



Hartland
Primary School

Applicant Information Pack

Headteacher

Closing date: 9am, 2nd November

Applications can be made
by completing the application form.

To arrange a visit or return completed forms, contact:
Mel Knight – recruitment@thecircletrust.co.uk | tel. 0118 338 1961

Honesty. Ambition. Respect. Trust.

At the heart of a new community. A once-in-a-career opportunity to shape young lives. Can you lead with Hart?

The Circle Trust Leadership Scale L18–21 £78,702–£84,698 per annum | Full-time, Permanent | Starting 1st September 2027

We are seeking an exceptional and experienced Headteacher to become the founding leader of our new school. This is a rare opportunity to establish a culture of excellence from day one, shape the educational vision and create a lasting legacy for generations of children and families. You will bring a proven track record of successful leadership, a passion for improving outcomes and the ability to inspire others through vision, ambition and collaboration.

We offer:

- A unique opportunity to establish and lead a brand-new school from its inception
- The autonomy to shape the school's culture, curriculum and strategic direction within the support of a well-respected local Trust
- A collaborative and supportive culture with strong professional relationships
- Access to an experienced network of school leaders, mentors and specialist teams across The Circle Trust
- High-quality professional development and leadership support to help you flourish in the role

As Headteacher you will:

- Lead the successful opening and growth of the school, ensuring the highest standards of education, care and inclusion
- Shape and drive the school's vision, leading innovation in teaching, learning and curriculum development
- Inspire, empower and develop staff and pupils so they can achieve their full potential
- Build strong partnerships with pupils, families, colleagues and leaders across The Circle Trust
- Continue to develop your leadership skills through rich, ongoing professional learning and opportunities across the Trust

We warmly welcome visits or conversations with prospective candidates.

To arrange a visit or apply please contact

Mel Knight – recruitment@thecircletrust.co.uk | tel. 0118 338 1961

Applications can be made via the [application form](#) on our school website

Closing date: 9am, 2nd November | **Interview date:** 12th November

The Circle Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment process follows the keeping children safe in education guidance and offers of employment may be subject to the checks outlined in this guidance.

Welcome to Hartland Primary School and The Circle Trust from the CEO

Dear Applicant,

Thank you for your interest in the role of Headteacher. I am delighted that you are considering joining us, and hope the information in this pack helps as you reflect on whether this is the right next step for you.

Hartland Primary School is a new school at the heart of the growing Hartland Village community in Hampshire. This role presents a rare and exciting opportunity to become the school's founding Headteacher, shaping its culture, values and aspirations from the very beginning. As the school grows, you will play a central role in creating a learning community where children flourish, staff thrive and families feel a genuine sense of belonging.

As a new Headteacher, you can expect strong professional support, a thoughtful and well-structured induction, and access to specialist leadership coaching. We invest in our leaders because we know they shape the culture, aspirations and outcomes of our schools.

Crucially, this role offers a once-in-a-career opportunity to influence the future direction of a brand-new school. Working alongside a committed team and a supportive Trust, you will help establish strong foundations and create a legacy that will benefit generations of children and families.

Our school will be a fantastic place to lead, and I am confident that the successful candidate will find the role both rewarding and energising. I hope that, as you read through the details provided, you feel that this is a community where you could make a meaningful contribution and where we, in turn, can support you to thrive.

We warmly welcome visits to the school site and informal conversations with prospective candidates. The Director of Education or I would be pleased to meet with you ahead of interview, whether face-to-face, via Teams or over the phone. We appreciate that applicants are likely to be in senior leadership roles already and will do our best to arrange appointments at convenient times.

The appointment of a founding Headteacher is an important milestone for Hartland Primary School, and we are very much looking forward to meeting those who feel inspired to apply. If successful, you will be joining an exceptional group of professionals who work hard, support one another and take great pride in creating the very best experiences and outcomes for children.

I very much look forward to hearing from you.

Ginny Rhodes

Chief Executive Officer





Our School

Hartland Primary School is planned to open in **September 2027** and will be a mainstream primary school for **children aged 4 to 11**.

As the community grows, the school will expand to accommodate up to **420 pupils**. The school will be located close to the centre of Hartland Village and designed to feel welcoming and easy to access. It will include bright classrooms, a central library, a main hall, and well-designed outdoor spaces for play, sport and outdoor learning.

