



HEADTEACHER RECRUITMENT PACK



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LETTER FROM OUR CHAIR OF GOVERNORS



Dear Candidate

Thank you for your interest in Watchlytes School.

As a governing body we are looking for a new headteacher with proven leadership capability; someone who can build on strong foundations to embed the great progress made over recent years and then take the school to the next level. We are looking for an individual who is talented at nurturing and developing staff, promoting teaching excellence and an accomplished communicator who can be an enthusiastic ambassador for our school.

We are unashamedly ambitious for the children at Watchlytes, which is why we want our school to provide the best education and to have high expectations of success for everyone. To this end, we benefit from a happy, well-balanced environment at Watchlytes, a school which very much sits at the heart of a wider local community. The school has recently completed a substantial refurbishment, both inside and out, which gives us a fresh look and a rejuvenated spirit.

I hope you will take the time to study this information pack and learn more about what we have to offer. I strongly recommend you visit in person to discover our wonderful school environment, staff, children and facilities for yourself; you will be warmly welcomed. We also invite you to get a sneak peak of our school through a short video link on our homepage of our website. To view, please click on the following link <https://www.watchlytes.herts.sch.uk/>

I look forward to hearing what you have to offer Watchlytes School.

Yours faithfully

Rob Hailey
Chair of Governors



OUR SCHOOL



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 mixed, community school for 3 to 11 year olds with 286 children on roll.

The staff are innovative, creative and work tirelessly to ensure that every child enjoys their time at school and are supported to succeed. The children are eager to learn, polite and well mannered, consistently demonstrating our school values of Respect; Honesty; Determination; Thoughtfulness; Inclusion and Courage. The children's positive learning behaviours make a strong contribution to their progress and ensure they are well-rounded and ready for the next stage of their educational journey.

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.



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



Despite the governing body's search for an outstanding individual, Watchlytes Primary School has not yet identified the right candidate for our school. Since January 2017 the school has been without a permanent headteacher and has been led on a part-time basis by interim headteachers.

This is a genuine opportunity for individuals who are ambitious, 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 children. Your fresh ideas, sense of humour, positivity and creative approach will be welcomed by governors, staff and children.

The governing body are looking for:

- ◆ A leader who communicates compellingly, has presence and drives the strategic vision for the school
- ◆ A leader who has integrity and resilience
- ◆ A leader who has energy and has a 'hands on' style
- ◆ A leader who can work collaboratively and approachable to all
- ◆ A leader who is open, honest and reliable and models professional and school values

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 who have a love for learning
- ◆ A well-resourced school with a sound budget

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.

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

Main purpose of the 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. **The 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.

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 nations Headteachers; some of these have been expanded to give a more comprehensive description of the role at Watchlytes.

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.



Year 6 Juniper expanded by 14 new pupils yeaterday afternoon! Many thanks to all those parents who joined their children for the Live Learning art session. We were very impressed with their work; the children proved to be excellent teachers! A super time was had by all. More photos to follow...

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.



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 underperformance, 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.



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 of 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.



PERSON SPECIFICATION

	Essential or Desirable	Determination from:-		
		Application	Interview	References
QUALIFICATIONS				
Qualified Teacher status	E	√		
Degree or equivalent	E	√		
PROFESSIONAL DEVELOPMENT				
Evidence of appropriate professional development for the role of Headteacher	E	√		
Evidence of a recent successful leadership and management experience	E	√		
Has successfully undertaken appropriate Child Protection training/Designated Senior Leader training	D	√		
Has successfully undertaken approved safer recruitment training	D	√		

PERSON SPECIFICATION

	Essential or Desirable	Determination from:-		
		Application	Interview	References
WHOLE SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE				
Recent successful leadership as a highly successful Head, Deputy or Assistant Headteacher	E	√	√	√
Have taken an active involvement in school self-evaluation and school 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 of working with all stakeholders, including governors and school improvement partners	E	√	√	

PERSON SPECIFICATION

	Essential or Desirable	Determination from:-		
		Application	Interview	References
WHOLE SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE				
Absolute commitment to safeguarding	E		√	√
Evidence of commitment to promoting health and safety and the welfare of children	E		√	√
LEADERSHIP SKILLS				
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	√	√	

PERSON SPECIFICATION

	Essential or Desirable	Determination from:-		
		Application	Interview	References
PERSONAL QUALITIES				
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 whilst also showing compassion in dealing with issues	E	√	√	√
Visible and approachable, empathetic and enjoys engaging with children, staff, parents and the wider community	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, being 'hands on' when required balanced with knowing when to delegate	E	√	√	√
Demonstrate a capacity for sustained hard work with energy and enthusiasm	E		√	√



IMPORTANT INFORMATION



If you would like to apply for this post, when completing your application form 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.

To apply please click on the following hyper link https://www.teachinherts.com/find-a-job/view.headteacher_44461.htm?preview=1a4edff6029ff3782381bf12c4acd781

Closing date: Monday 15th January
Shortlisting date: Thursday 18th January
Interview date: Tuesday 23rd January
Start date: 1st April 2018
Pay Range: L 15 - L 21 (£55,049 - £63,779)

We very much welcome visits to our school prior to application. Please arrange this by contacting the school office on 01707 886222 or email: chair@watchlytes.herts.sch.uk

Watchlytes Primary School is totally committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check, including the barred list, as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2016).