

# HEADTEACHER RECRUITMENT PACK



**Arlesdene**  
Nursery School and Pre-school

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# LETTER FROM OUR CHAIR OF GOVERNORS

Dear Prospective Applicant,

Thank you for your interest in the role of Headteacher at Arlesdene Nursery & Pre-school. We are delighted that you see Arlesdene as a school where you can make an impact. We know that Arlesdene will provide an outstanding opportunity as you seek to make the next step in your career. This role offers the opportunity to develop your leadership and management skills as a Headteacher within a purely, early years setting. There are only 405 maintained nursery schools, like Arlesdene, in England. They are widely recognised as being the 'jewels in the crown' of the early years sector due to the quality of provision they offer and the excellent outcomes they provide for the children, in particular the most vulnerable and those with additional educational needs.

The Governors at Arlesdene are proud to be part of an outstanding nursery school. We believe that a key part of this success is the strong links and relationships that have been developed between staff, pupils, parents and the broader school community.

In recruiting a Headteacher we are seeking someone to shape and share our vision and ethos, who is passionate about early education. We recognise that there are many challenges in the education system and that there are further changes ahead. By working together, we want to ensure that Arlesdene maintains its high standards and wonderful learning environment for every pupil and proactively prepares to build on our successes and create an exciting future.

The preschool provision compliments the nursery school and offers families the option of a provision their child can attend from the age of two. The provision is led by the Headteacher with the support of a preschool manager.

Our new Headteacher will work closely with our friendly and enthusiastic staff team and have the continued support of an equally friendly and committed Governing Board.

If you think you have what it takes to drive Arlesdene forward then please come and visit us, speak to the current Head and talk with the children. Also look at our website to give you a flavour of the school.

We will be inviting those applicants short-listed to attend an interview day on Friday 18<sup>th</sup> May. We will share more details about the interview day in due course.

To arrange a visit to the school or should you have any questions, please contact Catherine Croft [head@arlesdene.herts.sch.uk](mailto:head@arlesdene.herts.sch.uk) 01992 626879

Thank you for your interest in Arlesdene. My colleagues and I look forward to meeting and interviewing motivated candidates interested in taking on this important and exciting new challenge.

Yours faithfully,

Rosie Bloomfield  
Chair of Governors







# OUR SCHOOL

Located in Cheshunt, Arlesdene nursery and Pre-School was judged as Outstanding by Ofsted in April 2017 and described as 'a shining example of early years excellence'.

We offer paid for early years provision, as well as '2 year old funding' for 2 year olds. We are also able to offer 30 hours free childcare for working families.

With two sessions and a lunch club: 8:45am until 11:45am (lunch club at 11:45am - 12:30pm) and 12:30pm until 3:45pm, our nursery is often oversubscribed with a waiting list. Both our nursery and pre-school has wonderful purpose built learning environments with extensive outdoor areas.

Our outstanding staff are hard working, supportive of each other and put the wellbeing of our children first, adapting and adjusting learning for every child.

We continually strive to provide a caring and happy environment where children's individual needs are met ensuring that when they leave us they have had the best start and are 'school ready.'



# WHAT WE ARE LOOKING FOR

The governing body are looking to appoint an inspiring Headteacher with the skills and vision to build on Arlesdene's current successes.

We are looking for an enthusiastic, nurturing and dedicated leader who is passionate about Early Years and can continue to lead us into the future.

Together with leadership skills the successful candidate will encourage new ideas to contribute and build upon our success.

You will need to be 'hands on', have a natural ability to get involved, be inclusive and be good at communicating to our children, staff and parents.

You will be able to provide support, encouragement and development to our staff team creating continued professional development opportunities.

Financial knowledge/budget setting experience would be desirable.









# WHAT WE ARE LOOKING FOR

## MAIN PURPOSE OF ROLE

The Headteacher is responsible to the Governors and the LA for providing effective leadership and management of the school in order to provide a secure foundation from which to achieve exceptional standards in all areas of the school's work.