Walking and cycling routes will link the school to the surrounding neighbourhood.

Key Information	
Type of School	Academy
Planned Admission Number (PAN)	60 (30 initially in 2027)
Capacity	420

Our Vision and Values

Children at the Hart of everything we do

At Hartland Primary School, we believe every child deserves the opportunity to flourish.

We will be a school where children are known, valued, and inspired to achieve their very best. Through building a culture of belonging, high expectations and genuine care, we will nurture confident, independent young people who are curious about the world, proud of their achievements, and ready to make a positive contribution to their community.

Our values will be at the heart of everything we do. They will shape our learning, guide our behaviour and help us build a strong, inclusive community where everyone can flourish.



We have **HART**...

Honesty. Ambition. Respect. Trust.



These values help our pupils develop the character, confidence and integrity needed to succeed in school and make a positive contribution to society.

Every child flourishing through inclusion, ambition and opportunity.

Our Curriculum

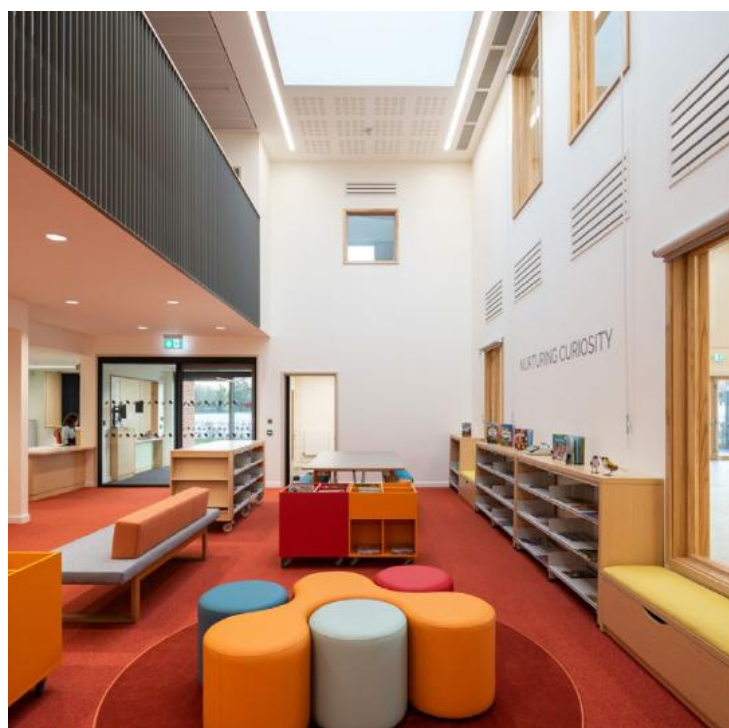
Learning starts with Hart

The Hartlands Curriculum provides a broad, balanced and carefully sequenced education that enables all pupils to acquire the knowledge, skills and understanding they need to succeed.

Designed around high expectations for every child, our curriculum develops strong foundations in literacy and mathematics while fostering creativity, curiosity and a love of learning. Through rich experiences across the arts, humanities, sciences, sport and personal development, pupils deepen their understanding of the world and their place within it.

We are committed to ensuring every learner can succeed. Through adaptive teaching, purposeful support and meaningful challenge, pupils build the confidence, independence and critical thinking skills needed for future learning.

Beyond the classroom, enrichment opportunities, leadership experiences and community engagement help children grow into well-rounded, responsible citizens who are ready for the opportunities and challenges of modern life.



Job description

Salary	The Circle Trust Leadership Scale L18-21 £78,702-£84,698 per annum	Reporting to	The Circle Trust CEO
Contract	Full-time, Permanent	Start Date	1st September 2027

Job purpose

This job description for the post of Headteacher of Hartland Primary School is developed in line with current Headteacher standards as a common framework of expectations. The fundamental responsibility of the Headteacher is to ensure effective management of the school so that it contributes fully to each student's educational development intellectually, physically, morally and spiritually.

