



# PARKGATE INFANTS AND NURSERY SCHOOL

Headteacher Recruitment Pack



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**Parkgate Infants & Nursery School**

**Northfield Gardens,**

**Watford,**

**Herts,**

**WD24 7RL**

**Tel. 01923 221984**

**e-mail : [admin@parkgateinfants.herts.sch.uk](mailto:admin@parkgateinfants.herts.sch.uk)**

Dear Prospective Candidate,

On behalf of the governing body, we would like to wish you a very warm welcome to Parkgate Infants and Nursery School. Thank you for your interest in our School and the opportunity to become our next Headteacher, starting September 2018.

Following the retirement of the long-standing Headteacher, the Governing Body is seeking an enthusiastic and talented individual who believes in the importance of Infant School education, and who will lead the School in caring for our children, and helping both our children and our staff to realise their full potential.

An Infant School in North Watford, we are part of a diverse community and we offer children a caring start to their formal education in a small and friendly environment. Our staff are committed to both the children and the School, and work together as a team towards achieving the School vision that "Anything is Possible". Our children are supported and encouraged to become independent and effective learners both individually and as class members as they move through EYFS to Key Stage 1. We are Ofsted-rated 'Good', and had our last inspection in November 2014. We are looking for a Headteacher who can build on this and foster a culture of continuous improvement.

Our website (<http://parkgateinfants.herts.sch.uk/>) gives a good introduction to our School, but we would also like to encourage you to come and visit the School. Please contact Mrs Ryan in the School Office on 01923 221984 or by email [admin@parkgateinfants.herts.sch.uk](mailto:admin@parkgateinfants.herts.sch.uk), to make an appointment. We will be happy to welcome you to Parkgate and proud to show you around.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and references will be taken up before interview.

After discovering our School for yourself, we do hope you might view it as your next exciting career opportunity, and we very much look forward to hearing from you.

Yours faithfully

Beth Dyson and Paul Burke

Co-Chairs of Governors



# Welcome to our School

## **Anything Is Possible**

**At Parkgate Infants and Nursery School we provide a caring, safe and secure environment where children are able to develop and gain the skills to become happy, healthy and independent individuals ready to take their place in a diverse community and challenging world.**

An Infant School in North Watford, we are part of a diverse community and we offer children a caring start to their formal education in a small and friendly environment. We feel that being an Infants and Nursery School is very special as we are able to focus on children's learning at the start of their School journey. We want our children to be challenged intellectually, to feel secure, to feel valued and to be proud of belonging to the community of Parkgate Infants and Nursery School. Our staff are committed to both the children and the School, and work together as a team towards achieving the School vision that "Anything is Possible".

Parkgate Infants and Nursery School is a community School for children aged from three to seven years old (Nursery through to Year 2). There are 180 places available in the School and 30 part-time places in the Nursery. The building consists of three light semi open-plan areas with an adjoining Nursery unit. The site is a pleasant one with a well-equipped foundation stage garden, a playground, good sized grass field and a quiet area with seating. The School has a library bus that houses our lending and reference library.

We want to ensure everyone achieves their very best by:

- Promoting an active partnership between School, home and the wider community.
- Developing confidence, self-esteem and independence by recognising and valuing achievement.
- Providing an environment that is caring, happy and safe where children and staff learn and work together.
- Ensuring time is allocated for moral, cultural and spiritual development.
- Promoting equality and diversity in our School community.
- Promoting responsible behaviour, self-discipline, good manners and caring for others.
- Enabling every child to achieve high standards through a stimulating curriculum which cultivates curiosity.

## Application Information:

If you would like to apply for this opportunity, please ensure that you refer to the job description and person specification below within your application. When completing your application paperwork, you should ensure that you address each of the selection criteria. Please provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

Please apply for this post as advertised through Teach In Herts by clicking this [link](#)



# Headteacher Job Description

*This job description should be read in conjunction with the National Conditions of Employment for Headteachers and the National Standards for Headteachers documents.*

## **Core Purpose**

The core purpose of the Headteacher is to provide strong leadership and management for the School, and to establish and sustain a culture of teamwork that promotes excellence and the continuous improvement of education standards through a focus on the School's strategic vision, 'Anything is Possible'.

The Headteacher, working with the Governing Body, Senior Leadership Team and School staff will achieve the School vision by encouraging both staff development and pupil well-being and achievement, allowing all members of the School community to achieve their maximum potential. To inform the development of the School improvement plan, the Headteacher will ensure accurate School self-evaluation through robust analysis and continual monitoring.

## **Accountability**

The Headteacher is responsible for the internal organisation and control of School, and will carry out their professional duties in accordance with:

The terms and conditions of the current School Teachers' Pay and Conditions Document, the National Standards of excellence for Headteachers, the policies of the Governing Body (including its annual budget), the policies of Hertfordshire County Council, and applicable legislation.



## **Specific Responsibilities**

### **Strategic direction and development of the School**

The Headteacher will work with the Governing Body to develop a strategic vision for the School in its local context and analyse the plan for its future needs and further development.

