

# Patcham Junior School



**Headteacher Recruitment Pack 2026**

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**Brighton & Hove CPfE**  
City Partnership for Education



# Welcome from our Chair of Governors

On behalf of the Full Governing Body of Patcham Junior School, I welcome you to our Headteacher recruitment information. After 9 very successful years at the school, our current Headteacher, Alister, is moving on, and so we are looking for a new Leader to continue with this progress.

Patcham Junior School is an inclusive school, in seeing all children as individuals, who each need their own provision and support. The school offers a secure, happy and stimulating environment, which is supported by an experienced and a highly skilled staff group.

The curriculum is broad and innovative, with continuous new ideas of ways of instilling the excitement of learning amongst the children. Pupils benefit from an extensive range of extra-curricular activities and events, as well as having access to a Breakfast Club, and Wrap-around After School Care.

Our last Ofsted Inspection was carried out in October 2024, with the outcome being that Patcham Juniors is a “Good” school – which is the same positive view from previous inspections. The Inspectors noted “strong learning”; “effective Safeguarding”; and “high staff morale”; along with the school’s strengths in pastoral care, and personal development.

Despite a continuing and challenging financial environment for all schools across the country, Patcham Junior School has been able to maintain a balanced budget, with much of this due to the work, over several years, of the School Business Manager, as well as the Headteacher.

We are now looking for an inspirational new Headteacher to lead the school from September 2026, guiding the school through all the challenges facing schools today, to continue to develop our thriving educational setting.

We welcome your interest in this role, and we would encourage you to visit our school – please contact the school office on 01273 087513 to arrange a visit.

The closing date for applications is Sunday 22<sup>nd</sup> February 2026, with the shortlisting process taking place on Tuesday 24<sup>th</sup> February 2026. Interviews will take place on Thursday 5<sup>th</sup> March and Friday 6<sup>th</sup> March 2026.

Kind regards,

Marion Rajan,

Chair of Governors, on behalf of the Patcham Junior School Full Governing Board.



# About our school

Nestled at the foot of the South Downs National Park and just a few miles from the centre of Brighton and Hove, Patcham Junior School is perfectly placed to make the most of both the natural world and the exciting and forward-thinking aspects of this vibrant and multi-cultural city.

Everyone at Patcham Juniors prides themselves on following the school's motto of 'Be Curious and not Judgement'. Our learners are encouraged to be interested and inspired, whether that's through class-based learning or outside on our Millennium Trail, extensive playgrounds and school field.

The children of Patcham Junior School make the most of their learning with the guidance from our longstanding, experienced and dedicated professionals. All adults in school are highly trained and passionate about their roles in the learning lives of our children.

At Patcham Junior School we have developed a rich, varied and inclusive curriculum. Our children have numerous opportunities to experience a myriad of activities via traditional classroom lessons including art, science, history, technology and geography, as well as enjoying specialist music, religious education and French teaching. Our computing suite accommodates a whole class at a time – as does our recently refurbished and fully stocked school library. The recent development of our Learning Hub ensures learning is accessible and differentiated for all needs.

Teaching and learning at Patcham Junior School is meaningful and is designed to ensure that all learners have every opportunity to get the most from their school experiences and to be ready for when it's time to move onto the next stage of their educational journey.

At the heart of Patcham Junior School is a warm, welcoming and close-knit community. Strong partnerships between pupils, families and staff create a nurturing environment in which children feel safe, valued and supported to thrive both academically and personally. Parental engagement is a priority, ensuring families are actively involved in school life and their children's learning. A popular breakfast and after-school club further supports pupils and families.

We love our school and we think you will too. Please see the website for more information.



# Job Description

## Post of Headteacher

This Job Description reflects the National Standards of Excellence for Headteachers 2015. The appointment is subject to the current conditions of employment of Headteachers, contained in the Schools Teachers' Pay and Conditions document, the School Standards and Framework Act 1998 and all other current education, employment and health and safety legislation.

## Main Purposes of the Job

To provide professional leadership for the school which secures its success and improvement, ensuring high quality education which inspires and motivates its pupils and improves standards of learning and achievement. To work with and through others to secure the commitment of the wider community to the school.

To carry out the duties set out in Part VI of the School Teachers' Pay and Conditions Document.

