

# Headteacher Application Pack for Knebworth Primary and Nursery School



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# Message from our Chair of Governors

*Dear Applicant,*

Thank you for the interest you have shown in the post of Head Teacher of Knebworth School. I am pleased that you are considering an application to lead our school.

At its last Ofsted inspection three years ago, our school was rated good, with some outstanding features, particularly the behaviour of our children. We are proud of our achievements so far but believe that with the right leadership, we can continue to move the school towards outstanding.

Knebworth School has an excellent body of staff, who are committed to the welfare, progress and attainment of all our children. We pride ourselves on providing an inclusive environment for all children to thrive and to be the best they can be.

As Chair of Governors, I lead an experienced and committed Governing Body with an impressive range of skills and a thorough knowledge of the school. The Governors are well aware of the challenges facing the education system in the future. Governor support has always been valued and welcomed by all staff.

We now wish to appoint a Head Teacher who has the enthusiasm and strategic vision to take our school to the next level. We are looking for a candidate who will bring strong leadership whilst simultaneously being able to nurture the potential of our staff and children. In addition, we require someone who can demonstrate experience and knowledge in the pursuit of learning. If you are the successful candidate you can be assured of our continued commitment to the achievement of our goals.

This information pack has been put together to explain the essential requirements of the post along with how to apply. We also hope that it conveys a flavour of our much loved school. The school Facebook page will also give you an insight into life at Knebworth School, please visit

[https://www.facebook.com/Knebworth-Primary-and-Nursery-School-384008524993838/?ref=page\\_internal&qsefr=1](https://www.facebook.com/Knebworth-Primary-and-Nursery-School-384008524993838/?ref=page_internal&qsefr=1)

Please contact the school office on 01438 812494, to arrange a visit to see the staff and children at work, where Linda Ryan, Acting Head or Natasha Laskey, Acting Deputy Head will be pleased to show you around. We are sure you will find the children very willing to talk to you about their work and their expectations for the future.

Having visited our school, please be prepared to show you have the skills and character we are seeking for this exciting post.

I look forward to receiving your completed application by noon on the closing date of Thursday 9 February 2017.

The interviews for the post will be held on Wednesday 22 February 2017.

Yours faithfully,

*Dr Jane Whitrow*

Chair of Governors

# What we are looking for...

The Governors of Knebworth School are seeking a Head teacher of vision to lead the school into a future of continued excellence and innovation.

We are a community school committed to an ethos of inclusion enabling all our children to access every area of the curriculum.

The successful candidate will be an excellent manager of people and a person who is able to maximise the considerable opportunities afforded by our school's environment to the benefit of all our pupils

We pride ourselves on having not only excellent provision that promotes the best in education, but one that simultaneously prepares our children for their future at secondary school and the world beyond.

Knebworth School is committed to safeguarding and to the welfare of children. It is expected that all staff and volunteers share this commitment.

Please contact Linda Ryan or Natasha Laskey on 01438 812494 to arrange a visit.

The Head teacher application pack can be downloaded electronically from [www.teachinherts.com](http://www.teachinherts.com). Closing date 9 February 2017 at noon. Interviews will be held on 22 February 2017.



# About Knebworth

Knebworth is a Village community situated about 30 miles north of London. The current population of approximately 5000 comprises a mix of all generations, many commuters, some who work locally, and a number of children.

Knebworth has a real community feel. It is a Village with many clubs and is not afraid to start new ventures. One of those has been the success in recent years of the Community Chorus which performs regularly to local audiences. Another recent venture was the highly successful Open Gardens event last summer which is to be repeated next year. There is also a village fete which involves many local clubs and societies as well as the school.

Long standing clubs and organisations include scouts, guides, churches, a youth club, book clubs and various sports clubs including tennis, football, cricket and bowls. You will be made very welcome as a new member.

Knebworth Primary School has about 400 children and caters for almost all Knebworth school age children up to the age of 11. After that, children attend a range of schools throughout Hertfordshire.

We are well served for local shops, with an excellent butcher, baker, supermarket, chemist and post office all in the central High Street area.

There is also a local surgery and two dental practices. Lister Hospital is only 6 miles away.

We are also well connected for transport links. It is possible to walk to the station from anywhere in the Village and London is only 35 minutes away, whilst the train to Cambridge takes a similar time. Buses to other towns in Hertfordshire stop in the High Street and for drivers we are 3 miles from the A1M.