The Headteacher will:

- provide dynamic, inspiring and purposeful leadership for staff and pupils
- in conjunction with the Governing Body, develop the School's aims, objectives and core values, ensuring that these are effectively communicated and understood by the staff, pupils and parents
- ensure that all aspects of School performance are monitored and evaluated in a robust cyclical manner, and to maintain a record of self-evaluation and areas for development
- ensure that a School development plan, based on robust self-evaluation, is in place, is delivered and impacts on School improvement
- propose to the Governing Body's Resources Committee a balanced budget which meets the needs and addresses the priorities of the School development plan
- take opportunities to generate new income where appropriate
- create an open, honest and supportive culture across the School that embraces challenge, supporting the Governing body in challenging and supporting the School effectively so that weaknesses are tackled decisively and statutory responsibilities are met, by providing timely and relevant information on:
  - Progress against the School development plan
  - Pupil attainment, progress and achievement and quality of teaching and learning
  - Actions arising from any recent audits
  - Child safeguarding, bullying, exclusions, attendance and racial incidents
  - Such other matters as the Governing Body needs to be informed about in order to be effective
- be the Governing Body's principal professional adviser. To provide information, objective advice and support to the Governing Body to enable it to support and meet its responsibilities for securing effective teaching and learning and improved standards of achievement
- work with the Governing Body to ensure that the School demonstrates effective financial management
- ensure compliance with all applicable LA and DFE policies, in consultation with governors and staff including Hertfordshire Learning Partnership
- provide all necessary information to the LA and DFE
- consult with LA and DFE representatives as appropriate
- present the LA and DFE guidance, requirements and advice to governors and staff when formulating School policy
- ensure that School policies are regularly reviewed and updated, and that Governors are fully involved in the process
- work in partnership with the Hertfordshire Improvement Partner in accordance with the HIP handbook

## Teaching and Learning

The Headteacher will work with the Governing Body to secure and sustain effective teaching and learning throughout the School. The Headteacher will monitor and evaluate the quality of learning and the standards achieved by the pupils, and set realistic, but challenging targets for improvement.

The Headteacher will:

- be accountable for the teaching and learning within the School
- develop and maintain effective strategies and procedures for staff induction, professional development and performance review
- develop continually all staff members in the performance of their work by providing clear expectations and guidance, in order to build the Schools capacity for sustained improvement
- ensure that regular monitoring and evaluation of teaching and learning takes place with feedback to staff and governors
- ensure that children receive an effective and appropriate education according to their individual needs and abilities, to enable them to meet learning goals and secure enjoyment and achievement in learning
- ensure that pupil assessment is accurate and pupil performance information is used regularly and effectively to inform planning
- set realistic, but challenging targets for improvements in education standards for all members of the School community
- ensure effective strategies and services are in place to meet the needs of SEN pupils within a fully inclusive provision
- ensure that the behaviour management policy of the School is reviewed and implemented consistently across the School and is effective
- ensure that the National Curriculum, Religious Education and PSHCE are delivered as a minimum entitlement and that collective worship takes place in accordance with legal requirements
- ensure that the School takes account of local and national initiatives and policies relevant to teaching and learning in the delivery of a broad and rich curriculum
- ensure the ongoing monitoring and regular evaluation and development of the curriculum.
- create and maintain an effective partnership with parents and carers to support and improve children's achievement and personal development
- ensure that the School contributes fully to the Every Child Matters outcomes



## Leadership and Management

The Headteacher will set an example of professional standards and leadership and will create an open environment that supports staff and promotes their development to ensure continuous improvement.

The Headteacher will:

- set an example of professional standards and leadership, taking responsibility to regularly review and update own targets and development
- maintain an open culture where staff and volunteers feel able to raise concerns, and a process where these concerns are addressed appropriately
- create an organisation where all staff recognise that they are accountable for the success of the School and who are motivated to meet objectives which will allow for that success
- implement the Governing Body's performance Management Policy, providing guidance, support and training as appropriate
- empower all staff to take responsibility for their continuing professional development and performance, holding individuals accountable for their performance as appropriate
- monitor and review staff deployment to ensure the most effective use of human resources
- take overall responsibility for the appointment of staff of the School in collaboration with the Governing Body
- maintain a Single Central Record in line with current legislation
- maintain links with organisations representing staff
- monitor the monthly budget statements and to take action as appropriate bringing any actual or anticipated overspend to the immediate attention of the Chair of the Resources Committee
- present the termly budget statements to the resources committee with an analysis of the figures to allow the Chair of Governors to countersign the return to Hertfordshire County Council
- use and integrate a range of technologies across the School in support of pupil development, assessment and management of School administration

## Community Links and Pastoral Care

The Headteacher will create an environment that both promotes safeguarding of children and maintains an ethos where all individuals feel valued and will encourage parent engagement in the childrens' development.

