

# **Headteacher Application Pack**



## **Little Hadham Primary School**

# Contents

- Letter from our Chair of Governors Page 3
- What makes our school special Page 4
- Key facts and statistics Page 5
- What we are looking for Page 6
- What our children say Page 7
- What our parents say Page 8
- What our staff say Page 9
- Our vision, values & ethos Page 10
- Key responsibilities Pages 11
- Person specification Pages 12 – 13
- Completing your application Page 14
- Important dates and information Page 15



# Letter from Keith Hutt, our Chair of Governors

Dear Applicant,

On behalf of the governors I am delighted that you have shown an interest in the vacancy we have for the headship at our school. The post arises because our long established, very successful headteacher will be retiring at the end of this academic year.

Our school has been led with distinction by our current headteacher for the last 14 years and we are extremely proud of its very many strengths. In recent weeks Little Hadham received their section 8 inspection and are looking forward to receiving the report and sharing the outcome with everyone; the day went well.

We benefit from well-established and dedicated staff, strong parental support, an active, engaged governing body and great children who tell us how much they enjoy coming to school. We are seeking to appoint someone who will want to maintain our many existing qualities whilst working with us to bring new and innovative developments which embrace challenges the future will bring.

Our new headteacher will take over at an exciting time. We are situated in an area of considerable growth, including a major housing project at Bishops Stortford North which will undoubtedly have an impact on our school. We have recently acquired additional land adjacent to our site, providing the potential for future expansion to one form of entry. Other consequential additions and improvements from September 2018 will include an expansion of our hard and soft play areas to include a full sized junior football pitch and a newly planted Forest School area. We are also delighted that a new by-pass is scheduled to open in 2021, thereby removing the bulk of traffic currently using the road past the school.

As a relatively small school with a current total of 134 pupils, we are able to provide an environment where every child is well known by all staff and can be nurtured as an individual. Alongside an expectation of high levels of performance, we are strongly committed to providing our pupils with a diverse, stimulating and challenging school experience. We are particularly proud of our Forest School and, in addition to our on-site wooded area, we have excellent access to the local Millennium Wood. Alongside our extended Victorian school building, we have an excellent purpose-built Early Years unit.

All this adds up to exciting opportunities for our new headteacher to work with pupils, parents, staff and governors in shaping our future. Visits to our school are welcome and encouraged.

Please telephone Sarah or Debbie in the school office on 01279 771285 to make an appointment.

Yours sincerely,  
Keith Hutt,  
Chair of Governors





# What makes our school special?

We think our school is special in that our children are able to develop as individuals, in an environment where their unique qualities are valued and encouraged. Our children tell us that they are happy and like coming to school and this is reinforced in feedback we receive from parents. Our last Ofsted inspection judged the school as 'Good with Outstanding Behaviour and Safety.'

As a 'Thinking School' we encourage our children to develop a real sense of who they are and what they have the potential to become. We are proud that our children feel safe and confident and leave us as well rounded young people ready to take on the challenges as they grow towards adulthood. The school places considerable emphasis on Protective Behaviours and consequently our children have well developed strategies to keep themselves safe.

As a non-faith rural school, we are conscious of the importance of encouraging our children to recognise similarities, whilst celebrating the diversity of the world in which they live.

As a village school, we are very much at the heart of the community. For example, we regularly engage with the Parish Council via reports delivered by both our headteacher and pupils, local residents are invited to attend school productions, we support initiatives and events in the local Millennium Woods and various individuals in the community lead workshops and extra-curricular activities. Our Christmas and summer fetes are well supported by the local community.

The commitment of parents is well illustrated by a very active, supportive Friends' Association, who raise significant additional funds every year. Parental attendance at consultation sessions is very high.

We think the character of our school is well reflected in our weekly newsletters, copies of which can be viewed on our website.



# Key facts and statistics

Type of school:	Community
Age range:	4 to 11 years
Year established:	1861
Number of children:	134
Average class size:	28
Number of FTE teachers:	6.3
Number of support staff:	13
% of children with SEN:	12%
% of EAL:	7%
% FSM:	5%





# What are we looking for in our new headteacher?

We are looking for a leader who:

- Is excited by the challenge of building on our strengths, whilst driving change where necessary
- Has the ambition and passion to want to enhance and shape our school
- Puts the focus on 'the best for every child' at the heart of their leadership
- Has the necessary skills to inspire and enthuse staff whilst implementing change
- Recognises the key importance of high quality communication
- Is an outstanding practitioner and
- Recognises the centrality of Safeguarding in all aspects of the life of the school



# We asked our children what they are looking for in their new headteacher; this is what they said:

Creative

Kind and  
caring

Positive

Understanding  
and supportive

Responsible

Listens out  
for people

Trustworthy

Fair and  
respectful

Will develop our  
forest school

Unselfish

Fun

Approachable

Inspiring

Helpful

Strict, but not  
too strict!!





