational and innovative educational leader who shares our vision and values, we encourage you to apply for the role of Headteacher at Bassett Green Primary School. Together, we can make a positive impact on the lives of our children and continue to build upon our strong foundation.

I hope this information pack will support you in understanding the context of our school and its priorities. Our school's website offers further details about us. However, we believe that you will get the best feel for the school if you are able to arrange a time to come and see us, so you can meet our wonderful children and staff, and experience Bassett Green for yourself. Whilst we understand that this is an incredibly busy time of year in schools, we hope you will find the time to visit. Please contact our school office to arrange this on 023 8067 6262 or via email recruitment@bassettgreen.net.

We very much look forward to hearing from you and we wish you every success with your application.

Yours sincerely,



Vikki Maxwell
Chair of Governors
Bassett Green Primary School





OUR SCHOOL CONTEXT

Bassett Green Primary School had been rated 'Requires Improvement' by Ofsted for a decade. We have all worked extremely hard to improve the school and were thrilled that this was recognised by Ofsted in July 2021 where we judged to be 'Good' in all areas.

Our PAN is 60 children, however historically we were 90. Currently Years R- 4 are 60 children and year 5- 6 are 90 children. For September 2024, our new Year R will be full. This is a testament to our improved quality and reputation.

OUR CHILDREN

Current number of children on roll:

Year Group	Numbers on Roll
Year R	59
Year 1	60
Year 2	61
Year 3	60
Year 4	65
Year 5	89
Year 6	90

The school is located in a richly diverse community.

DEMOGRAPHICS

Demographic	Enrolment	% of Total
Female	232	48.03%
Male	251	51.97%
EAL	254	52.59%
In Year Admission	41	8.49%
SEN	68	14.08%
FSM	187	38.72%
Pupil Premium Eligible including LAC and service children	189	39.13%
Young Carer	41	8.49%

Our attendance target is 97%. Attendance is an area we are continually working hard to improve. Attendance to date is 94.23% and last academic year it was 92.54%. Improving our SEND attendance is one of our Ofsted targets. This continues to remain a priority.



OUR SCHOOL CONTEXT CONTINUED

STAFFING

The school has been through a restructure to ensure efficiency of staffing costs. We currently have 16 classes.

Senior leaders	Teachers	Teaching and learning support assistants	Admin and Site Staff
Headteacher- 1FTE Deputy Headteacher- 1FTE Teaching and learning lead- 0.6 FTE ECT mentor and coach- 0.5 FTE School business manager	16 FTE (actual 20 teachers) Additional teachers- Spanish specialist - 0.2 FTE Music specialist - 0.4 FTE Out of class SENCO- 1 FTE	In Years R- 2 there is a teaching assistant based in every class. In Years 3-6 there are teaching assistants based across each year group. Full time ELSA, behaviour intervention officer, DSL and four HLTA's.	Attendance and admissions officer Admin assistants HR and finance officer Site manager Five cleaners.

Despite being a large staff, we are a close knit team and refer to ourselves as the Bassett Green family. Staff wellbeing is high and we have a wellbeing team that organise events and regular wellbeing initiatives throughout the year.

SCHOOL FINANCES

Since 2019 there has been a strong focus on managing the budget effectively and efficiently to ensure the children have access to resources and experiences whilst carefully addressing the historical significant deficit.

Whilst Covid delayed our deficit recovery plans, we are delighted that as of the financial year 2023-2024 we have managed to recoup a significant amount and are projecting to end the year in a healthy surplus for the first time in many years.

We lease part of the school out to Honeysuckle Road Family Hub and Honeybee Preschool where they pay a percentage of costs based on the floor area they occupy.

Our 2022-2023 Benchmark shows, despite the deficit, we are broadly in line with similar schools across all categories except energy. Energy spend is high, however we are looking at ways to reduce this, for example changing lamps to more efficient LED's.

As the new Headteacher you will need to be able to demonstrate astute financial management and value for money to effectively balance the budget and be resourceful during nationally challenging financial times.