## 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 Arlesdene Nursery & Preschool.





# 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 EYFS pupils
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 particularly of EYFS education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness within the EYFS sector, 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:

### Students 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 and play spaces in the Early years setting, 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 the nursery and preschool provision and other 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 an outward-facing nursery school which works 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 in Early Years 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 in both the nursery and preschool.
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 and the importance of a good start in life.







# PERSON SPECIFICATION

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

Criteria	Essential or Desirable	Determination from		
		Application	Interview	Assessment Activity
Qualifications and Knowledge				
Qualified teacher status	E	✓		
Degree or Equivalent	E	✓		
Evidence of appropriate professional development	E	✓		
Evidence of further studies at post graduate level	D	✓		
NPQH or NPQICL	D	✓		
Knowledge & Understanding				
Familiarity with current national developments in Early Years curriculum and practice and educational leadership	E		✓	
A creative approach to planning and developing exciting and stimulating play/learning opportunities	E	✓	✓	✓
Good understanding of child development and of the factors affecting development and well-being	E	✓	✓	✓
Knowledge of how to support the development of children who have a range of skills and needs	E	✓	✓	



# PERSON SPECIFICATION

Criteria	Essential or Desirable	Determination from		
		Application	Interview	Assessment Activity
Experience				
Recent and relevant Nursery/Early Years teaching experience	E	✓	✓	
Experience of leading and developing a team	E	✓	✓	✓
Experience in the delivery of a child-centred active learning curriculum	E	✓	✓	
Support and management of staff	E	✓	✓	
A proven track record in raising achievement	E	✓	✓	
Relevant previous management experience	E	✓	✓	
Experience in supporting staff development including non -teaching staff	E	✓	✓	
Relevant experience in managing a school’s budget	D	✓	✓	

# PERSON SPECIFICATION

Criteria	Essential or Desirable	Determination from		
		Application	Interview	Assessment Activity
Skills & Abilities				
Outstanding teacher	E	✓		
Excellent skills in communicating with families and the wider community	E	✓	✓	
Ability to effectively prioritise and organise work	E	✓		✓
The ability to lead by example and to motivate, manage and support other teaching staff effectively and sensitively	E	✓	✓	
Flexibility, commitment and a desire to be involved in new initiatives	E	✓	✓	
Ability to take initiative and make decisions	E	✓	✓	
Able to identify best practice elsewhere and adapt these where appropriate	E	✓	✓	✓
A respectful and nurturing approach to all children	E			✓
Excellent skills in observing and recording children’s progress and development	E	✓	✓	



# PERSON SPECIFICATION

Criteria	Essential or Desirable	Determination from		
		Application	Interview	Assessment Activity
Safeguarding				
Demonstrate understanding of and personal commitment to your responsibilities for safeguarding children.	E	✓	✓	
Demonstrate a clear understanding of what is appropriate and inappropriate professional practice towards a child	E	✓	✓	
To know how to sustain a safe environment and employ practices that promote children’s health and safety.	E	✓	✓	
Updated professional development regarding current safeguarding legislation	E	✓	✓	
Completed Designated Person training	D	✓	✓	
Strategic Development				
Experience of school improvement planning	E	✓	✓	✓
A commitment to the development of partnership opportunities within and beyond the centre	E		✓	





# 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 organisational email address for us to contact. One referee is likely to be your current or most recent Headteacher or Chair of Governors.

# IMPORTANT INFORMATION

If you would like to visit our school, meet our staff and children, please contact Catherine Croft [head@arlesdene.herts.sch.uk](mailto:head@arlesdene.herts.sch.uk) 01992 626879. Please be aware that Nursery & Pre-School is closed between Friday 30th March and Monday 16th April, reopening on Tues 17<sup>th</sup> April and we would be delighted to show you around outside of these dates.

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.

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

Applications should be emailed to [leadership.recruitment@hertsforlearning.co.uk](mailto:leadership.recruitment@hertsforlearning.co.uk)

<b>Closing date:</b>	<b>9am Friday 4th May</b>
<b>Shortlisting:</b>	<b>Tuesday 8th May</b>
<b>Interviews:</b>	<b>Friday 18th May</b>
<b>Start date:</b>	<b>September 2018</b>

*Arlesdene Nursery School and Pre-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).*



