

# Headteacher Application Pack

March 2018





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# Letter from our Chair of Governors

Dear applicant,

On behalf of our school and governors, I am delighted that you are considering applying for the headship at HJPS.

Since its inception in 1999, HJPS has built a strong heritage and excellent reputation. We need a Headteacher who will build on this and also bring a fresh perspective.

We are looking for an inspirational Headteacher who will lead with confidence and purpose. The successful candidate will drive forward our inclusive culture, and maintain the nurturing, safe and secure environment which makes HJPS an outstanding school for pupils, teachers and parents.

We know this is a fantastic opportunity to work within a school at the very heart of a thriving community. Although HJPS is high achieving school, it provides a nurturing and rewarding environment for our pupils, families and staff. We are looking for that outstanding person who will embrace our values whole-heartedly and take our school from strength to strength.

Yours sincerely,

Marc Harris



# What makes our school special

- An inclusive and high achieving school with a large portion of very able pupils who reach high levels of attainment.
- Additional staff in place to support the individual requirements of children with special educational needs.
- Teachers plan a well-rounded curriculum, emphasising a lively creative approach.
- Music plays an important part of life at the school supported by a lunchtime music club and a magnificent choir, who participate in Hertfordshire's music festivals.
- Sport is featured very highly at HJPS and the children take part in various sporting matches and fixtures throughout the year.
- Platinum sports mark and funding providing additional training and facilities to develop sports provision in the school.
- Children's experiences are broadened by numerous educational visits, school trips and a variety of extra curricular activities.
- The school is recognised as a Healthy School and was recently congratulated by Ofsted for its commitment to promoting healthy eating.
- The Governors have a range of skills and expertise and strongly support the work of the school.
- The commitment of parents is very well illustrated by a flourishing and active PTA who raise significant additional funds every year.
- The school has excellent links with neighbouring schools as well as curriculum links with other local schools.
- The school has also achieved its first Arts Mark accreditation, demonstrating excellence in the arts and cultural provision, and has gone from strength to strength in numerous sporting endeavours and outstanding achievements in various core subjects.







## Our mission

It is our mission to produce well-rounded individuals who possess the deep moral feelings that lie at the root of our Jewish religion and the intellectual curiosity, which lays the foundation for future learning.



We aim to achieve all this in a happy and caring environment. The children spend seven of their most formative years in our school and it is our desire, above all else, that they should experience, during these years, all the fun, pleasure and joy of childhood.



## Our history

Hertsmeire Jewish Primary School opened with great fanfare in September 1999, in the presence of Prince Philip, and the then Chief Rabbi, Lord Jonathan Sacks. The school was officially named the “Joy and Stanley Cohen Hertsmeire Jewish Primary School” as a mark of recognition of the generosity the couple showed in making the school a reality.

The opening of the school, with just 60 pupils, marked the culmination of many years of hard work by a dedicated steering committee who oversaw the development of the school building on the Watling Street site. The school was borne out of the desire of the Orthodox communities in Hertfordshire to establish a Jewish Primary School locally.

The school quickly developed a reputation for excellence, receiving high praise in its first OFSTED report in 2001 for virtually every category of inspection and achieving excellent standards in Jewish Education in the first Pikuach report the same year. HJPS became one of the best performing schools in the borough, receiving ‘outstanding’ OFSTED reports on two occasions and placing the school at the top end of the results tables. This all led to strong competition for places at HJPS.





# Key facts and statistics

Type of school:	Voluntary aided Zionist school
Age range:	4 – 11 years
Year established:	1999
Number of children:	454
Average class size:	30
Number of teachers:	34
Number of support staff:	33
% children with SEN:	4%
% children with EHCP:	1.3%
Number of pupils with EAL:	27
Number of pupils FSM:	1
Overall attendance:	96%

## KS1 Highlights

Attainment in reading, writing and maths by the end of KS1: 85% of pupils secured national expectation or above (NA: 73.2%)

## KS2 highlights

Attainment in reading, writing and maths by the end of KS2: 77% of pupils secured national expectation or above (NA 61%)







## What we can offer

- An inclusive and caring culture where every child is encouraged to fulfil their potential.
- Committed and inspirational teachers who have high expectations for all children.
- A supportive governing body dedicated to sustaining an inclusive, caring and safe environment where all children can thrive.
- The opportunity to help shape our future in a modern building with excellent resources and fantastic learning environments.
- Happy, well behaved children who are eager to learn, enjoy and are proud of their school.
- Strong links with parents and the local community.
- Educationally high achieving pupils that go on to take places at some of the highest ranked schools in the country.

