



Headteacher Recruitment Pack



*“We Dream, We Aspire,
We Thrive – Powerful
Learning for Life”*



From our Governors...

Welcome to our Headteacher recruitment information for Patcham Infant School and Nursery Class, and thank you for your interest in the role. After 12 years at the school, our wonderful current headteacher is moving on, and we are now seeking to appoint another outstanding Early Years/KS1 practitioner to join our team.

In the current climate of tight budgets and increasing need, it's a challenging time for all primary educators, but we do not allow these challenges to undermine our commitment to providing creative and rewarding experiences for all our children, who remain at the centre of everything we do. It is a privilege to work with the talented and committed staff team here; and as Governors we know it's also a place where everyone is on the same page and pulling together to ensure that every child achieves their full potential.

Despite falling birth rates in the city, Patcham Infants remains a very popular choice for children and families living locally. Our vision is clear, our commitment unquestionable, and we are looking for someone who shares our passion and vision for early education to join us in the next phase of developing our unique and thriving educational setting, preparing our happy citizens for their future journeys. If this interests you please read on.

We warmly welcome visits to our school, which can be arranged by contacting the school office.

Good luck with your application,

David Skeet

Chair of Governors, on behalf of the Patcham Infants Governing Board



About our school



Located to the north of Brighton city centre near to the South Downs, Patcham Infant School and Nursery Class is situated in an area with a vibrant community spirit. Our modern, bright and cheerful building, set over three levels, is home to three classes per year group from Reception through to Year 2, with each class taking up to 30 children. We also have a Nursery Class which is an integral part of our school community. We have proudly developed our brilliant outside spaces to support our learning, including building a Forest School classroom used by all our children. We take great pride in our environment and develop our grounds to support biodiversity and nurture the next generation of 'changemakers'.

We believe that education should be exciting, fun, creative and accessible to all our children. We provide a broad, rich curriculum which is motivating and responsive to the children's interests and needs.

Our Purpose
To work with our diverse community empowering all children to dream without limits, embrace challenge and actively shape their own worlds for life-long learning.

Our Goals

- Outstanding outcomes through high quality learning and teaching
- Resilient, resourceful, reflective and collaborative children
- Engaged and respectful members of the community
- Nurturing, stimulating and enabling environments

Our Vision
We dream, we aspire, we thrive.
Powerful learning for life.

Our Values

- ❖ Children at the heart of all we do
- ❖ Growth Mindset
- ❖ Laughter, friendship and celebration
- ❖ Curiosity and innovation
- ❖ Equality and inclusion
- ❖ Emotional wellbeing
- ❖ Global responsibility
- ❖ Developing relationships – respect, trust and empathy





"We Dream, We Aspire, We Thrive – Powerful Learning for Life"

Patcham Infant School and Nursery Class, Brighton

Post: Headteacher

Salary: L14-L19 (£71,330 to £80,655)

Start date: September 2026

Contract: Permanent

Number on roll: 271

At Patcham Infant School and Nursery Class we are seeking a strong, creative, inspirational and caring leader who believes, as we do, that education should be exciting, fun, creative and accessible to all children.

We aim to create an ethos and atmosphere which inspires the children with confidence to take risks within a calm, safe learning environment. It is important to us that the broad and balanced education we provide not only allows children to fulfil their academic potential, but also nurtures confident, caring, healthy and happy citizens of the future, who have respect for each other, the community, themselves and the environment.

Following the departure of our brilliant Headteacher, we are looking for someone who will:

- provide passionate, professional and compassionate leadership and management that reflects the vision and values of our school and its child-centred approach
- embrace the Empowerment approach that underpins our Culture for Learning
- have the skills, experience and personal qualities to inspire and promote the highest quality of teaching and learning

- work with our fantastic staff to build upon the outstanding work of our outgoing Head, embracing our commitment to well-being, professional development, collaboration and a coaching culture
- value and maintain our inclusive approach, supporting all children to thrive
- have extensive experience of and passion for EYFS and KS1
- engage and communicate with parents/carers and the wider community to forge and maintain effective relationships
- work collaboratively with other settings, schools and school partnerships to facilitate smooth transitions and maximise opportunities in our children's educational experiences.

We can offer you:

- a successful, popular school whose welcoming and nurturing atmosphere is always commented upon by visitors
- happy, enthusiastic and respectful children who love learning
- a stable, cohesive, dedicated and skilled staff team
- great community support with enthusiastic parental engagement and an active PTA
- an effective and supportive Governing Board.

