



REDBOURN PRIMARY AND NURSERY SCHOOL



HEADTEACHER RECRUITMENT PACK



WHAT'S INCLUDED WITHIN THIS PACK



Letter from Our Chair of Governors	Page 3
Our school	Page 4
What we are looking for	Page 5-6
Key Responsibilities	Page 6-11
Person Specification	Page 12-16
Important Information	Page 17





LETTER FROM OUR CHAIR OF GOVERNORS



Dear Prospective Applicant

We are delighted that you are interested in applying for this unique and exciting opportunity with our school. Our current Headteacher will be retiring in April 2018 and has taken our school from Good to Outstanding. We are currently undertaking the amalgamation of two schools to create a seamless transition between nursery through KS2.

Our children consistently overachieve Hertfordshire and National standards. This is a great testament to the dedication of staff, volunteers, parents and children alike. Teamwork is a strong theme here and, despite achieving our Outstanding status in 2015, continue to strive to achieve the very best. Staff, Pupil and children's voice is very strong here.

Staff are given the opportunity to develop, learn and take risks with the ambition of providing the best quality provision.

We offer a well maintained and equipped school that is consistently over-subscribed. A fabulous outdoor environment, and enthusiastic staff and children who are eager to learn and develop.

We need a Headteacher that is ready for the challenge of meeting expectations of both schools' communities, bringing them successfully together whilst maintaining our strong and successful position and continuing to improve the school in an ever-changing environment.

We are looking forward to working with a new Headteacher who is able to bring their own approach to this new critical role.

If you have the vision to inspire pupils, staff, governors and the school community and have excellent leadership skills, then we look forward to receiving your completed application.

Please do take time to read through this information pack, which should explain the essential requirements of the post along with how to apply. We particularly recommend you to read the requirements from our pupils, describing what they most want to see in their new Headteacher. We also recommend you visit in person; you will be warmly welcomed and will have the opportunity to discover our wonderful school environment, staff, children and facilities for yourself. Please see page 17 "Important Information" giving details of dates and times.

Visits can be organised through the school office on 01582 792341 or a.bowran@redbourninfants.herts.sch.uk browse through the schools website www.redbourninfants.herts.sch.uk and www.redbournjm.herts.sch.uk .

We wish you well with your application and look forward to working with you.

Mrs Melanie Wooding Jones
Chair of Governors





OUR SCHOOL



We pride ourselves on our inclusive and caring ethos and we embrace the needs of all our pupils. We are proud to be a welcoming and friendly school that provides an exciting, enjoyable learning experience for our pupils.

The staff are innovative, creative and work tirelessly to ensure that every child enjoys their time at school and are supported to succeed. The children are eager to learn, polite and well-mannered, consistently demonstrating our school values of Loving Learning and Respecting All. The children's positive learning behaviours make a strong contribution to their progress and ensure they are well-rounded and ready for the next stage of their educational journey.

From 16th April 2018 Redbourn Junior School and Redbourn Infants and Nursery School will amalgamate to become Redbourn Primary School. The Governing Bodies of both schools voted unanimously in favour of the proposal which also has the full support of the staff at both schools.





WHAT WE ARE LOOKING FOR



We have the perfect vacancy for an experienced, successful Headteacher with a proven track record for pupil progress, attainment, strong teamwork and staff development who is looking for their next challenge.

Can you nurture, inspire and develop our children and staff to fulfil their potential and lead our school's continuing excellence in education for every child? The Governors are appointing a new Headteacher to maintain and build upon the outstanding outcomes and features of our school, which is a vibrant and caring school at the heart of the community.

You will be joining us during an exciting time for Redbourn Schools, where you will be able to use your leadership and visionary skills to realise the full potential of the combined school. We are currently undertaking the amalgamation of two schools to create a seamless transition between nursery through KS2. Do you have the skills to pull two teams together to be high performing? Can you secure the brightest future for our children?