OUR BASSETT BEST



School of Sanctuary

Bassett Green Primary School is proud to be part of a national network of schools who are committed to creating a culture of welcome and inclusion for refugees and people seeking asylum.

When reaccredited in May 2023, the application feedback stated “It clearly demonstrates the systematic approach the school leaders and community have taken in order to embed the School of Sanctuary values into the school. It is very evident that since becoming a School of Sanctuary over 4 years ago, your school has continued to strive towards demonstrating the 3 core pillars of the movement: Learn, Embed and Share”.

We all stand united in our pledge to challenge and raise awareness of unfair inequalities in order to build social cohesion locally and beyond.

We are immensely proud of our ‘School of Sanctuary’ status and we are constantly on a cooperative journey to support the needs of those seeking refuge.

Sports Games Gold



We recognise the importance of physical activity for our children. We actively promote a wide range of sporting events both during the school day and after school. These opportunities include: events at Southampton Football Club through the Saints Foundation, sporting fixtures such as cross country, football and gymnastics and regularly competing with other local Southampton schools.

Due to our high levels of engagement, we have been awarded with the School Games Gold Award for the last five years and we are currently striving for platinum this academic year.

Music Mark



We were awarded our Music Mark to celebrate our commitment to providing a high-quality music curriculum. We have a dedicated music room and specialist music teacher who teaches across the school. We regularly attend community music events and/or perform in these. In addition, parents are able to sign their child up for a range of paid music sessions.

Healthy High Five



We are proud to be a part of the Solent NHS ‘Healthy High Five’ scheme recognising our promotion of physical exercise, oral health, healthy eating, nurture/nature and mindfulness around the school. In January 2023, we were awarded the silver award for this.



OUR CURRICULUM

Pupils love the curriculum because it teaches them interesting things they did not know before. As pupils know more, they think about and discuss new knowledge more confidently. Pupils feel proud of this and enjoyed telling inspectors about the topics they have studied.

Ofsted 2021

Curriculum Vision	
At Bassett Green Primary School, we all have the chance to shine and achieve ambitiously in our curriculum which is:	
Framed by British Values and personal development	
Knowledge rich to help us know and remember more	
Enjoyable, aspirational and cross curricular	
Purposeful and related to the community we live in	
Full of unforgettable moments in and outside of school	
Preparing us to be resilient innovators and problem-solvers of the future	

Our children have the opportunity to thrive in a rich curriculum which builds on their prior learning in a range of exciting and engaging ways. We have designed our curriculum to be cross-curricular to help our children to make important links in their learning, and to be meaningful, so that children understand the relevance of their learning.

Enrichment experiences form an integral part of the curriculum at Bassett Green Primary School. There are many opportunities for children to deepen their understanding through visits and visitors, special hands-on 'hook' days, outside learning and sporting activities.

Across the curriculum skills and knowledge are developed through cohesive learning journeys, with each lesson building upon the last. Children enjoy exciting, purposeful and practical experiences which lead to memorable learning. Our children are extremely positive about the foundation curriculum and they recognise the value of this.

Leaders have rewritten the curriculum to reflect their high ambitions for all pupils. Teachers build pupils' knowledge gradually, making links with what they already know. Leaders have identified the most important knowledge that pupils need to know at each stage.

Ofsted 2021

The school is working on supporting the children to know and remember more. We use the mantra that 'practice makes permanent'.

At the end of each half term, our year group teams take the chance to reflect on all the memorable learning experiences the children have had in class. Follow this link to view the most recent [curriculum highlights](#).



OUR BASSETT FAMILY

OUR STAFF

What staff say about working at Bassett Green:

The best thing about working at Bassett Green is the sense of community and camaraderie among children, staff and parents. The outcome for the children is at the forefront of what we do. There is a family feel amongst staff and everyone cares and wants the very best for our children. No two days are ever the same! We have a warm and welcoming ethos, team spirit and a can-do attitude. It is so rewarding seeing children as they grow and transition onto the next stage of their learning. Bassett is on a wonderful journey and getting to know the children is what makes the biggest difference. It is also great that we always have such amazing experiences for them - trips, visitors, equipment, clubs etc. All staff have such a wealth of experience and ideas and are always keen to support. There's a strong sense of belonging, and we pride ourselves on valuing the growth and development of every child.