# We asked our parents what they are looking for in their new headteacher; this is what they said:

We are looking for a Headteacher who:

- Can handle change
- Is strict, but approachable
- Is child-focused
- Has their heart at the school
- Is enthusiastic and visionary
- Takes time to develop knowledge of individual pupils and parents
- Encourages diversity
- Makes learning fun
- Puts happiness at the forefront
- Keeps the nurturing school focus





# We asked our staff what they are looking for in their new Headteacher; this is what they said:

We are looking for a headteacher who:

- Embodies a strong school spirit
- Is approachable and supportive
- Leads by example
- Has great organisational skills
- Is open to the challenge of change
- Introduces new initiatives that will benefit the school
- Has high quality interpersonal skills
- Is child centred
- Is able to motivate
- Has an open door policy
- Is able to multi-task



# Our vision, values and ethos

## **'Believing and Achieving'** **'Learning together to achieve success'**

At Little Hadham Primary School we are committed to providing an education for all of our pupils that will ensure that they are successful and confident members of the community and have an embedded life-long love of learning. We will do this by:

- Developing the values of respect, honesty and equality
- Promoting emotional well-being through developing self-belief, self-confidence and independence
- Providing opportunities for the best possible achievement of all children in a climate of high expectation
- Through the ethos of a growth mind-set, develop individuals who embrace challenge
- Offering all children a diverse, enriching and exciting curriculum that ensures they are well prepared for future learning
- Encouraging parental/carers engagement in education through good communication and the development of close working relationships
- Providing an inclusive and caring environment where children are aware of the importance of keeping safe and leading healthy lives
- A core ethos of Protective Behaviours
- Making the school a part of the local community by developing strong and productive links
- Creating positive opportunities and attitudes for life-long learning for all members of the school community





# 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 high standards of teaching and learning in line with statutory requirements.
- 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.
- This Job Description incorporates the [National Standards of Excellence for Headteachers](#): 2015.
- Applicants are required to meet the duties and responsibilities set out in these standards.

## Areas for focus in the short to medium term include

- Maintaining a focus on improving progress and attainment
- Encouraging staff to engage in and develop leadership skills, as appropriate
- Driving a culture of high quality communication
- Creating an environment where dialogue is actively encouraged
- Developing opportunities for learning through play provided by our newly expanded site
- Further embedding Forest School within the curriculum



# Person specification

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
<b>Qualifications and Knowledge</b>				
QTS	E	✓		
Degree or Equivalent	E	✓		
Commitment to knowledge and/or understanding of working with EYFS, KS1 and KS2 pupils	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/Designate Safeguarding Lead Training	E	✓		
Has successfully undertaken approved safer recruitment training	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	E	✓	✓	✓
Able to delegate and effectively achieve outcomes and provide development opportunities for staff	E	✓	✓	✓
Excellent communication skills, including written and verbal communication skills and experience of different media outlets, including social media for professional use	E	✓	✓	
Ability to build effective relationships with staff, parents, governors and other stakeholders	E	✓	✓	
Ability to demonstrate use of research to inform whole school CPD and develop best practice	D	✓	✓	
Able to demonstrate what a self improving school would look like	D	✓	✓	



Criteria	Essential or desirable	Determination from		
		Application	Interview	References
<b>Whole School Leadership and Management Experience</b>				
Recent successful leadership as a highly successful Head, Deputy or Assistant Headteacher or school improvement lead	<b>D</b>	✓	✓	✓
Have taken an active involvement in school self-evaluation and development planning	<b>E</b>	✓	✓	
Experience of implementing a strategic plan across the whole school, identifying priorities and evaluating the impact	<b>D</b>	✓	✓	
Evidence of excellent communication and dialogue with the parent body	<b>D</b>	✓	✓	
Has experience of interpreting whole school data sets and putting systems in place to gain improvement	<b>D</b>	✓	✓	
Knowledge and understanding of strategic financial planning and budgetary management and their contribution to school development and pupil achievement	<b>E</b>	✓	✓	
Have had responsibility for whole school policy development and implementation	<b>D</b>	✓	✓	
Experience of working with stakeholders including governors and school improvement partners	<b>E</b>	✓	✓	
Absolute commitment to safeguarding	<b>E</b>		✓	✓
Evidence of commitment to promoting health and safety and the welfare of children	<b>E</b>		✓	✓
Absolute commitment to inclusion	<b>E</b>	✓	✓	✓

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
<b>Personal Qualities</b>				
A genuine passion for educating young children, coupled with the ability and enthusiasm, to see every child fulfil their potential	<b>E</b>	✓	✓	✓
Leads by example with integrity and resilience	<b>E</b>	✓	✓	✓
Visible and approachable, empathetic and enjoys engaging with children, staff parents and the wider community	<b>E</b>		✓	✓
Demonstrates resilience whilst also showing compassion in dealing with issues	<b>E</b>		✓	✓
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)	<b>E</b>		✓	✓
Natural networker able to engage effectively within school and the wider community	<b>E</b>		✓	✓
Flexible leadership style, being 'hands on' when required, balanced with knowing when to delegate	<b>E</b>	✓	✓	✓
Demonstrates a capacity for sustained hard work with energy and enthusiasm	<b>E</b>		✓	✓

# Completing your application

## 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 to 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.





# Important dates and 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.

<b>Leadership range:</b>	L12 – L18
<b>Pay range:</b>	£51,639 - £59,264
<b>Closing date:</b>	Thursday 19 <sup>th</sup> April at 9am
<b>Shortlisting date:</b>	Monday 23 <sup>rd</sup> April
<b>Interview date:</b>	Wednesday 2 <sup>nd</sup> May
<b>Start date:</b>	1 <sup>st</sup> September 2018

You are warmly welcomed to visit our school and invite you to telephone Sarah or Debbie in the school office who would be happy to arrange this. Tel: 01279 771285.



***Little Hadham 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).***