# Head teacher job description

**Responsible to:** Governing Body  
**Grade:** L19 to L25  
**Key relationships:** Governing Body, Senior Leadership Team, teaching and non-teaching staff, Local Authority representatives, partner professionals, parents, pupils, local community and professional associations.  
**Location :** Knebworth Primary and Nursery School  
**Working pattern:** Full-time and to the agreed standards for school senior leaders in the most recent version of the School Teachers' Pay and Conditions Document.  
**Disclosure level:** Enhanced

## Job purpose:

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

## 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.



# Head teacher job description

## 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 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.

# Head teacher job description

## 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	Essential or desirable	Determination from		
		Application	Interview	References
<b>Qualifications and Experience</b>				
Qualified teacher status, a successful teaching background and experience at senior leadership level as a Head Teacher or Deputy Head.	E	✓	✓	✓
NPQH	D	✓		
Degree or Equivalent	E	✓		
A substantial record of appropriate professional development	E	✓	✓	✓
Evidence of recent leadership and management professional development	E	✓	✓	✓
Has successfully undertaken approved safer recruitment training	E	✓		
Has successfully undertaken child protection training	E	✓		
Experience of using assessment data to inform decision making	E	✓	✓	✓
<b>Knowledge and Understanding</b>				
The ability to motivate and enable all staff to carry out their roles to the highest standard through professional development and mentoring, together with monitoring and performance management.	E	✓	✓	✓
The ability to create and implement a strategic development plan which identifies priorities and targets and the means to achieve them.	E	✓	✓	✓

# Person specification cont...

The ability to provide detailed financial oversight and to understand the process needed to achieve robust financial planning	D	✓		
The ability to communicate effectively the requirements of the curriculum, its progress and attainment, to all pupils and parents, ensuring they understand the contribution they can make to their children's learning.	E	✓	✓	✓
The ability to inform the Governing Body in an objective and timely manner to enable it to meet its responsibilities.	E	✓		
Knowledge of the SEND Code of Practice and its implementation	D	✓		
Passionate about inclusion and its application and to equality of opportunity in all areas of education	E	✓	✓	✓
A leader of learning, demonstrating, promoting and encouraging outstanding classroom practice	E	✓	✓	✓
Characteristics, skills and abilities				
The ability to understand and interpret performance data effectively	E	✓	✓	✓
Experience in the role and importance of good financial planning, financial management and control.	D	✓		
An approachable manner with a 'can do' attitude, both to children's learning and the enabling of staff.	E	✓	✓	✓
A comprehensive understanding of the use of new technologies and the internet in children's learning, its continued innovation and the requirements of E-Safety.	E	✓	✓	✓

# Person specification cont...

A commitment to safeguarding and promoting the welfare of children and expecting all staff to share this commitment; having a thorough understanding of and training in Safeguarding and Child Protection procedures.	E	✓	✓	✓
Excellent interpersonal skills and the ability to communicate to staff, parents/carers and Governors and the wider community effectively in writing and orally together with a willingness to be approachable to all and to listen and take on board others' ideas and opinions	E	✓	✓	✓
A commitment to resilience for all.	E	✓	✓	✓
The ability to plan strategically and to include innovative and exciting ideas for the development of the school.	E	✓	✓	
The ability to lead by example to provide a clear vision for the school.	E	✓	✓	✓
The ability to influence at all levels, securing a consensus across a range of complex stakeholders in sensitive and challenging situations	E	✓	✓	✓
The ability to build and sustain effective relationships at all levels	E	✓	✓	
Works collaboratively with a diverse range of stakeholders, including pupils, staff, governors, parents to drive school improvement.	E	✓	✓	
Experience of successfully leading change	D	✓		



# How to apply

## Key information for Applicants

This position is for a Headteacher, to start September 2017

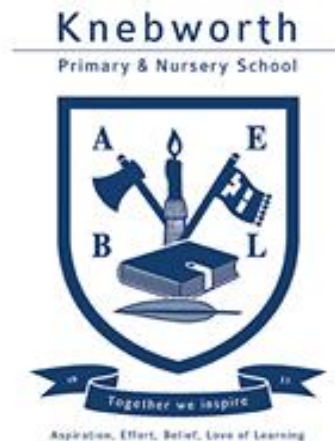
The salary will be Leadership scale L19 to L25

## Dates for your diary

The closing date for applications is **noon on the 9th February 2017**

Shortlisting date is **10<sup>th</sup> February 2017**

Interview dates is **22<sup>nd</sup> February 2017**



## Applying

We look forward to you applying for this post, please complete the application form by visiting [https://www.teachinherts.com/find-a-job/view,headteacher\\_38567.htm](https://www.teachinherts.com/find-a-job/view,headteacher_38567.htm)

Please return your completed application to [las.governors@hertsforlearning.co.uk](mailto:las.governors@hertsforlearning.co.uk)

For application queries please contact our SPLASH Team on **01438 843465**

Visits to the school are warmly welcomed. For further information, and to visit the school, please contact Linda Ryan, acting Head teacher or Natasha Laskey Acting Deputy Head on 01438 812184

*Knebworth Primary and Nursery School is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.*