

HEADTEACHER RECRUITMENT PACK



The HEMEL
HEMPSTEAD
School

WHAT'S INCLUDED WITHIN THIS PACK

Letter from our Chair of Governors

Page 3

Our School

Page 4

Our Aims

Page 5

What we are looking for

Page 6

Key Responsibilities

Page 7 - 9

Person Specification

Page 10 - 12

Important Information

Page 13

LETTER FROM OUR CHAIR OF GOVERNORS

Dear Applicant

Recruitment of Headteacher

Thank you very much for taking the time to express an interest in the post of Headteacher at The Hemel Hempstead School. Within the application pack you will find a job description, person specification and information on how to apply. I would encourage you to visit our school website to gain a further insight into life at our school.

The Hemel Hempstead School is a mixed ability maintained Foundation school for boys and girls aged 11-18. We have 1139 students, including 209 in the Sixth Form. There are six forms of entry, increasing to seven forms from September 2019.

We have a dedicated, stable team of governors, teachers and support staff seeking to improve the learning opportunities to support and inspire students, enabling them to maximise their potential. I myself came to this school as a student and have been a governor for many years, recently becoming the Chair. The pride in seeing the dedication of staff to students' learning whilst they are here at The Hemel Hempstead School is inspirational.

Why choose The Hemel Hempstead School? It is well respected, has a rich history and is an integral part of the Hemel Hempstead community. More and more parents choose us as their school of preference each year and we are about to commence on an exciting expansion project with the help and support of Hertfordshire County Council. We are a school within a sound and stable financial position and a student community who are willing to learn.

We are a good school, but aspire to be better and with good and outstanding leadership this can, and will happen. The governors are now looking to appoint an inspirational leader who is passionate about ensuring that each student fulfils their unique potential and who has a commitment to the whole school community. You need to have proven leadership skills and be ready to lead a large and complex school. The school's values of 'Responsibility, Respect and Relationships' are at the heart of all we do.

If you are interested in leading our school and would like to find out more I would be delighted to answer any questions you may have and to arrange a tour of our school. For an informal conversation about this role please contact me via email at s.mansbridge@hemelschool.com to arrange a time to discuss. If you would like to visit our school, please contact Stephen Robinson, Clerk to the Governors, at s.robinson@hemelschool.com Tel: 01442 390100.

Yours sincerely

Steven Mansbridge
Chair of Governors

OUR SCHOOL

A good school with ambition to be outstanding.

The Hemel Hempstead School is well known for high academic standards and excellent examination results. Our parents are extremely supportive and keen to see their children do well. We have clear plans for future development to meet the demands of the curriculum.

The imposing facade of the main building is the impressive outward face of a school which is proud of its traditions and achievements, but is also forward thinking and ambitious. We have high standards and expectations which apply in all areas of school life, as well as warm and effective relationships between staff and students. The school has a well-established and highly successful House System as well as a wide range of sporting, artistic, dramatic, musical, expeditionary and academic extra-curricular activities.

Approximately 25 miles from central London the town of Hemel Hempstead is within the Borough of Dacorum, together with its neighbouring towns of Berkhamsted and Tring. It is easily accessible with good transport links.

Key Facts:

Type of school:	Secondary Mixed
Age range:	11 - 18 Years
Year school established:	1931
Number of children :	1139
Average class size:	30



Together we build
Relationships



OUR AIMS

The purpose of the school is to be a learning community where young people and adults share the search for knowledge, truth and the pursuit of excellence. Students are provided with a broad, rich and balanced curriculum to enable them:

- To strive to excel in terms of academic success and personal growth
- To enjoy being at school
- To uphold the values of taking responsibility, fostering good relationships and showing respect
- To develop positive attitudes towards challenges and to think creatively, independently and rationally
- To develop self-confidence, perseverance and self-discipline and the skills of performance, critical thinking and collaboration
- To see their school as part of the local community, sharing the values of good neighbourliness and understanding that difference is a source of enrichment
- To develop strong moral values and prepare for adult life and the world of work
- To have a concern for quality and excellence



WHAT WE ARE LOOKING FOR

We are offering an unmissable opportunity for an aspiring, passionate, visionary and tenacious leader to take our school to the next level. The Hemel Hempstead School is a mixed ability maintained Foundation school for boys and girls aged 11-18. We have 1139 students, including 209 in the Sixth Form. There are six forms of entry, increasing to seven forms from September 2019. Easily accessible with great transport links, Hemel Hempstead is perfectly located for job seekers from Hertfordshire, Bedfordshire, Buckinghamshire and North London.

The governing body want to appoint an inspirational Headteacher with the skills and vision to build on The Hemel Hempstead School's current successes and achievements. We are looking for a dynamic, enthusiastic and creative person to lead us into the future. Our new leader will be passionate about ensuring that each student fulfils their unique potential.