OUR BASSETT FAMILY CONTINUED

OUR CHILDREN

What our children say about our school:

We are a kind and welcoming school and it is very respectful. It's a fun place because you can explore and learn about new things. The trips are fun as you learn about the past and lots of new things. It's the best school and we show our Bassett best! We have fun and listen to the teachers and we show respect to staff, teachers and friends. It is an active school as we enjoy sports, it's amazing!



OUR PARENTS

What our parents say about our school:

Bassett Green Primary is a warm, inviting, welcoming and inclusive environment that characterises our school community. There's a strong sense of belonging where all children feel respected and supported. There is a great importance placed on diversity and inclusivity. Academic excellence is central to the school ethos, but they also prioritise offering a well-rounded education that caters to the individual needs of each child. Staff are professional and they support children to thrive and find their place in the world.





ASPIRE COMMUNITY TRUST



Bassett Green Primary School is a proud member of the Aspire Community Trust. It enables us to collaborate and share good practice with a number of other schools, whilst retaining our own identity and autonomy.

Dear potential colleague headteacher,

Aspire Community Trust

The Aspire Community Trust was set up in 2017. It is a co-operative trust, which means that our family of schools all have their own ethos, governing body and headteacher. We choose to work together because we are all stronger when we share resources, expertise and ideas.

We are a diverse family!

- Bassett Green Primary School
- Bevois Town Primary School
- Cantell Secondary School
- Highfield Church of England School
- Mansbridge Primary School
- Maytree Infants and Nursery School
- Mount Pleasant Junior School
- Swaythling Primary School
- Vermont Special School

Working together has enabled us to set up curriculum network groups to map progression from EYFS to GCSE in all subjects of the National Curriculum. We have a SENCo group who work together to share good practice, a Business Managers group to look at joint procurement and secure best value in these challenging financial times. We have a DSL group who meet to ensure we are meeting all the challenges that the rapidly evolving safeguarding remit presents us with.

We recognise that we have to look after our headteachers. Aspire Community Trust is proud to have been the driving force behind the Southampton 'Caversham Covenant'- a set of agreements and understandings that seek to enable headteachers and other key partners to look after each other during times when headship can feel like a lonely job. Because it's still the best job in the world, and schools flourish when their leaders thrive. We look after our headteachers - the Bassett Green post is a rare opportunity to come and join our vibrant family of schools and secure a better future for all our children.

J Draper, H Kutty co- chairs, Aspire Community Trust.



SCHOOL IMPROVEMENT PRIORITIES

Our School Improvement Priorities are below. The governors have identified that these focus areas will need to continue to be embedded for the following academic year to take us through the next part of our journey at Bassett Green:



Priority 1 **Quality of Education**

To improve the quality of teaching and learning across the school to ensure all children make rapid progress



Priority 2 **Quality of Education**

To develop assessment strategies in all areas across the curriculum to ensure children know and remember more
(Ofsted AFI)



Priority 3 **Behaviour & Attitudes**

To continue to embed strategies to support children's personal development and attitudes to learning



Priority 4 **Behaviour & Attitudes**

To continue to improve attendance for all pupil groups in particular SEND
(Ofsted AFI)



Priority 5 **Leadership & Management**

To develop leadership at all levels



Priority 6 **Leadership & Management**

To ensure effective financial spend



SUMMARY OF JOB DESCRIPTION

Job title: Headteacher

The Contract of Employment between the Governing Body and the Headteacher will be the current contract of Employment for a Headteacher. The job description can be amended at any time, following consultation between the Headteacher and the Governing Body and will be reviewed annually.

The Headteacher is accountable to the Governing Body of Bassett Green Primary School and Southampton Local Authority.

