



Headteacher Recruitment Pack

Monksmead School
September 2018



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ACKNOWLEDGEMENTS

We would like to acknowledge all contributions to this pack from staff, pupils, governors, parents and Friends of Monksmead.



OUR SCHOOL, OUR COMMUNITY, OUR PURPOSE

Dear Applicant

Thank you for your interest in the role of Headteacher at Monksmead School.

Located in the heart of Borehamwood, Hertfordshire, Monksmead School is a vibrant, diverse and welcoming single form entry community school with happy and enthusiastic pupils, supportive parents, a strong SLT and governing body, committed and able staff, support staff and community helpers.

At Monksmead we encourage our children to embody our school motto to 'Respect' one another, 'Reflect' on what we have learnt, 'Believe' in ourselves and as a result 'Succeed' in Life. As a passionate leader of learning you will have a desire to equip our pupils with skills for life. You will be motivational, approachable, strategically creative and deep-thinking with the interpersonal skills needed to build strong relationships with pupils, staff, parents, governors and the wider community.

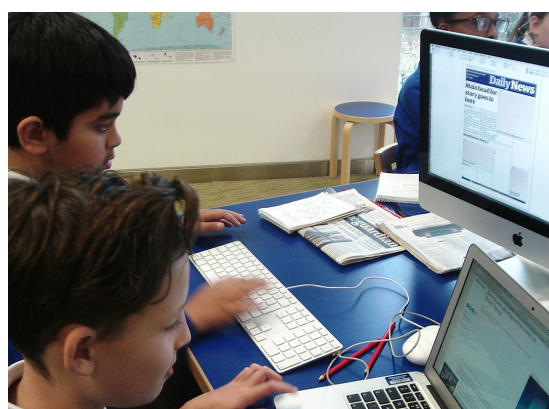
We are looking for a Headteacher who will lead with confidence and purpose, drive forward our inclusive culture, and maintain the nurturing, safe and secure environment which makes Monksmead a fantastic school for pupils, teachers and parents.

You can expect to be supported and stretched in terms of your personal development. You will be expected to make time to do the strategic thinking that will keep our school moving forward and produce the best possible outcomes for all our children.

We know this is a fantastic opportunity to work with a school that is a gentle and rewarding environment for the pupils, families and staff. We are looking for that outstanding person who will embrace our values whole-heartedly and drive the school forward with passion and interest.

Yours faithfully

Judith Williams, Chair of Governors



RESPECT
REFLECT
BELIEVE
SUCCEED



ABOUT MONKSMEAD

The Location

Monksmead School is located on the south side of Borehamwood, a thriving and diverse town, famous for its film and TV heritage. The school is easily accessible from all major transport links including Thameslink and motorway access from both M25 and A1. The school also benefits from being within easy walking distance of numerous facilities including the library, museum and sports centre.

Monksmead is a heavily over-subscribed single form entry primary school with a thriving EYFS serving local families and neighbouring communities.

The school has:

- Bright, spacious and well-equipped classrooms with up to date ICT
- Libraries
- Dedicated nurture rooms
- Spacious hall for school plays, assemblies and other activities
- Great outdoor facilities with five separate play areas, an extensive playing field and even a school maze

The School

Monksmead has **290** children on the school roll from a very mixed range of backgrounds. There is a strong sense of 'village community' within the school which celebrates its diversity and encourages the children not only to excel academically, but also develop socially and morally.

The school also offers an excellent and over-subscribed early years provision from age 2. All our staff are fully qualified and experienced and work together to provide a homely, secure atmosphere. There are four bespoke early years areas which allow the children to develop in age appropriate settings.

A fee-paying breakfast and afterschool club named Donny's (after the school squirrel mascot) is now in its second year and has proved to be incredibly popular with continuing demand for spaces.

The Team

We have a team of dedicated and talented teachers who are complemented by committed and caring support staff. Our staff are proud to be part of the Monksmead community and as such, have all contributed to the creation of the positive nurturing environment which encourages every child to reach their maximum potential.

The staff provide a broad, balanced and expanded curriculum which offers the children experiences beyond those normally associated with a primary school.

Monksmead offers many extra-curricular activities supported by staff and the local community; we have numerous sports teams, music clubs, dance clubs and academic clubs. We are very proud of the school's sporting achievements, winning many tournaments and galas.