## Main tasks

### 1 Strategic direction and development

- 1.1 Work with the Governors, in consultation with other interested parties, to formulate the aims of the school and to establish policies for their implementation
- 1.2 To create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for sustaining school improvement
- 1.3 Ensure that all members of the school community are committed to its aims, motivated to achieve them and involved in meeting objectives and targets to secure success

### 2 Teaching and learning

- 2.1 Determine, organise and implement an appropriate curriculum relevant to the needs and abilities of all pupils, in accordance with the Governors' curriculum statement, the current educational challenges and future trends
- 2.2 Determine, organise and implement a policy for the care, personal development and well-being of pupils
- 2.3 Monitor and evaluate the quality and effectiveness of teaching and standards of learning and achievement of all pupils to secure school improvement
- 2.4 Create and promote strategies for developing equal opportunities and inclusion for all members of the school community
- 2.5 Work with schools in other key stages to ensure satisfactory transfer and progression of pupils
- 2.6 Build a collaborative learning culture within the school and engage with other schools and the wider community to build effective learning communities

### **3 Leading, managing & developing staff**

- 3.1 Plan, allocate, support and evaluate work undertaken by teams and individuals ensuring clear delegation and devolution of responsibilities
- 3.2 Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- 3.3 Implement and sustain effective systems and procedures for staff induction, continuing professional development and performance review
- 3.4 Support and motivate all staff to enable them to carry out their respective roles and achieve high standards, and take appropriate action when performance is unsatisfactory
- 3.5 Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed
- 3.6 Regularly review own practice and take responsibility for own personal development
- 3.7 Manage own and others workload to allow an appropriate work/life balance

### **4 Deployment of staff and resources**

- 4.1 Create and develop an organisational structure which reflects the school's values and enables the management systems, structures and processes to work effectively in line with legal requirements
- 4.2 Produce and implement clear, evidence-based improvement plans and policies
- 4.3 Work with governors to recruit and retain staff of the highest quality
- 4.4 Manage the school's resources efficiently and effectively as follows:
  - Human Resources, including recruiting, retaining & deploying staff appropriately to achieve the school's goals and priorities
  - Financial Resources, including effective administration & control in line with budget plan
  - Accommodation & other resources, taking account of curriculum needs & health & safety
- 4.5 Ensure the range, quality and use of all resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provides value for money

### **5 Accountability**

- 5.1 Provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning, high standards of pupil achievement and good value for money
- 5.2 Develop an organisation in which everyone works collaboratively, shares knowledge and understanding and accepts collective accountability for the success of the school
- 5.3 Ensure individual staff accountabilities are clearly defined, understood and agreed and are regularly reviewed and evaluated
- 5.4 Present the school's aims, performance and goals in a manner appropriate to a range of audiences including governors, pupils, parents, the Local Authority, the local community and OFSTED to enable them to play their part collaboratively and effectively

- 5.5 Ensure that parents and pupils are well-informed about the curriculum, attainment and progress, and about the contribution they can make to the school's success
- 5.6 Ensure the school operates within agreed Children's Trust guidelines and that effective liaison exists between the school and the Children's Trust
- 5.7 Promote the school and develop effective partnerships in the wider community
- 5.8 Responsible for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with

## 6. **Strengthening Community**

- 6.1 Be committed to engaging with the internal and external school community to secure equity and entitlement for pupils
- 6.2 Collaborate with other schools to share expertise and bring positive benefits to their own and other schools
- 6.3 Further develop collaborative working with other agencies to take account of current policies
- 6.4 Work collaboratively at both strategic and operational levels with families, carers and across multiple agencies for the well-being of children
- 6.5 Influence and sponsor the development of extended services in and around the school which meet the needs of their school community
- 6.6 Encourage families to be active partners in the school and strengthen effective home-school communication

# Personal Specification

Essential Criteria	When/how identified
Qualifications and Experience	Application Form/ Certificates / Interview / Testing
Qualified teacher status	Certificates
Evidence of outstanding classroom practice	Application Form Interview
Headship/Deputy/Assistant headship experience in Primary/s for at least 3 years	Application Form Interview
To have worked in at least two schools	Application Form Interview
Experience of work with external partners and other agencies for the well-being of all pupils and their families	Application Form Interview
Experience of providing support mechanisms for pupils	Application Form Interview
Demonstrate an understanding of the importance of safeguarding, forming and maintaining appropriate relationships and personal boundaries with children and young people	Application Form Interview
Demonstrate resilience in the leadership role	Application Form Interview Testing
Experience of managing conflict, involving relevant stakeholders	Application Form Interview
Knowledge, Skills and Attributes	
Ability to use data analysis to support school improvement and decision making	Application Form Interview Testing
Knowledge of strategic financial planning, budgetary management and principles of best value	Application Form Interview Testing
Ability to lead and empower successful teams, and to be self-motivated	Application Form Interview Testing
Ability to lead and manage change, in a reflective manner	Application Form Interview Testing
Wide knowledge of the impact of current educational challenges and future trends	Application Form Interview Testing
Knowledge of the wider curriculum beyond school and the opportunities it provides for pupils and the school community	Application Form Interview Testing
Ability to communicate effectively with a wide range of audiences	Application Form Interview Testing