Duties and responsibilities

As Headteacher, responsible to the trustees you will:

- Be responsible for the internal organisation and management of the school
- Provide leadership, vision and management across all aspects of the school
- Work with other leaders in mutually supportive professional partnerships which set a model for professional relationships throughout the school
- Set and maintain high standards for pupils and staff, leading by example
- Maintain and develop the distributed management and collective ethos within the school
- Be approachable to all within the school community
- Develop and promote the school as part of the wider community through partnership and collaboration

Shaping the future

- Formulate the overall vision, aims and objectives of the school and the relevant policies for implementation
- Use a collaborative approach, lead and manage the continuous review of the work and organisation of the school within the context of strategic planning, the School Development Plan, OFSTED report and Government initiatives

Leading learning and teaching

- Be responsible for the quality of teaching and learning
- Provide a broad and balanced curriculum and take an innovative approach to its delivery
- Promote an ethos which ensures amongst pupils' high levels of expectation, self-discipline, respect for each other, behaviour and positive values and implement strategies to secure these
- Evaluate standards of teaching and learning ensuring that high standards of professional performance are maintained for continued improvement
- Ensure there is a consistent and continuous school-wide focus on pupils' achievement; use data and benchmarks to monitor progress in every child's learning
- Consult with relevant teaching staff in setting targets for pupil achievement
- Challenge under-performance at all levels and ensure effective corrective action and follow up
- Have regard to the policy of inclusion
- Promote and develop an environment which identifies and supports children with special educational needs liaising with external agencies and parents/carers as appropriate
- Ensure that all gifted and talented children are identified and challenged to reach their full potential
- Monitor the measures and objectives in the Ofsted Framework, to ensure that the school is aware of any changes, so can achieve the best possible outcome
- Actively review and promote the benefits of PiXL to enable school improvements and raise the standards of learning

Developing self and working with others

- Lead, manage and motivate all staff within the school community to fulfil their potential; develop strengths and interests without prejudice; challenging underperformance in an effective and timely manner
- Create and maintain an effective partnership with parents and carers to improve every pupil's achievement and personal development
- Have a commitment to personal professional development
- Carry out continuous systematic school self-evaluation
- Promote effective relations with other educational establishments, especially schools within the Trust
- Liaise with the officers of the Local Authority in the discharge of its functions in order to ensure that good school/Local Authority relations contribute to the effectiveness of the school

Managing the organisation

- Manage the school's financial and human resources effectively and efficiently to achieve educational goals and priorities
- Ensure the production of clear, evidence-based improvement plans and policies for the development of the school and its facilities
- Ensure effective communications to the whole school community
- Recruit and retain staff using safe recruitment practices
- Deploy staff appropriately and manage their workload to achieve the vision and goals of the school
- Develop and maintain effective strategies and procedures for induction, professional development and performance review for all staff
- Delegate tasks to foster a distributed management culture and to develop staff, ensuring appropriate monitoring is in place at all times
- Encourage a culture of continuous improvement within the school, coaching and developing staff to thrive, taking learnings from a wide range of sources as appropriate
- Ensure that teaching staff receive the statutory non-contact time for preparation, planning and assessment
- Ensure that the school environment is safe and secure, meeting the needs of the curriculum, staff, pupils and visitors as well as health and safety regulations

Strengthening community

- Ensure that parents receive regular information about the school curriculum, their children's progress and matters relating to the school in order to promote a common understanding of the school aims
- To be an active member of the PTA, encouraging informal links between staff and parents
- Forge positive relationships with local Headteachers
- Ensure the high profile of the school through good public relations and use the media when appropriate
- Promote effective links with the whole school and business community
- Ensure the production and annual update of the school prospectus

Securing accountability to stakeholders

- Through systematic and rigorous self-evaluation of the work of the school to ensure the school to ethos is maintained and developed by the whole school community to foster the academic, spiritual, moral, social, emotional and cultural development of the pupils
- Analyse and act on evidence of achievement gained from the data gathered by DfE, Local Authority and school-based surveys
- Ensure that through good financial management the school provides value for money through the sound and effective allocation of its funds

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

The appointment is subject to the conditions of employment in the schoolteacher's Pay and Conditions as they relate to Headteachers.

Person specification

This document is in the context of the current Headteacher standards as a common framework of expectations to be used for the Headteacher post at Nine Mile Ride Primary School.

The Headteacher shall provide professional and imaginative leadership, vision and management encapsulating all aspects of the school. The appointee shall set and maintain high standards for students and staff alike and shall be seen to lead by example. The Headteacher shall maintain and develop the distributed management and collective responsibility ethos within the school and shall develop and promote the school as part of the wider community through partnership and collaboration.