A wealth of further information about the school can be found on our website at www.patchaminf.brighton-hove.sch.uk

Visits to the school are warmly encouraged on **13th or 14th April**, and can be arranged by contacting the school office on 01273 509766 or admin@patchaminf.brighton-hove.sch.uk

Closing date for applications: 12pm on Friday 17th April

Shortlisting: Monday 20th April

Interviews: Monday 27th April and Tuesday 28th April

Application forms can be downloaded here: [Application form](#)

Appointment subject to references and safeguarding checks in accordance with our Safeguarding and Child Protection Policy, which can be found on the school website.



"We Dream, We Aspire, We Thrive – Powerful Learning for Life"

Job Description

Our school vision underpins everything we do, and we are looking for someone who will work within this strong ethos and culture to provide aspirational, dynamic and professional leadership, working collaboratively with the school community to provide continued success and improvement and a high quality education which inspires and motivates our children.

The post is subject to the general conditions of service for Headteachers as set out in the current School Teachers Pay and Conditions document.

Main tasks

Culture and ethos

Our new Headteacher will:

- lead a welcoming, nurturing learning environment which values the voice of every element of the school community
- sustain the school's ethos and strategic direction in partnership with governors and in consultation with the school community
- ensure that pupils experience a safe, positive and enriching school life
- help children to become enquiring individuals, willing to take risks and accept challenges, who understand the personal qualities which will help them to succeed
- help children to be healthy, self-aware and socially responsible global citizens of the future
- promote high aspirations for the attainment of all pupils, and ensure that any obstacles to children's success are identified and overcome

- create the environment for a happy, highly skilled staff to flourish, using a collaborative and coaching culture to enhance professional development
- work collaboratively both within the school and with the wider educational community, in particular with the local Junior school, to achieve the best outcomes for our children throughout their educational journey
- promote positive and respectful relationships across the school and between all members of the school community
- promote a reflective, creative approach to school improvement, embracing well-evidenced innovation but casting a critical eye on unproven trends
- ensure high standards of equality, diversity and inclusion practice throughout the school.

Teaching and Learning

Our new Headteacher will:

- provide our children with a creative, exciting and enriching educational experience
- help our children to recognise themselves as independent learners and foster their understanding of metacognition, enabling them to feel they have agency over their own education
- help our children have confidence to be enquiring and take risks in their learning
- help our children to become positive, self-aware and socially responsible citizens with an understanding of their place in the global community
- ensure the school has ambitious expectations for all pupils with additional or special educational needs or disabilities
- inspire and support outstanding practice in learning and teaching through sharing knowledge, skills and experience in a coaching culture
- ensure effective use of formative assessment to promote pupil progress and attainment
- ensure that pupils with additional/special educational needs or disabilities are suitably supported to ensure they thrive and experience success

- build a caring, collaborative learning culture which values the voices of all its members and engages with other schools and the wider community to maximise educational opportunities
- establish and sustain high quality, expert teaching, in both EYFS and KS1 and across all subject areas, through a shared understanding of evidence-based effective teaching practices
- implement and sustain effective systems and procedures for staff induction, continuing professional development and performance management
- continuously monitor the effectiveness of learning and teaching, developing strategies to identify and overcome barriers to success
- ensure staff have access to high quality, sustained professional development opportunities, which balance the priorities of school improvement with individual needs
- keep abreast of innovations in educational research, evaluating concepts to embrace positive new ideas with proven benefits and challenge orthodoxies when appropriate
- ensure that Early Career Teachers are appropriately trained, supported, monitored and assessed
- support the professional development, enrichment and wellbeing of all staff
- regularly review their own practice and take responsibility for their own professional development.

Curriculum and Assessment

Our new Headteacher will:

- lead the ongoing development and implementation of a broad, balanced and creative curriculum, featuring knowledge, skills and vocabulary progression across all subject areas
- embrace and promote the Empowerment approach which underpins our culture for learning
- promote effective subject leadership, developing subject leaders to have high levels of subject expertise and access to peer and professional support networks
- ensure the continuing high profile of oracy and reading in our school
- promote curriculum accessibility for all, implementing strategies to ensure equal opportunities and inclusion
- demonstrate aspiration and high expectations for all children in terms of both academic and personal and social development

- enable a consistent and continuous focus on pupil progress and attainment drawing on a range of assessment systems and information to track every child's development.