The successful candidate will have a proven track record as a driven leader. They will bring new ideas to complement the existing vision for the school and give clear direction and support the staff. A strong classroom practitioner, who can recognise and promote high quality teaching and empower each individual to fulfil their potential. You will be an excellent communicator, being able to maintain and build strong relationships between the children, staff, parents governors and the local community. Experience of change management would be an advantage but not essential. You will lead by example, with a relentless commitment to ensuring the continued outstanding progress for every child and be the leader that plans, develops, stimulates and achieves growth throughout every aspect of the school, developing future leaders along the way.

We can offer you a unique and exciting opportunity to further develop a well-established, successful school that is ambitious for even more improvement. You will be well supported with implementing change and your career development. The Governors would like you to lead us through the next step of our journey as we expand from Nursery to KS1 to incorporate KS2 amalgamating two schools to become one successful school with seamless transition between all primary key stages.

Redbourn schools have a strong presence and are well regarded within the local community. All staff work collaboratively with parents, neighbours, local community groups and the local authority. An engaged Governing Body provides challenge and a high level of support to the school.

We would encourage you to visit our schools to view this unique opportunity. Visits can be arranged by telephoning the school office on 01582 792341 or emailing A.Bowran@redbourninfants.herts.sch.uk.

Redbourn Schools are committed to safeguarding and promoting the welfare of children and all those connected with the school are expected to share this commitment. The successful candidate is required to consent to an Enhanced Disclosure via the Disclosure and Barring Service (DBS).





WHAT OUR CHILDREN ARE LOOKING FOR



We asked some children from Key Stage 1 to share the qualities they would like in a new Head Teacher.

This is what they said:....

Make sure we have good equipment and resources.

To keep monitors and school ambassadors so people feel welcome in this school.

To make sure we have fun with our learning.



Kind, caring and sharing. I would not like the new head teacher to be too bossy.

A happy person, to be interested in and proud of our work.

To listen to the children so we can raise money for the charities we choose.

To have lots of different types of assembly, including visitors to our school.

We feel nervous and happy to share our work in Celebration Assembly. We like the Star Book.



KEY RESPONSIBILITIES



This job description should be read in conjunction with the National Conditions of Employment for Headteachers. (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/636389/School_teachers_pay_and_conditions_document_2017.pdf)

Job Purpose

The headteacher will be responsible for the internal organisation, management and control of the school in accordance with the current School Teachers' Pay and Conditions Document, the policies of the governing body (including its annual budget), applicable legislation and the policies of Hertfordshire County Council.

The headteacher, working with the governing body, senior leadership team and school staff will develop a strategic view for the school in its community ensuring accurate school self-evaluation to inform the School Development Plan securing the schools future needs and developments.

Pupils

- To ensure that pupils are always engaged in safe, healthy and personalised educational activities in a school environment that secures enjoyment, achievement and excitement in learning.
- To ensure that the progress of the pupils of the school is monitored and recorded in such a way that, at each stage of development, sufficient information is available and is used to make the most appropriate decisions concerning the pupil.
- To ensure that pupils receive efficient, effective and appropriate education according to their individual needs and abilities.
- To ensure that the behaviour management policy of the school is implemented and effective.
- To ensure that the school contributes as fully as possible to the Every Child Matters five outcomes.
- To be responsible for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.



KEY RESPONSIBILITIES



Provision: including teaching, learning & curriculum

- To ensure that the National Curriculum, Religious Education, PSHE and Citizenship are delivered as a minimum entitlement and that collective worship takes place in accordance with legal requirements.
- To ensure that the school takes account of local and national initiatives and policies relevant to teaching and learning in the delivery of a broad and rich curriculum.
- To ensure the ongoing monitoring and regular evaluation and development of the curriculum, including Extended School provision.

Inclusion and Ethos

- To maintain an ethos in which all individuals feel valued and where personal endeavour and responsibility are encouraged.
- To maintain an environment where all members of the school community actively demonstrate their care and concern for everyone and fulfil the requirements of the school's anti-prejudice policy statement.
- To maintain high morale and to set an example of professional standards and leadership.
- To promote a protective ethos within the school community.

