

# Application Pack for Headteacher Watchlytes



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# Letter from the Chair

Dear Candidate

Thank you for your interest in our school. Watchlytes is positively thriving and we hope that you'll see something that you'd like to be part of when you come to look around.

As you'll be able to tell from both Ofsted and the available data, standards are improving year-on-year. We're looking for someone with some serious leadership ability who can build on the excellent work that our departing head put in over the last eight years and our deputy head has continued in the interim period, to move us from needs improvement to consistently good.

Our school community is diverse, well balanced and happy, and Watchlytes very much sits at the heart of a wider community. We want to find a superb communicator who understands the importance of including everyone in a dialogue to ensure that one and all feel that they have a stake in our ambitions.

And we are unashamedly ambitious for our children; we want our school to provide the very best education and to have high expectations of success for all.

The school is not without its fair share of interesting challenges - it wouldn't be much of a job if there weren't some demanding elements to it! Our senior leadership team is enthusiastic and growing in experience, and we need a head who is talented at nurturing and developing staff. The 'academy question' also continues to loom large for all local authority funded schools, and is a key issue the incoming head will need to address and navigate over the next few years. Our school is also in the process of exiting an extended period of updating and refurbishment works and with a new fresh look, comes the opportunity to take pupils and staff forward anew - and continue the journey to becoming an outstanding school.

This is an excellent prospect for the right individual who would like to get involved in a school that is bursting with energy and potential. My colleagues and I look forward to interviewing candidates who are full of enthusiasm for both challenges and opportunities.

Yours faithfully

Neil English

Chair of Governors



# Our Aims and Values

At Watchlytes School we aim for our children to be:

- Happy, safe and confident at school;
- Valued members of the whole school community;
- Supported morally, socially and academically;
- Given the opportunity to discover and develop their strengths through a broad range of experiences;
- Encouraged to think creatively and with increasing independence;
- Equipped with the skills necessary to adopt a healthy lifestyle;
- Respectful, friendly and caring to all adults and peers;
- Encouraged to adopt a positive attitude to learning in order to reach their full potential.

## School Values

In order to ensure our school is a happy place in which all children feel both valued and that they can achieve, our children, staff and governors developed 6 core values:

**Respect   Honesty   Determination   Thoughtfulness   Inclusion   Courage**

We teach these to all of our children and they underpin all that we do.



# What we are Looking for?

*This is a genuine opportunity for individuals who are outward thinking, have vision, drive and a creative approach to move this fantastic school from good to outstanding. We are looking for an innovative and strong leader, who is ready for a new challenge. You will have the ability to influence, and possess the energy and motivation to move the school forward. You will be working with a great team who are experienced, collaborative and flexible, dedicated to improving the outcomes for all our amazing children. Your fresh ideas, sense of humour, positivity and creative approach will be welcomed by governors, staff and children.*

We can offer you:

- A proactive, open minded and supportive governing body
- Support with your continuing professional development
- A fantastic on board team
- Wonderfully behaved, happy children
- A well-resourced school with a sound budget

Our School has an enriched and imaginative curriculum which provides excellent opportunities and encourages our children to adopt a positive attitude to learning in order to reach their full potential. We are a growing, mixed, community school for 3 to 11 year olds with 276 children on roll. Watchlytes is located in Welwyn Garden City. The town has a good variety of shops, restaurants and leisure facilities. It is easily accessible by car via the A1 (M) and A414 and within easy reach of St. Albans, Harpenden, Hatfield, Stevenage and Hertford. WGC has a railway station with trains every 30 minutes from London's Kings Cross, Peterborough and Cambridge.

We want you to apply for this role and welcome the opportunity to show you our wonderful school, meet our amazing children and enthusiastic team. Please call the office on 01707 886222 to arrange a time to visit.

For application queries please contact the recruitment team on 01438 843465.

Watchlytes School is totally committed to safeguarding and promoting the welfare of children, and all staff and volunteers must share this commitment.

# Job Description

Role: Headteacher  
Start: Spring Term 2018  
Pay range: L15 - L21 (£55,049 - £63,779)

## Main Purpose of role

Overall responsibility for providing leadership for the school to secure its success and continuous improvement, ensuring high quality education for all its pupils and improved standards of teaching and learning in line with statutory requirements.