Relationships and wellbeing

- foster an atmosphere which promotes respectful, supportive and caring relationships amongst all members of the school community
- have high expectations for behaviour in school, built upon a foundation of trust, fairness and consistency in relationships and routines, co-created and understood by all
- ensure that workload associated with school systems is proportionate with their educational impact and is compatible with positive mental health and wellbeing in the school community
- sustain an effective PHSE curriculum which supports positive relationships and reinforces our school's culture of acceptance and inclusion.

Continuous school improvement

Our new Headteacher will:

- promote a collaborative approach to school improvement which draws on the expertise, skills and knowledge of the whole school community
- continuously evaluate all aspects of school management and educational delivery to identify any barriers to learning and potential areas for development
- create and implement a School Improvement Plan, underpinned by sound financial planning and budget setting, with clearly identified priorities and targets
- use evidence-informed and research based strategies to develop plans for realistic, timely and appropriately sequenced actions, suitable for our school context and understood by all
- carefully monitor progress towards identified targets to assess the impact of school improvement initiatives.

Collaboration

Our new Headteacher will:

- recognise the benefits of collaboration both within and beyond the school community

- commit to work successfully with our local Junior school and with other schools and organisations in a spirit of mutual challenge and support to provide the best educational outcomes for our children
- forge effective relationships with parents/carers and the broader community to support our children to thrive and to understand their place in the wider world.

Organisational management

Our new Headteacher will:

- ensure the protection, safety and welfare of all staff and pupils through effective safeguarding systems
- allocate and manage school funds appropriately and effectively, ensuring efficiency, effectiveness and probity
- set the budget annually with the school business manager, ensuring that it is balanced and meets the needs of the school
- regularly review school spending with the school business manager, sharing information with the governing board at each review point
- ensure that budget decisions reflect value for money
- ensure there is an effective staffing structure in place which meets the needs of the school
- oversee the effective deployment and management of staff, paying due attention to workload and wellbeing
- oversee effective systems, practices and policies that enable the school to run efficiently and effectively
- ensure rigorous approaches to identifying, managing and mitigating risk.

Governance and accountability

Our new Headteacher will:

- promote a collaborative culture where everyone works to share knowledge and understanding in an attitude of collective accountability
- establish and maintain welcoming, open and professional working relationships with governors, recognising the importance of their role within the school

- provide information, advice and support to the governing board to ensure effective school governance and assist the timely discharge of governing body responsibilities
- ensure that individual staff responsibilities are clearly defined and understood and agreed, and are regularly monitored and reviewed to optimise the function and development of the school
- present a context appropriate account of the school's aims, performance and aspirations to a range of audiences, including governors, pupils, parents/carers, the Local Authority, the local community and Ofsted, to enable them to play their part collaboratively and effectively
- integrate the budget plan with the school improvement and staff development plans
- ensure that parents are well informed about the curriculum, progress and attainment, and the role they can play in the child's individual education and the school's overall success
- be a visible, approachable presence around the school for parents
- ensure effective systems of communication with parents.





"We Dream, We Aspire, We Thrive – Powerful Learning for Life"

Person specification

Criteria	When/how identified
Qualifications and Experience	Application Form/ Certificates / Interview / Testing
Qualified teacher status	C
(Desirable but not essential) NPQH	C
Demonstrable excellent classroom practice	AF/I
Headship/Deputy/Assistant headship experience in an EYFS/KS1 setting for at least 3 years	AF/I
Up to date Safeguarding, Child Protection and Safer Recruitment training certification	C
Breadth and depth of educational experience, working within at least two different schools	AF/I
Experience of working with external partners and other agencies for the wellbeing of all pupils and their families	AF/I
Knowledge and skills	
Are you...	
A strong, approachable and inspirational leader who can sustain a culture of collaborative, creative working where staff feel confident to take risks and share ownership of school improvement	AF/I
Experienced in promoting warm, positive and respectful relationships across the school community	AF/I/T