Proven experience of implementing strategies for raising achievement and monitoring progress	Application Form Interview Testing
Ability and experience in supporting and developing staff effectively, including the ability to recognise achievement, monitor and evaluate work and address poor performance, and achieve work-life balance	Application Form Interview Testing
Ability to manage the school efficiently & effectively, including HR, finance & accommodation	Application Form Interview Testing
Excellent organisational and interpersonal skills and flexible management style	Application Form Interview Testing
Commitment to a curriculum which engages and enthuses all children, SEND	Application Form Interview Testing
Proven ability to manage behaviour and create a positive ethos	Application Form Interview Testing
Commitment to the promotion of an inclusive school community	Application Form Interview Testing
<b>Desirable Criteria</b>	<b>When/how identified</b>
<b>Qualifications and Experience</b>	<b>Application Form/ Certificates / Interview / Testing</b>
Possession of NPQH	Certificates

# How to Apply

## Post of Headteacher

Closing date: Emailed application forms Sunday 22<sup>nd</sup> February 2026, paper application forms Friday 13<sup>th</sup> February 2026 (due to half term holidays)

Shortlisting: Tuesday 24<sup>th</sup> February 2026

Interview Dates: 5<sup>th</sup> and 6<sup>th</sup> March 2026 (with the Panel reserving the right to conclude the process after day 1)

Post: Full-Time, Permanent

Start Date: September 2026

Pay Scale: Leadership 14 to 20, £71,330 - £82,654

Application – The application form is included in this pack and

- email completed forms to [Finance@patchamjun.brighton-hove.sch.uk](mailto:Finance@patchamjun.brighton-hove.sch.uk)
- send completed paper copies, to the school, addressed to Sue Blackman, School Business Manager

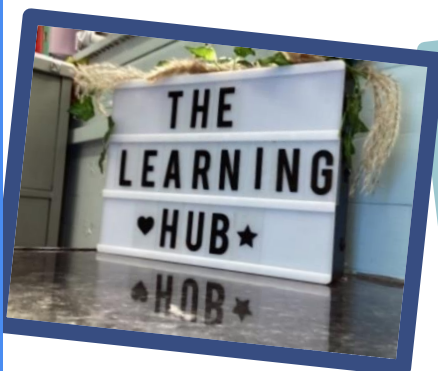
## Safeguarding

Our school has an equal opportunities policy for selection and recruitment associated with our safeguarding policy. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share our commitment.

This appointment is subject to a full enhanced DBS check, employment and other pre-employment checks, including satisfactory references, proof of qualifications, photographic proof of identity and entitlement to live and work in the UK.

## School Visits

You are very welcome to visit the school as part of your consideration and in advance of applying. Please note that all visits will be informal and will not be part of the selection process and will not have any bearing on our short-listing interview selection and recruitment process. Please contact the office (01273 087513) to arrange a visit.



# What our children want from their new headteacher





# Characteristics and attributes that the staff team would like

- Approachable, empathetic, emotionally intelligent, self-aware, and a good listener who treats everyone with mutual respect.
- Values wellbeing, work-life balance, flexible working (including PPA at home), and understands that staff have lives outside school.
- Team player who gets on well with the leadership team and fits in with our quirky school personality, with a relaxed, calm nature and a good sense of humour.

- Build on existing policies and practices, embrace the school as it is, and take time before implementing changes.
- Excellent communicator, both verbally and in writing.

- Positive, supportive, inclusive and kind, and genuinely cares about the school and its community.
- Make difficult decisions and is willing to be assertive, when necessary, with children, families, or staff.
- Likes dogs (or is at least not allergic!) and accepts that Rocket is part of school life 🐾

- Continue to build a school culture based on trust, openness, and mutual respect, where staff feel valued, pupils feel secure, and the whole school community works together.
- Works in close partnership with infant colleagues and supports the planned class-splitting arrangements between Year 2-3 and again at the end of Year 4.