Senior Leadership Team

Monksmead is fortunate to have a senior leadership team with not only considerable senior level experience but also in-depth knowledge of the school itself. Their skills and knowledge are invaluable, both in ensuring stability during transition and supporting the future head in their new role.

Governing Body

Monksmead has a strong and full governing body with a wide range of skills. The team is dedicated to providing the school with the support needed to allow it to uphold the morals and values which the school embodies and continue to make it a better place for the children.

Friends of Monksmead

Within the parent community, we have the Friends of Monksmead who work throughout the year, putting on additional events such as fairs and quizzes. These events bring the Monksmead community and children together and provides an additional revenue stream for extras that would not be possible under the school budget, such as the Virtual Reality headsets, now used to complement lessons.



Key School Information

Age range	2 - 11 years
School Group Size	1
Gender of entry	Mixed
Location	Borehamwood, Hertfordshire
Type of school	Community school
Management structure	Headteacher, Deputy Headteacher Assistant Headteacher plus a middle leadership team
Number of staff (not teaching staff)	10 FTE, plus 19 FTE support staff
Number of children on roll	290
Average class size	30
Attendance 2016/ 17	96.3%
Date school established	1958
School Awards	Hertfordshire Quality Standards Anti-bullying Alliance eCadet School 360 Mark Race for Life A* Fundraisers School Games Gold Award 2017
% of children on FSM	17%
% of children with SEN	0.3% (all types of SEN/additional needs)
% of children with EAL	30.9%
Key Stage 1 results (2017)	90% achieved Expected Standard in Reading (33% at Greater Depth) 90% achieved Expected Standard in Writing (20% at Greater Depth) 87% achieved Expected Standard in Maths (30% at Greater Depth)
Key Stage 2 results (2017)	73% achieved Expected Standard in Reading (33% at the Higher Standard) 80% achieved Expected Standard in Writing (13% at Greater Depth) 77% achieved Expected Standard in Maths (17% at the Higher Standard)



OUR SHARED VISION

Our Shared Vision

Monksmead is a successful school and we believe the strength and character of our school lies with its ability to provide a secure, stimulating and inclusive learning environment enriched by first hand experiences and working with the wider community in the humanities, sports, arts, technologies and sciences to offer the pupils experiences beyond those normally associated with a Primary School.

We strive to achieve our vision which is to educate and nurture our pupils to succeed within a happy and respectful community.

We aim to provide:

- High quality teaching and learning to ensure the best possible education for children.
- A curriculum that is broad, balanced, relevant, purposeful, interesting and fulfils the requirements of the National Curriculum.
- A purposeful learning environment that conveys high expectations and ensures every child reaches their full potential.
- A happy, warm, caring and secure community, based on respect for others, tolerance and understanding.

At Monksmead we recognise and celebrate children's achievements, knowing that every child is unique and has something to offer. We give children praise and encouragement to foster self-esteem and self-reliance so that they become confident and independent learners.

Our partnership approach between home and school is based on developing positive relationships with parents, enabling them to support their children's learning. We welcome parents to participate as active members of our school community and hold regular parent forums.





At Monksmead School the opinions of all the staff, pupils, parents, FOM and of course governors are extremely important. The school community was asked to share their wishes for their new Headteacher which have been included over the following pages.

OUR CHILDREN would like their new Headteacher to be...

Dear Future Head Of Monksmead,

We feel strongly that the traditions of Monksmead should be respected and kept as they are. We would like you to keep the tradition of Friday's assembly.

We are hoping to have a headteacher that is :

- Energetic and lively
- Firm but fair
- Respectful
- Tough on discipline
- Encouraging
- Reward our good behaviour
- Jolly and joyful

Yours Sincerely, Year 6 children

OUR STAFF would like their new Headteacher to be someone who...

Has a good sense of humour

Puts the children first, above all else

Wants the best for the school

Is friendly and approachable

Will make necessary changes only after they have taken the time to see what works and what does not

Has high expectations of behaviour

Has good communication skills, listens and allows us to share our views

Is willing to delegate and trust us

Recognises the work all the staff do, understands the pressures we are under, whilst valuing and supporting us

Will treat us fairly

Will appreciate we are a community – like family – and we all look after each other

Likes cake !