The Headteacher will:

- be responsible for promoting and safeguarding the welfare of children and young persons
- take on the role of Designated Senior Person to monitor the safeguarding of children
- maintain an ethos in which all individuals feel valued
- encourage personal endeavour and responsibility within the School and wider community
- maintain an environment where all members of the School community
  - ▣ actively demonstrate their care and concern for everyone
  - ▣ fulfil the requirements of the Schools equalities policies
  - ▣ pay particular attention to vulnerable learners and hard to reach families
- ensure parents and carers are given regular information about the progress of their children and other relevant information
- build partnerships with parent and carers so that they understand how they can best contribute to the progress and development of their children
- work with parents and carers to ensure children have access to extra-curricular opportunities, homework and other educational and social experiences
- promote the School as an integral part of the local community
- take account of, and respond to feedback sought from pupils, parents/carers and the wider community
- actively engage in effective integrated practice including the Common Assessment Framework processes

### □ **Other**

The Headteacher will:

- liaise as necessary with any other recognised body or agency in the furtherance of the School's needs, or those of any pupil, employee or parent/carers
- establish and implement policies which ensure that the security, safety, maintenance and cleanliness of the School and its surroundings conform to statutory and local regulations

This job description may be amended at any time after discussion with the Headteacher, but in any case will be reviewed at least annually as part of your Performance Management programme.

Parkgate Infants and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment procedures.



# Person Specification

This person specification will be used in the short-listing and interview process.

Educational qualifications and training	Essential or Desirable	Application	Interview	References
<input type="checkbox"/> Qualified Teacher Status	E	<input checked="" type="checkbox"/>		
<input type="checkbox"/> Evidence of recent and relevant continuing professional development relating to School leadership and curriculum development	E	<input checked="" type="checkbox"/>		
<input type="checkbox"/> NPQH or equivalent	D	<input checked="" type="checkbox"/>		
Knowledge and Experience				
<input type="checkbox"/> Headship, deputy headship or substantial experience in an equivalent senior position in Early Years and KS1	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Successful and inspirational teaching across the Early Years and KS1 age ranges	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Curriculum planning, implementation; assessment & recording	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Effective communication with parents/carers and governors.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Effective use of ICT throughout the School	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Knowledge of the importance of short and long term financial planning in order to maintain financial control	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Personal qualities	Essential or Desirable	Application	Interview	References
<input type="checkbox"/> Commitment to promote and develop the vision of our small infant School	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Ability to empathise and engage with children	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Enthusiastic approach that will motivate and inspire children, staff and parents	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Passionate about children's learning and development, inspiring children to love learning	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Ability to set high standards and expectations by inspiring others and leading by example	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Ability to work under pressure and as part of an effective team of staff and governors	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> An open and approachable manner with the ability to listen to the views of others	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Articulate, with the ability to communicate clearly and effectively to a range of audiences in conversations, meetings and presentations	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> A sense of commitment to the job and the School including after School and community events	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Review own practice and set personal targets, identifying training opportunities to continue personal and professional development	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Safeguarding</b>				
<input type="checkbox"/> Up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Ability to co-operate and work with relevant agencies to protect children	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Shaping the future</b>				
<input type="checkbox"/> Promote the School Vision, identify strategic opportunities and ensure the vision is shared across the whole School	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Motivate and enthuse all staff and stakeholders in the development of the School	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Ability to lead and respond effectively to the changes and challenges that arise from developments in education and in particular the drive for School improvements	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Leading Learning and Teaching	Essential or Desirable	Application	Interview	References
<input type="checkbox"/> Secure high standards and good progress for all children	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Secure good quality teaching for all children including SEND and vulnerable children	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Set high targets, monitor and evaluate effectively	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Motivate and manage all pupils effectively and ensure their safety	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Oversee the delivery of a rich and stimulating curriculum for Early Years and KS1	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Create and maintain an environment which promotes good behaviour	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Lead, support, monitor, coach and motivate other staff in their work to impact on the quality of their teaching and learning (including lesson observations and feedback) alongside the SLT	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Leadership and Management</b>				
<input type="checkbox"/> Develop and maintain effective procedures for staff <b>induction</b> , professional development and performance review	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Promote reflective practice and high class professional development to enhance quality of teaching	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Tackle underperformance promptly and effectively	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Manage the School efficiently and effectively on a day to day basis	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Manage and analyse data effectively	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Ensure robust financial and resource management	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Promote and manage good attendance with children, parents and carers	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Work closely with the Governing Body to enable it to meet its responsibilities and fulfil commitments arising from contractual accountability	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Undertake and lead effective and robust School self evaluation	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Lead inclusive practice and secure equal opportunities	D	<input checked="" type="checkbox"/>		
<input type="checkbox"/> Ensure the safety of all members of the School community	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Strengthening the Community</b>				
<input type="checkbox"/> Build strong collaborative relationships with pupils, parents, carers, governors, staff and the wider community	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	



## Further information

Closing Date for applications: **9am Monday 27 November 2017**

Please return your completed applications to:

[leadership.recruitment@hertsforlearning.co.uk](mailto:leadership.recruitment@hertsforlearning.co.uk)

Shortlisting: **Tuesday 28 November 2017**

Interview date: **Tuesday 5 December 2017**

Start date: **September 2018**

Pay range: **L13 - L18**