## This Job description reflects the national standards of excellence for Head Teachers 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.

## The Duties and Responsibilities

The *National Standards of Excellence for Headteachers* are set out in four domains,

- Qualities and knowledge
- Pupils and staff
- Systems and process
- The self-improving school system

There are four 'Excellence as Standard' domains. Within each domain there are six key characteristics expected of the nation's Headteachers; some of these have been expanded to give a more comprehensive description of the role at Watchlytes.

# Key responsibilities

## Qualities and knowledge

1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.



# Key responsibilities

## Pupils and staff

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
2. Secure 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.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.



# Key responsibilities

## Systems and process

1. 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.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively - in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.



# Key responsibilities

## The self-improving school system

1. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education



Criteria	Essential or desirable	Determination from		
		Application	Interview	References
<b>Qualifications</b>				
Qualified teacher status	E	✓		
Degree or Equivalent	E	✓		
<b>Professional Development</b>				
Evidence of appropriate professional development for the role of Headteacher	E	✓		
Evidence of recent leadership and management professional development	E	✓		
Has successfully undertaken appropriate Child Protection training/Designated Senior Leader training*	D	✓		
Has successfully undertaken approved 'safer recruitment' training*	D	✓		
<b>Whole School Leadership and Management Experience</b>				
Recent successful leadership as a highly successful Head, Deputy or Assistant Headteacher	E	✓	✓	✓
Have taken an active involvement in school self-evaluation and development planning	E	✓	✓	
Experience of implementing a strategic plan across the whole school, identifying priorities and evaluating the impact	E	✓	✓	
Experience of leading change effectively and successfully	D	✓	✓	
Evidence of excellent communication and dialogue with the parent body	E	✓	✓	
Previous involvement in financial management of a primary school	D	✓	✓	
Knowledge and understanding of strategic financial planning and budgetary management and their contribution to school development and pupil achievement	D	✓	✓	
Have had responsibility for whole school policy development and implementation	E	✓	✓	
Experience or working with all stakeholders, including governors and school improvement partners	E	✓	✓	
Absolute commitment to safeguarding	E		✓	✓
Evidence of commitment to promoting health and safety and the welfare of children	E		✓	✓

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
<b>Leadership Skills</b>				
Ability to articulate a clear vision for the future	E		✓	
Proven record of inspiring, enabling and motivating others to succeed	D	✓	✓	✓
Able to delegate and effectively achieve outcomes and provide development opportunities for staff	E	✓	✓	✓
Excellent communication skills, including written and verbal communication skills (which will be assessed at all stages of the process) and experience of different media outlets, including social media	E	✓	✓	
Ability to build effective relationships with staff, parents, governors and other stakeholders	E	✓	✓	
<b>Personal Qualities</b>				
A genuine passion for education, coupled with the ability and enthusiasm, to see every child fulfil their potential	E	✓	✓	✓
Leads by example with integrity and resilience	E	✓	✓	✓
Visible and approachable, empathetic and enjoys engaging with children, staff, parents and the wider community	E		✓	✓
Demonstrates resilience whilst also showing compassion in dealing with issues	E		✓	✓
A people person who actively enjoys communication with the different stake holders in the school community (including listening to and inspiring children, staff, parents and the wider community)	E		✓	✓
Natural networker able to engage effectively within school and the wider community	E		✓	✓
Flexible leadership style, beings 'hands on' when required balanced with knowing when to delegate	E	✓	✓	✓
Demonstrate a capacity for sustained hard work with energy and enthusiasm	E		✓	✓

# Application and selection process

## Important Information for Applicants

### Applying

If you would like to apply for this post, when completing your application form and supporting statement in the person specification, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

Please return your completed application to [las.governors@hertsforlearning.co.uk](mailto:las.governors@hertsforlearning.co.uk) or apply online at <<INSERT LINK>>

### Key dates for your diary

**Closing date for applications: 9 am Tuesday 19<sup>th</sup> September 2017**

**Interview date: Wednesday 27<sup>th</sup> September 2017**

For application queries please contact our HFL Recruitment Services Team on **01438 845785**

Visits to the school are warmly welcomed. For further information and to visit the school please contact the School Office on T: 01707 886222 or email: [admin@watchlytes.herts.sch.uk](mailto:admin@watchlytes.herts.sch.uk)