OUR PARENTS would like their new Headteacher to be someone who...

Is inspiring, passionate, and creative

Recognises how to bring out the best in every child

Is a courageous leader who is passionate about helping children reach their full potential

Is approachable with excellent communication skills

Works in partnership with the parents

Champions achievements of children and staff

Creates an environment where learning is fun and rewarding

Will engage with extra curricular activities and support the school community

Does not tolerate bullying and provides a safe environment for all children

Has traditional values

Understands change and provides an engaging curriculum that inspires children to learn

Is proactive, confident and resilient



MONKSMEAD SCHOOL HOW TO APPLY

Salary:
L15 - L21

Application closing date:
Wednesday 7 March 2018

Shortlisting date:
Monday 12 March 2018

Interviews will be held on:
Wednesday 21 March 2018

Starting date:
September 2018

We welcome the opportunity to show you our wonderful school, meet our great children and amazing team. Please call Linda O'Neill on 020 8953 3328 to arrange a suitable time to visit.

Application Form

Using the standard application form provided, (CVs are not accepted) please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education.

Include all the training you have completed, particularly those in recent years which have helped to prepare you for headship.

Person Specification and Personal Statement

When writing your responses it is really important you address each of the requirements in the person specification. Ensure you evidence additional aspects such as training, qualifications together with your background and experience within the personal statement.

Covering Letter

You may also wish to include a covering letter of no more than two sides of A4 paper and at a font size of no less than Arial size 11.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turn round. Preferred referees are your last two employers and you should provide their official organisation email address for us to contact. One referee is likely to be your last Headteacher or Chair of Governors.

Identity Checks

Please be aware that if you are invited for interview you will be required to present current photographic identification (a current passport or driving licence is applicable) as well as completing a declaration of criminal records disclosure.

Monksmead School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. This post will require an Enhanced Disclosure and Barring Service check (DBS).

Completed Applications

Please send completed applications to the Recruitment Team at Herts for Learning, leadership.recruitment@hertsforlearning.co.uk

For application queries please contact the Recruitment Team on 01438 843465.



JOB DESCRIPTION FOR HEADTEACHER AT MONKSMEAD PRIMARY SCHOOL

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 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.

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 Monksmead School.

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.

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 CRITERIA

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Qualifications and Knowledge				
Qualified teacher status with knowledge and experience of EYFS, KSI and KS2	E	✓		
Degree or Equivalent	E	✓		
Professional Development				
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	E	✓		
Has successfully undertaken approved 'safer recruitment' training	E	✓		
Whole School Leadership and Management Experience				
A proven track record as a highly successful school leader	E	✓	✓	✓
Has 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	D	✓	✓	
Experience of leading change effectively and successfully	D	✓	✓	

PERSON SPECIFICATION CRITERIA - Continued

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Whole School Leadership and Management Experience (Continued)				
Understanding of strategic financial planning and budgetary management and their contribution to school development and pupil achievement	E	✓	✓	
Has had responsibility for whole school policy development and implementation	D	✓	✓	
Experience of building effective working relationships with all stakeholders, including staff, parents, governors and other stakeholders	E	✓	✓	
Absolute commitment to safeguarding	E	✓	✓	✓
Evidence of commitment to promoting health and safety and the welfare of children	E	✓	✓	✓
Absolute commitment to inclusion	E	✓	✓	✓
Knowledge and experience of working with children with specific needs, including behavioural	D	✓	✓	✓
Successful track record of developing the performance of staff	E	✓	✓	
Leadership Skills				
Ability to articulate a clear vision for the future	E		✓	
Proven record of inspiring, enabling and motivating others to succeed	E	✓	✓	✓
Able to delegate and empower staff members and effectively achieve outcomes and provide development opportunities for staff	E	✓	✓	✓
Excellent communication skills, including written and oral communication skills	E	✓	✓	✓

PERSON SPECIFICATION CRITERIA - Continued

Criteria	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, 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 stakeholders in the school community (including listening to and inspiring children, staff, parents and the wider community)	E		✓	✓
Flexible leadership style, being ‘hands on’ when required balanced with knowing when to delegate	E	✓	✓	✓
Demonstrates a capacity for sustained hard work with energy and enthusiasm	E		✓	✓
Able to take a dynamic approach to the changing needs of the school population	E	✓	✓	✓