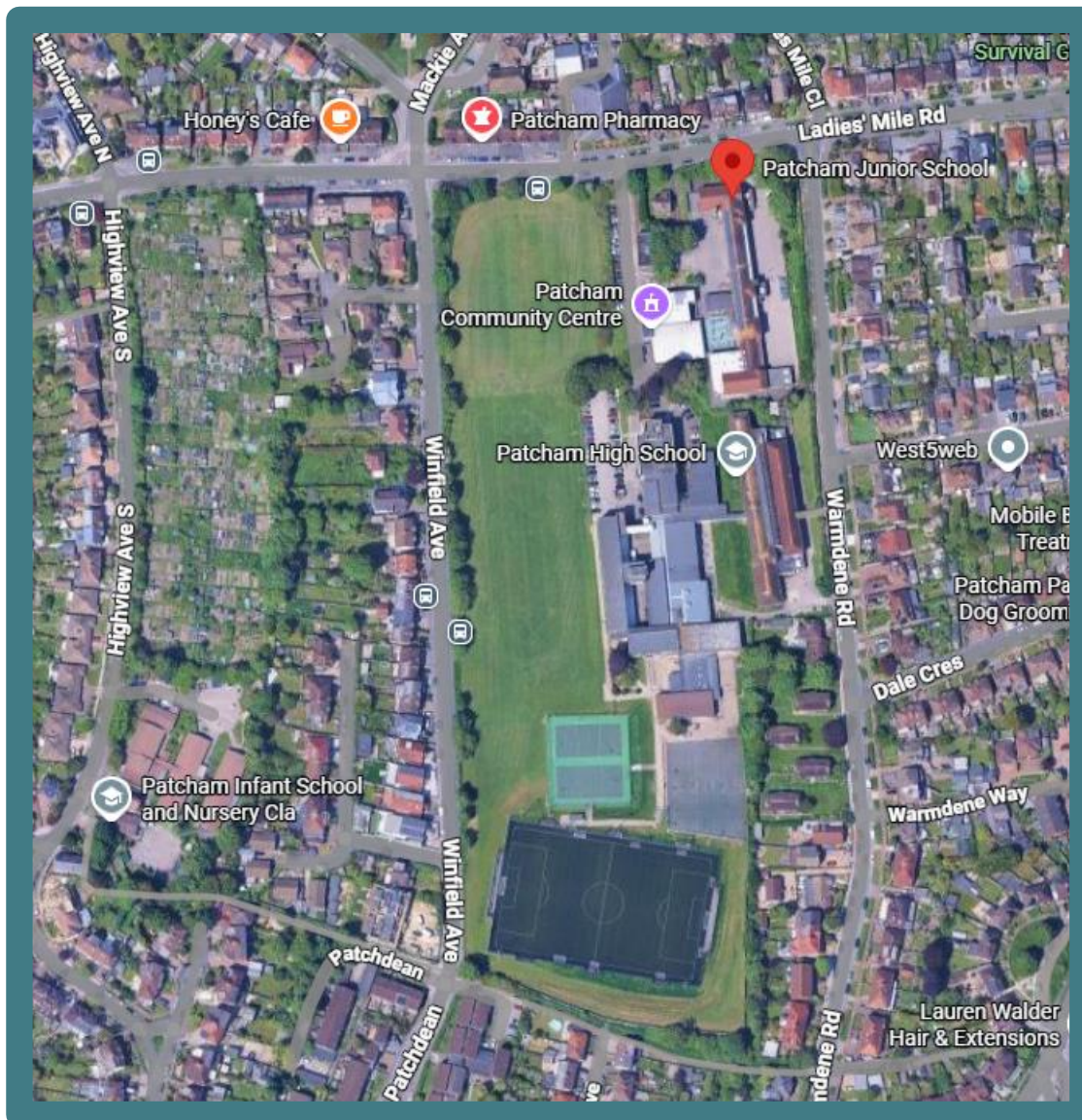
- Good at promoting the school and has a clear vision aligned with staff and the Patcham community.
- Support staff in tricky or difficult situations, including confrontations.

- Empowers staff, gives professional autonomy, trusts their team, and values the skills and interests of all staff.
- Someone without a personal agenda.

- Happy to cover classes, regularly teaches, and embraces extra-curricular activities.
- Prioritises knowing the children and families, builds strong relationships, knows children by name, and is happy to spend time with pupils on the playground and at lunch.
- A child-centred leader who insists on consistency across year groups.



# How to find us



## Patcham Junior School

Ladies Mile Road, Patcham, Brighton, East Sussex, BN1 8TA

[office@patchamjun.brighton-hove.sch.uk](mailto:office@patchamjun.brighton-hove.sch.uk)

01273 087513

*Be curious, not judgemental*