## What we are looking for

- A confident and inspiring leader with very high expectations of what can be achieved and a proven track record to take our school on to the next stage of its journey in supporting our “outstanding” status.
- Enjoys hard work and the rewards of giving generously of their time and commitment to the school community.
- Flexible, energetic and creative with a good sense of humour and an understanding of the bigger picture.
- A commitment to working in close partnership with colleagues, parents, governors and the wider community.
- Determined and resilient who understands how children learn best and never gives up on them.
- Can effectively coach and mentor others with demonstrable impact.
- Tough enough to cope with the challenges in designing and implementing a senior leadership strategy.
- An innovator who can take risks and who has a vision for what outstanding provision should look like.





# What our children say

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

Fair and  
respectful

Positive

Trustworthy

Fun

Can  
compromise

Brave

Likes to give  
you a  
challenge

Helps us  
learn

Encourages  
everyone

Keeps us  
safe

Visits our  
classes

Comes out  
with  
surprises

Kind and  
caring

Creative

Inspiring



## What our staff say

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

- Embodies a strong school spirit.
- Leads by example, a good listener, approachable and supportive.
- Have a creative vision of how the school will move forward.
- Open to the challenge of change.
- A good sense of humour, patience and loyalty.
- Introduces new initiatives that will benefit the school.
- Has an open-door policy and is able to motivate.
- Has high quality interpersonal and organisational skills.



## What our parents say

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

- Can handle change.
- Is strict, but approachable.
- Is child-focused and has their heart at the school.
- Is enthusiastic and visionary.
- Supports the ethos of our school
- Takes time to develop knowledge of pupils and parents.
- Makes learning fun and puts happiness at the forefront.
- Passionate, energetic and risk-taking.





# 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 improved 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.

## Duties and responsibilities:

The *National Standards of Excellence for Headteachers* are set out in four “Excellence as Standard” domains:

- Qualities and Knowledge
- Pupils and staff
- Systems and process
- The self-improving school system

Further details can be found in the job description.



# Person specification (1)

Criteria	Essential/ Desirable	Determination from		
Qualifications and Knowledge		Application	Interview	References
Qualified teacher status	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				
Recent successful leadership as highly successful Head or Deputy Headteacher	E	✓	✓	✓
Have 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 (2)

Criteria	Essential/ Desirable	Determination from		
Whole School Leadership and Management Experience continued		Application	Interview	References
Evidence of excellent communication and dialogue with the parent body	E	✓	✓	
Knowledge and understanding of strategic financial planning and budgetary management and their contribution to school development and pupil achievement	D	✓	✓	
Have had responsibility for whole school policy development and implementation	D	✓	✓	
Experience of working with all stakeholders, governors and school improvement partners	E	✓	✓	
Absolute commitment to safeguarding and inclusion	E	✓	✓	✓
Evidence of commitment to promoting health and safety and the welfare of children	E	✓	✓	✓
Knowledge and experience of working with children with autism	E	✓	✓	✓
An ability to understand the needs of children with challenging behaviours	E	✓	✓	✓
Successful track record of developing the performance of staff through effective performance management	E	✓		
Leadership skills				
Ability to articulate a clear vision for the future	E		✓	
Proven record of inspiring, enabling and motivating others to succeed	E	✓	✓	✓



## Person specification (3)

Criteria	Essential/ Desirable	Determination from		
Leadership skills continued		Application	Interview	References
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)	E	✓	✓	
Ability to build effective relationships with staff, parents, governors and other stakeholders	E	✓	✓	
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	E	✓	✓	✓
Visible and approachable, empathetic and enjoys engaging with children, staff, parents and the wider community	E		✓	✓
Demonstrates resilience whilst also showing compassion in dealing with issues	E		✓	✓
Flexible leadership style, being “hands on” when required balanced with knowing when to delegate	E	✓	✓	✓
Demonstrate 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	✓	✓	✓



# Completing your application

## **Application form:**

Using the standard application form provided, (CVs are not accepted) please complete all aspects of the form in full. 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 provide evidence of additional aspects such as training, qualifications together with your background and experience within the personal statement.

## **Covering letter:**

Please 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. Please send completed applications to [recruitment@hjps.herts.sch.uk](mailto:recruitment@hjps.herts.sch.uk).

## **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. Please note the date for a current head to resign to take up a 1 September appointment is 30 April and we would notify in time for this.

Salary	Group 3 Fringe L18 – L24
Closing date	11 April 2018
Shortlisting date	16 April 2018
Interview date	27 April 2018
Start date	1 September 2018

We would really encourage you to visit our school. Please telephone 01923 855 857 or email [admin@hjps.herts.sch.uk](mailto:admin@hjps.herts.sch.uk) to arrange this. Additionally if you would like to speak to one of our Governors, please contact Iain Blakeley: [iain.blakeley@hjps.herts.sch.uk](mailto:iain.blakeley@hjps.herts.sch.uk) or Nadine Taylor: [nadine.taylor@hjps.herts.sch.uk](mailto:nadine.taylor@hjps.herts.sch.uk). For further information about our school, please visit our website <http://www.hjps.herts.sch.uk/>.

Hertsmeire Jewish Primary 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 a full DBS check.