Salary scale:

Group 3 School, L18- L24* £71,729 - £82,258

Expectations/Accountabilities:

The Headteacher is an employee of the Governing Body and is required to carry out their professional duties in accordance with the terms and conditions of the current School Teacher's Pay and Conditions document, the National Standards of Excellence for Headteachers (2020), and relevant employment legislation.

Core Purpose:

The Headteacher will work with the Governors and staff to provide professional leadership, vision and strategic direction for the school in order to continue its success and ensure the highest quality of education and care for all of its pupils.

The Headteacher is responsible for the management and day-to-day operation of the school and overall performance of the school.



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SUMMARY OF JOB DESCRIPTION CONTINUED

Key Responsibilities

Strategic Leadership & Management:

- Embed and articulate the school's vision and ethos.
- Continue to encourage the implementation of the core values and ethos of the school.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other.
- Ensure that the School Improvement Plan (SIP) is devised strategically in conjunction with Governors based on the needs of the school.
- Ensure the SIP is shared, understood and implemented by all staff.
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.
- Evaluation of the standards of teaching and learning, ensuring that high standards of performance are established and maintained.
- Recruitment, selection, appointment and development of staff.
- Deliver a strategic programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management.
- Lead the annual appraisal process for all identified support and teaching staff.
- Provide effective leadership and support for the Senior Leadership Team.
- Facilitate opportunities for aspiring leaders to develop their leadership potential.
- Distribute leadership throughout the school, giving members of staff distinct roles and responsibilities.
- Write, review and edit policies in line with statutory requirements and our policy review cycle.
- Work in partnership with the Governing Body to manage the school environment effectively and efficiently to ensure the needs of the curriculum, educational standards and health and safety are met by informing, advising and ensuring they are fully briefed in a timely manner to enable them to meet their responsibilities.
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Financial Management: Advising the Governing Body on the school's annual budget and the budget revision as appropriate, as well as being responsible for the day-to-day running of the budget.

Safeguarding

- Responsible for ensuring that all school, local authority and national child protection policies are adhered to and that concerns are raised and swiftly addressed in accordance with these policies.
- Be one of the designated safeguarding leads (DSL).

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SUMMARY OF JOB DESCRIPTION CONTINUED

Safeguarding continued:

- Responsible for promoting and safeguarding the welfare of children and young people within the school.
- Provide a safe and secure environment that safeguards the wellbeing and safety of the children and staff.

Teaching and learning:

- Promote excellence in teaching and learning to ensure academic progress and the creative, physical, spiritual and social development of pupils of all abilities.
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all learners.
- Ensure the systematic teaching of basic skills and a high quality of education and care for pupils resulting in good progress and attainment for all pupil groups.
- Develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality is implemented across the school.
- Ensures inclusive teaching for all pupil groups to ensure all pupils make good or better progress.

The Bassett Green family:

- Act as a champion and ambassador for Bassett Green Primary School.
- Ensure good communication between the school and parents/carers of current and potential pupils as active partners in their education.
- Maintain and develop the partnership within the Aspire Trust and strengthen collaboration with partners and the wider community.
- Continue to develop the capacity of the school to work with other organisations to share good practice, develop staff and improve the quality of education for all pupils.
- Support and encourage the work of the Friends of Bassett Green (PTA).

The Headteacher will participate in an annual performance review with Governors and an external assessor to discuss objectives set, the extent to which they have been achieved and the Headteacher's own development and welfare.



PERSON SPECIFICATION

The application statement should refer to the candidate's consideration of these relevant experiences, achievements and skills and relate to the key focus areas described alongside the job description.