Qualifications and experience

	Criteria	Essential	Desirable
1.	Graduate/post-graduate qualification	✓	
2.	Recognised Qualification Teacher Status	✓	
3.	Willingness to achieve NPQH	✓	
4.	Senior management experience	✓	
5.	Understanding educational issues across the primary school phase	✓	
6.	Headteacher with at least 2 years' experience		✓

Shaping the future

	Criteria	Essential	Desirable
7.	Ability to set and model the values and vision of the school to motivate and inspire others to achieve it	✓	
8.	Evidence of commitment to creativity, innovation and the use of new technologies to achieve excellence	✓	
9.	Have the ability to think strategically, working with others to set direction	✓	
10.	Demonstrate the ability to listen to and communicate with pupils, staff and parents, to share and implement new ideas	✓	

Leading, Learning and teaching

	Criteria	Essential	Desirable
11.	Demonstrate the principles and practice of effective teaching and learning, including using data, benchmarking and targets to monitor progress	✓	
12.	Have ability to provide a caring and considerate learning environment to promote high standards of pupil behaviour, personal and social development	✓	



13.	Have a high expectation of learning and good behaviour and the ability to implement strategies to secure high standards and achievement	✓	
14.	Experience of, or a commitment to developing, promoting and delivering a balanced, creative and broad curriculum	✓	
15.	Challenge under-performance at all levels and ensure effective corrective action and follow up	✓	
16.	Demonstrate both creativity with and commitment to ICT throughout school life		✓
17.	Demonstrate personal enthusiasm for and commitment to the learning process for the whole school community		✓

Developing self and working with others

	Criteria	Essential	Desirable
18.	Demonstrate a commitment to and ideally experience of collaborative working in and beyond the school	✓	
19.	Ability to maintain and promote the school's positive ethos and effective teamwork	✓	
20.	Commitment to provide an appropriate work/life balance for the staff		✓
21.	Ability and skills to challenge, influence and motivate others to attain high goals	✓	
22.	Foster an open and fair culture	✓	
23.	Ability to support teachers in all matters of classroom organisation and management		✓
24.	Experience of networking with others to positively impact own school		✓

Managing the organisation

	Criteria	Essential	Desirable
24.	Effective decision maker able to initiate and monitor policies and practices and able to delegate implementation	✓	
25.	Proactive: able to identify issues early and to take remedial or preventative action as necessary	✓	
26.	Ability to develop, articulate and communicate a vision for the school to pupils, parents, staff and the wider school community	✓	
27.	Ability to maintain and develop a cohesive working relationship with the school staff and other stakeholders	✓	
28.	Advocate of continuous improvement with experience of creating strategic objectives and measuring success against outcomes	✓	



29.	Understand the effective use of IT in management		Hartland Primary School
30.	Understanding and experience of the application of staff performance management processes	✓	
31.	Demonstrate an understanding of financial management and planning		✓
32.	Committed to continuous professional development of self and all staff	✓	
33.	Skilled leader and team player able to plan, organise, communicate and delegate effectively	✓	
34.	Approachable, with excellent communication skills, both in large groups and one to one	✓	

Strengthening the community

	Criteria	Essential	Desirable
35.	The ability to build and maintain effective relationship with parents, carers and the community that enhances the education of all students	✓	
36.	Committed to developing provision for the extended schools programme		✓
37.	Build on the existing good relationships with other Trust schools as well as our feeder and junior schools		✓
38.	Ensure that the school markets itself to the community, via a professional and accurate website, producing an annual prospectus, and hosting open events to prospective parents		✓

Securing accountability to all stakeholders

	Criteria	Essential	Desirable
39.	Show commitment to the school, working effectively towards the academic, spiritual, moral, social, emotional and cultural development of all its pupils		✓
40.	The ability to collect and use relevant data set in order to account for the school's performance to a range of audiences	✓	
41.	Demonstrate experience of meeting statutory responsibilities		✓
42.	Committed to principle and practice of school self-evaluation and able to benchmark against relevant performance indicators from other schools	✓	



About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounding area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.



[An introduction to The Circle Trust](#)

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.



Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and to flourish in first rate schools with the best teaching, the best facilities and the most up to date resources made available to them.