which value everyone's voice and acknowledge everyone's contribution	
Able to clearly articulate and drive a whole school strategic vision, based on sound evidence and analysis, to promote aspiration and achieve great outcomes for all our children	AF/I
Passionately committed to equal opportunities (including racial literacy) and inclusion	AF/I
Experienced in forging constructive relationships beyond the school, working successfully with other schools and organisations in a climate of mutual challenge and support	AF/I
Experienced in working effectively with governors, establishing and sustaining a professional working relationship.	AF//
Experienced in forging positive and effective relationships with parents/carers and professional agencies to support the best outcomes for children	AF/I
Able to demonstrate proven ability in implementing strategies for raising achievement and monitoring progress	AF//T
Engaged with educational research and able to use it to support continuing school improvement and professional development	AF/I
Committed to a creative, broad, structured and coherent curriculum which sets out the knowledge, skills and values to be taught, and engages and enthuses children	AF/I
Supportive of a holistic approach to education, which values our children's personal and social development as much as their academic achievement	AF/I
Able to establish and sustain high expectations of behaviour for all pupils, built upon positive relationships, rules and routines which are clearly understood by all staff and pupils	AF//T
Committed to the promotion of an inclusive school community that holds ambitious expectations for all, including pupils with additional and special educational needs or disabilities	AF//T

Able to ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding, using effective data analysis to support school improvement and decision making	AF/I
Familiar with strategic financial planning, budgetary management and principles of best value	AF/I
Able to lead, inspire and empower successful teams, developing leadership at all levels and holding yourself to the same standards you expect from others	AF/I
Able to lead and manage change which benefits school improvement, communicating it effectively and inspiring all elements of the school community to play an active and positive part in its implementation	AF/I
Conversant with the impact of current educational challenges and aware of possible future trends	AF/I
Excited by the wider curriculum beyond school and the opportunities it provides for pupils and the school community	AF/I
Able to communicate effectively with a wide range of audiences	AF/I/T
Able to support and develop staff effectively, including recognising and celebrating achievement, monitoring and evaluating work and addressing poor performance sensitively and productively, remaining mindful of work/life balance and wellbeing	AF/I
Able to manage organisational elements of the school efficiently and effectively, including HR, Health and Safety, finance & premises	AF/I/T
Equipped with excellent organisational, communication and interpersonal skills and a flexible management style	AF/I
Proactive in your own professional development	AF/I
Personal attributes Do you...	

Take pride in being a role model, hands-on and visible, directly engaged with the school community and making a personal impact	AF/I
Genuinely notice and value the contributions of all elements of the school community	AF/I

Over to our staff, parents and children...

A good headteacher displays respect for the whole community every day. They are someone who walks beside every member of staff knowing what they are trying to achieve and what it takes to make it happen.

A great headteacher is someone who values all areas of the curriculum and will champion the arts to offer full and varied opportunities for the children to explore creativity.

A Headteacher needs to be present and approachable., embracing an open-door policy so that staff, families and children feel they can talk to them about their needs.

An excellent Headteacher should be passionate about raising our children to be empathetic, respectful and good citizens.

They need to look after people, the children and grown-ups.

Be kind to children and not like Miss Trunchbull.

Make sure the rainbow rights and responsibilities are followed.

They need to be Incy Independent.



A Message from our Headteacher...

Dear Prospective Candidate,

Thank you for your interest in the position of Headteacher at Patcham Infant School; it is great that you are considering applying for the post and I feel certain that once you visit, you will know this is the right place for you to be! I have had the privilege of working at Patcham Infant School for the last twelve years, nine as Deputy Head and the last three as Headteacher. I can honestly say that this school is a very special place and I have loved being part of its journey.

The school is driven by our strong vision with the core school value, 'children at the heart of all we do'. Over the past few years we have worked hard to ensure that children's personal development and understanding of themselves runs through everything we do. The curriculum is engaging and aspirational and alongside this we teach children the skills of independence, reciprocity, resourcefulness and reflectiveness through Building Learning Power. Academic results across the school are high and we support all learners to reach their full potential. You will also find children who can talk about their own needs and how these can be met.

The school has tremendous grounds, which the children are rightly very proud of. They have inspiring Forest School sessions and adore being in nature. Children here are proud to be Changemakers and take their responsibilities seriously.

You will be astounded by the amazing community in Patcham and how we work closely with all our families to achieve the best outcomes for all learners. There is a strong and active PTA committed to raising funds to enrich the lives of all our children.

Patcham Infant School has a dedicated, strong, and stable staff team who are extremely collaborative; staff understand the strengths of the school but also recognise areas for improvement to ensure the best possible outcomes for our children. The cohesive team are dedicated in supporting children and their families; they work hard and pull together, but are also known to have fun! The governing body are equally ambitious for the school and are supportive and challenging, in an appropriate way, to ensure we provide the best for our community. A better team, you could not ask for!

You will be well supported through strong partnerships with the Junior school, as well Brighton City Partnership for Education (BCPfe).

*I really do wish you the best of luck in your application.
Helen Hawkins
Headteacher*