Candidates will be measured against the essential (E) and desirable (D) criteria below. Sources of information used are:

- A Application
- I Interview/Selection process
- R References

Core professional experience/ qualifications	Essential or Desirable	Shortlisting evidence source
Qualified teacher with Qualified Teacher Status (Statutory)	E	A
Evidence of further professional study and/ or qualification	D	A
Holds National Professional Qualification for Head Teachers (NPQH)	D	A
A proven track record of success; able to lead by example and bring a team with them as a senior leader; experience in a primary school context (Deputy Head/ Head of School, Acting Head/ headteacher)	E	A
Experience in a range of primary schools	D	A
Is committed to upholding the ethos and values of Bassett Green	E	A, I
Is committed to meeting the needs of all learners regardless of ability or background	E	A, I, R
Understands and recognises of the challenges and issues associated with leading a large, urban, multi-cultural school	D	A, I

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PERSON SPECIFICATION

Core professional experience/ qualifications	Essential or Desirable	Shortlisting evidence source
KNOWLEDGE AND UNDERSTANDING OF:		
Strategic financial planning, budgetary management and principles of best value	E	A, I
The use of a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance	E	A, I
Developing and sustaining high quality teaching and learning across all subjects and phases, built on evidence- informed understanding of effective teaching and how pupils learn.	E	A, I, R
The primary curriculum and the knowledge and skills taught from Year R- 6 and how to continue to develop the curriculum to ensure children know and remember more (Ofsted target July 2021)	E	A, I, R
Inclusive teaching strategies and a knowledge of SEND needs	E	A, I
Developing and sustaining high behaviour for learning expectations for all pupils, built upon effective relationships and routines	E	A, I
Analysing and interpreting performance data and planning key priorities accordingly	E	A, I
ABLE TO DEMONSTRATE THAT HE/SHE:		
Has a proven track record of leading successfully a change in an educational environment	E	A, I, R
Builds effective community relationships based on mutual and collective responsibility with diverse partners to create a high quality learning environment for all	E	I, R
Works effectively in partnership with parents, carers and professionals, providing support	E	A, I, R
Develops appropriate evidence-informed strategies for improvement as part of well-targeted plans that are realistic, timely, appropriate and suited to the school's context	E	A, I, R
Understands and welcomes the role of effective governance	E	A, I

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PERSON SPECIFICATION

Core professional experience/ qualifications	Essential or Desirable	Shortlisting evidence source
ESSENTIAL LEADERSHIP QUALITIES:		
Is a reflective practitioner	E	A, I
Is passionate and desires the best education and experience for all children	E	A, I, R
A collaborative approach and a strong commitment to continuous improvement	E	A, I
Able to promote all aspects of staff wellbeing with an understanding of the significance of interpersonal relationships and strategies for promoting individual and team development	E	A, I
Understands the principles of change and demonstrates the processes of managing change effectively	E	A, I, R
Maintains a successful balance between operational and strategic activities	E	A, I, R
Celebrates the achievements of all learners and establishes and maintains a culture of wellbeing and enjoyment	E	A, I
Holds themselves and others to account for their responsibilities and performance	E	A, I
Secures excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being, allowing every child to flourish	E	A, I
Ensures the protection and safety of pupils and staff through effective approaches to safeguarding as part of their duty of care.	E	A, I, R



APPLICATION PROCEDURE

This vacancy will be subject to SCC Safer Recruitment procedures, including an enhanced DBS Check. We will also conduct online searches of shortlisted candidates, in line with our safeguarding checks and the updated guidance 'Keeping Children Safe in Education 2023'.

Please contact the Interim School Business Manager, Elizabeth Davies, via email recruitment@bassettgreen.net if you would like to arrange a tour of the school.

Deadline for applications

Candidates should complete the application form and return it via email so that it is received no later than 9am on Monday 15th April 2024 to this address: recruitment@bassettgreen.net

Please provide a full statement in support of your application, which should not exceed two sides of A4 paper.

Selection procedure

The shortlist will be drawn up on Monday 15th April 2024.

Candidates being asked to attend the selection process will be emailed on Tuesday 16th April 2024.

The selection process will take place on Tuesday 23rd April 2024 and Wednesday 24th April 2024.

Further details will be sent to those candidates called for interview.

Failure to send your application form to the above email address by the deadline stated may invalidate your application.

Equality monitoring

All applicants will be required to complete an Equality monitoring form.