Staff

To support all staff members in the performance of their work by providing clear expectations and guidance, encouraging responsibility in their own management and valuing each individual's contribution and responsibilities.

- To facilitate staff and volunteers in raising concerns about poor or unsafe practice.
- To implement the governing body's performance management policy, providing guidance, support and training as appropriate.
- To monitor and review staff deployment to ensure the most effective use of human resources.
- To participate in the appointment of all staff of the school.



KEY RESPONSIBILITIES



Finance

- To propose to the governing body's Finance Committee a balanced budget which meets the needs and addresses the strategic priorities within the School Development Plan.
- To monitor the monthly budget statements and to take action as appropriate, bringing any actual or anticipated overspend to the immediate attention of the Chair of the Finance Committee.
- To present the quarterly budget statements to the Finance Committee with an analysis of the figures therein to allow the Chair of Governors to countersign the return to Hertfordshire County Council.
- To take opportunities to generate new income where appropriate.
- To ensure that the school meets the requirement of the Financial Management Standard in Schools.

Governing Body

- To empower the governing body to be strategic, a critical friend and accountable by providing all necessary information, advice and support.
- To supervise the production of the annual School Improvement Plan for submission to the Curriculum Committee and then to the Governing Body for approval.
- To provide a termly written report, which by providing relevant strategic level information enables the Governing Body to be strategic, a critical friend and accountable.

Community

- To arrange for parents/carers to be given regular information about the progress of their children the school curriculum and other school matters and educational issues.
- To encourage family involvement in, and support for, the school and its Parents' Association, including access to extended services, extra-curricular opportunities, homework and other educational and social experiences.
- To maintain a high profile within the local community, developing the school as an integral part of the locality.
- To take account of feedback sought from pupils, parents and the wider community.



KEY RESPONSIBILITIES



Local Authority and the Department for Children, Schools & Families

- To ensure compliance with all applicable LA and DCSF policies, in consultation with governors and staff.
- To provide all necessary information to the LA and DCSF.
- To consult with LA and DCSF representatives as appropriate.
- To present the LA and DCSF guidance, requirements and advice to governors and staff, when formulating school policy.
- To work in partnership with the School Improvement Partner.

School Improvement

- To ensure that all aspects of school performance are monitored and evaluated in a robust cyclical manner.
- To maintain a record of self evaluation and areas for improvement.
- To ensure that a school development plan based on robust self-evaluation, is in place and delivered impacting on school improvement.

To ensure through effective CPD that s/he meets all the National Standards for Headteachers

Other

- To liaise as necessary with any other recognised body or agency in the furtherance of the school's needs, or those of any pupil, employee or parent/carer.
- To establish and implement policies which ensure the security, maintenance and cleanliness of the school and its surroundings conform to statutory and local regulations.

This job description will be reviewed at least annually as part of your Performance Management programme.



KEY RESPONSIBILITIES



Other

- To liaise as necessary with any other recognised body or agency in the furtherance of the school's needs, or those of any pupil, employee or parent/carer.
- To establish and implement policies which ensure the security, maintenance and cleanliness of the school and its surroundings conform to statutory and local regulations.

This job description will be reviewed at least annually as part of your Performance Management programme.





PERSON SPECIFICATION



	Essential or Desirable	Determination from:-		
		Application	Interview	References
LEADERSHIP AND MANAGEMENT, TEACHING AND LEARNING EXPERIENCE				
Recent successful leadership as a Head or advisory role within education	E	√	√	√
Have taken an active involvement in school self-evaluation and school development planning	E	√	√	
Experience of implementing a strategic plan across the whole school, identifying priorities and evaluating impact	E	√	√	
Experience of leading change effectively and successfully	E	√	√	
Ability to build a strong and effective team	E	√	√	
Knowledge and understanding of strategic financial planning and budgetary management and their contribution to school development and pupil achievement	E	√	√	
Have had responsibility for whole school policy development and implementation	E	√	√	
Experience of working with all stakeholders, including governors and school improvement partners	E	√	√	
Absolute commitment to promoting equality, diversity and safeguarding	E	√	√	√
Evidence of commitment to promoting health and safety and the welfare of children	E	√	√	√
A leader of learning, demonstrating, promoting and encouraging outstanding classroom practice	E	√	√	
Record of outstanding class teaching with substantial experience across the primary age range	D	√		