You will be confident and positive, with strong leadership credentials and the ability to build relationships with a wide variety of internal and external partners. You will constantly be looking ahead, working closely with governors and the SLT to develop a compelling vision for the school that acts as the focus of all activity and drives improvement. You will be able to build successful teams and work collaboratively with others to achieve success. You will have the ability to drive yourself and others. You will be able to respond and adapt effectively to changing circumstances, maintaining high levels of performance. You will actively listen and effectively communicate to a wide range of audiences. You will demonstrate a good understanding of legislation and regulation that resources are used efficiently and effectively in a way that maximises performance and ensures the financial sustainability of the school. Above all, you will share our passion that our school values of 'Responsibility, Respect and Relationships are at the heart of all we do.

In return we can offer you:

- A school that has a good reputation and as a result is consistently oversubscribed with first preferences
- A forward looking institution which is proud of its history and achievements
- The opportunity to be involved in enlarging the school – including a £5 million building programme
- Well behaved students who enjoy their education and thrive on our outstanding extra-curricular opportunities
- A fully staffed, dedicated, well qualified teaching and support team
- A school on a sound financial footing

If you are interested in leading our school and would like to find out more. Please contact Steven Mansbridge, Chair of Governors via email at s.mansbridge@hemelschool.com to arrange a time to discuss. If you would like to visit our school, please contact Stephen Robinson, Clerk to the Governors at s.robinson@hemelschool.com Tel: 01442 390100.

KEY RESPONSIBILITIES

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.

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 The Hemel Hempstead School.



KEY RESPONSIBILITIES

Domain One:

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.

Domain Two:

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

Domain Three:

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.

Domain Four:

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.

PERSON SPECIFICATION

The essential criteria below will form the basis for the short-listing and interview process and candidates are requested to respond accordingly.

A = application form

I = Interview

R = Reference

T = Tasks

QUALIFICATION AND EXPERIENCE

Significant experience at senior leadership level in a secondary school.	A
Qualified teacher status.	A
A record of recent professional development relevant for this post.	A

KNOWLEDGE, UNDERSTANDING & EXPERIENCE

The ability to communicate a clear vision for the school and how it will develop over the next three to five years to move it to outstanding.	A, I, R
A sound understanding of how students learn, what constitutes quality teaching, and how to raise standards for students of all abilities (including SEND and other disadvantaged groups) through careful monitoring and target setting.	A, I
The ability to create and implement a strategic school improvement plan underpinned by sound financial management together with experience of successful school improvement.	A, I, R
A detailed understanding of how the plan can be assembled from rigorous self-evaluation practices.	A, I
The ability to induct, enthuse, motivate and manage all staff enabling them to carrying out their respective roles to the highest standard through performance management and continuing professional development.	A, I, R
The ability to work closely with and provide objective support and advice to the governing body to enable it to meet its responsibilities.	A, I

PERSON SPECIFICATION

KNOWLEDGE, UNDERSTANDING & EXPERIENCE

The ability to ensure that parents/carers and students are engaged in and well-informed about the curriculum, their attainment and progress, and about the contribution they can make to achieve the school's targets for improvement.	A, I
A sound understanding of curriculum issues and educational developments, both current and future, and how they will affect the work of a school.	A, I, R
Understanding of and commitment to safer recruitment and child protection procedures and the ability to ensure their implementation.	A, I, R
A sound understanding of finance and human resource allocation and how to achieve value for money.	A, I, R

CHARACTERISTICS, SKILLS AND ABILITIES

The drive and ability to take the role of leader, provide clear direction, manage change and enthuse and motivate others through excellent interpersonal skills and a willingness to make themselves approachable to and respected by all members of the school and wider community.	A, I, R
The ability to make decisions based upon rigorous self-evaluation.	A, I, T
Excellent communication skills, both written, oral and through the use of ICT.	A, I, T
The ability to hold to account where necessary and take swift action.	A, I
A commitment to student development and the development of inclusive practice for all members of the school community.	A, I
An ability to foster a culture of respect, openness and self-discipline.	A, I
Adaptability to changing circumstances and new ideas.	A, I

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 link and download, complete and submit your application form together with any supporting documents/letter. https://www.teachinherts.com/find-a-job/view.headteacher_44545.htm?preview=d1112b29a55bc81f057291527227ddd9

Please note: You will need to ensure that you have downloaded the latest Adobe Acrobat software in order to download the application form).

Applications can also be emailed to leadership.recruitment@hertsforlearning.co.uk

Closing date: 10am Friday 2nd February 2018

Interviews: Tuesday 20th and Wednesday 21st February

Start date: 1st September 2018

Pay Range: L33 - L39

Address: The Hemel Hempstead School, Heath Lane, Hemel Hempstead, Herts HP1 1TX



The Hemel Hempstead School is 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).