Our values are our cultural north star
they drive our behaviour and decision making.



The highest educational outcomes
for every learner is paramount



Preserving the unique identity and
ethos of all partner schools is
essential



To be anything but utterly
inclusive is non-negotiable



Being self-reflective is essential in
encouraging innovation, our Trust is
always driven to improve further



What we say is what we do, we
recognise talent, foster expertise,
believe well-being for all is
fundamental



Our Trust promotes collaborating
with others and being outward
looking

Our support

Our Trust provides the support and infrastructure that schools need to enable them to develop and improve, and for the school leadership to achieve their objectives.

At the heart of our Trust is access to school improvement advice and guidance. We call this package of support “The Learning Curve!” As an all-through Trust (nursery—18 years), we are able to provide school improvement advice and strategy based on consistent and fluent approaches to education provision.



Our schools

We understand how to manage the balance between effective and efficient common systems whilst ensuring that the individual character and ethos of different schools is maintained. We work in a very transparent way, where schools have the opportunity to influence and their views are taken into account.

As a trust we are rooted in this approach and our ambition is clear; to improve the educational outcomes for children and young people. We don't want to change schools; we want to help them progress.



Badgemore Primary School



Emmbrook Infant School



Emmbrook Junior School



The Hawthorns Primary School



Hartland Primary School



Nine Mile Ride Primary School



Owlsmoor Primary School



Shinfield Infant and Nursery School



St Crispin's School



The Emmbrook School



Wescott Infant School



Westende Junior School



To find out more:

Please visit [The Circle Trust](#) website and [Family Circle guide](#).

If you would like to arrange a meeting, please get in contact via the school office.

We'd love to have a cuppa with you!



Photo by Stewart Turkington Photography

About Wokingham

Wokingham is a fantastic place to live, work and lead. Our historic market town may be rich in heritage, but it is far from standing still. We are nearing the completion of an ambitious £100m town centre regeneration programme, supporting a growing and vibrant population.

Regularly ranked among the best places in the UK to live and raise a family, Wokingham offers an exceptional quality of life. The area is surrounded by beautiful woodland and open green spaces, providing extensive opportunities for outdoor pursuits. From excellent mountain biking trails and water sports centres to play areas, skate parks, golf courses and bridle paths, there is something for everyone who enjoys an active lifestyle. For leisure and entertainment, we also benefit from easy access to cinemas, bowling alleys and theatres.

Wokingham boasts excellent transport links by both road and rail, connecting easily to Reading, Bracknell, Windsor, Basingstoke and Guildford. Central London is just 40 miles away, and Heathrow Airport is only 25 miles from the town.

For shopping, culture and days out, Reading offers a leading retail destination in the Thames Valley, while nearby Windsor is world-famous for its royal heritage and Windsor Castle.

Above all, Wokingham is known for its strong community spirit. The town's calendar is filled with popular events that bring people together, including the May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. During these celebrations, the town truly comes alive.

We love our town, and we look forward to welcoming you.

The process and how to apply

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS, checks on references and an online search for SLT roles.

Visits to the School

Visits to the school are warmly welcomed, please contact mknight@thecircletrust.co.uk to arrange a visit.

Application form

Please complete The Circle Trust application form. This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.

References

We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.

Equal opportunities monitoring form

We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent.

Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified.

The completion of this equal opportunities monitoring form is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form.

Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.

Application closing date

The closing date for applications is 9am, 2nd November. Applications can be made via the application form on our school website.

Please send your application to Mel Knight – recruitment@thecircletrust.co.uk | tel. 0118 338 1961

Shortlisting

Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants

	for gaps in employment history. Those applicants that best meet the Person Specification will be invited to interview.
Interview Dates	12th November
Checks	If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.
Offer of employment	We will make a verbal offer of employment to the successful candidate by telephone. This will be followed by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email

How we use your data

In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches for SLT roles using a trusted third party.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact Headteacher.



Hartland
Primary School

Hartland Primary School
Sundew Avenue
Fleet
GU51 3JS

t: 0118 338 1681

<https://hartlandprimaryschool.co.uk>



Hartland Primary School is an academy and part of The Circle Trust. The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS. Further information about The Circle Trust is available at www.thecircletrust.co.uk.

Honesty. Ambition. Respect. Trust.