PERSON SPECIFICATION



	Essential or Desirable	Determination from:-		
		Application	Interview	References
LEADERSHIP AND MANAGEMENT, TEACHING AND LEARNING EXPERIENCE				
Experience of using assessment data to inform decision making	E	√	√	
Committed to providing a broad, balanced and stimulating creative curriculum which inspires pupils to learn, enriched by extra-curricular activities	E	√		
Knowledge, understanding and proven experience of how to raise achievements across the school	E	√	√	
Ability to identify excellent classroom practice and provide effective feedback to enable teachers to improve	E	√	√	
Able to analyse complex issues relating to children's attainment and progress and develop effective and creative responses	E	√	√	
An interest in different education techniques and smart use of the internet as a learning tool and as preparation for 21st century life	D	√		
Experience of using a robust appraisal cycle to improve the performance of colleagues	E	√		



PERSON SPECIFICATION



	Essential or Desirable	Determination from:-		
		Application	Interview	References
QUALIFICATIONS				
Qualified Teacher status	E	√		
Degree or equivalent	E	√		
PROFESSIONAL DEVELOPMENT				
Evidence of appropriate professional development as a Headteacher	E	√		
Evidence of a recent successful leadership and management experience	E	√	√	
Has successfully undertaken appropriate Child Protection training/Designated Senior Leader training	D	√		
Has successfully undertaken approved safer recruitment training	E	√		
Evidence of keeping abreast of best practice and research.	E	√		



PERSON SPECIFICATION



	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	√	√	√
Demonstrates a tireless determination to continually improve	E	√	√	√
Leads by example with integrity and resilience	E	√	√	√
A commitment to an open approach to teaching and learning	E	√	√	
Demonstrates compassion in dealing with issues	E	√	√	
A people person who actively enjoys communication with the different stakeholders in the school community (including listening to and inspiring children, staff and parents)	E	√	√	
Flexible leadership style, being 'hands on' when required	E	√	√	√
Demonstrate a capacity of sustained hard work with energy and enthusiasm	E	√	√	√
Ability to influence at all levels, securing a consensus across a range of complex stakeholders in sensitive and challenging situations	E	√	√	√
Uncompromising expectations seeking high achievement for all pupils regardless of their starting point	E	√	√	√
Ability to build and sustain effective relationships at all levels	E	√	√	√
Maintains a constant focus on long term goals while meeting the demands of immediate operational challenges.	E	√	√	



PERSON SPECIFICATION



	Essential or Desirable	Determination from:-		
		Application	Interview	References
LEADERSHIP SKILLS				
Ability to articulate a clear vision for the future and understands how to achieve it	E	√	√	
Delivers a robust performance management cycle which leaves staff feeling valued and inspired	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 (which will be assessed at all stages of the process) and experience of different media outlets, including social media.	E	√	√	√
Financially astute and understands how to maximise funds and raise income into the school	E	√	√	



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 hyper link - https://www.teachinherts.com/find-a-job/view_headteacher-redbourn-primary-nursery-school_43930.htm?preview=04c5c671d1a9b33cbb937048372fc636

Closing date: Monday 4th December 2017
Shortlisting date: Wednesday 6th December 2017
Interview date: Thursday 14th December 2017
Job start date: 1st April 2018
Pay Range: L 21 - L 28 (outer fringe)

You are warmly welcomed to visit our school during the following dates/times and ask that you telephone the school office to arrange this.

Thursday 9th November @ 9:30am
Wednesday 15th November @ 1.30pm
Thursday 23rd November @ 9:30am
Thursday 30th November @ 1:30pm

School Contact Details: Redbourn Infant & Nursery School, Long Cott, Redbourn, Hertfordshire AL3 7EX Tel: 01582 792341

Redbourn Primary & Nursery 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).