

'Together we are building a better tomorrow'



'Connecting, Inspiring, Growing'

HEADTEACHER APPLICATION PACK

Contents

• Welcome from the Chair of Governors	Page 3
• A unique opportunity to shape the future	Page 4
• About Ludwick Nursery School	Page 5
• Our Aims and Ethos	Page 7
• Key facts and statistics	Page 8
• Acorns Teaching School Alliance Aims	Page 9
• What we are looking for in our new Head	Page 10
• What we are able to offer you	Page 11
• Key responsibilities	Pages 13 - 15
• Person specification	Pages 16 - 18
• Application process	Page 19
• Important dates and information	Page 20



Welcome from our Chair of Governors

Dear Applicant,

Thank you for your interest in the role of Headteacher at Ludwick Nursery School. For the past 12 years, we have been privileged to have had Karen James as our Headteacher and under her stewardship, Ludwick has achieved four consecutive outstanding OFSTED judgements become a successful teaching school.

At Ludwick, the children are always our primary focus and we believe that key to the schools success is our strong partnership with the day nursery next door to us (Squirrels), with whom we have a very close working relationship, our links with the wider community and parents and our fantastically dedicated staff.

We are delighted that you see Ludwick as a school where you can potentially make an impact and we know that this position will provide an outstanding opportunity for you as you seek to make the next step in your career.

In recruiting a Headteacher we are seeking someone who shares our vision and ethos and someone who has the drive and ambition to move the school forward. We recognise that there are many challenges in the education system and that it is an ever changing landscape but by working together and seizing every opportunity, we can ensure that Ludwick maintains its wonderful learning environment for every child and proactively prepares to thrive in future.

If you think you have what it takes to drive Ludwick forward then please come and visit us, speak to the current Head and talk with the children.

We will be inviting those applicants short-listed to attend an interview day on September 18th and 24th and 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 Liz Rose on sbm@ludwick.herts.sch.uk or 01707 323693

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

Yours faithfully,

Caroline Baines

Chair of Governors

A unique opportunity to shape the future

Ludwick Nursery School and Acorns Teaching School Alliance provides a unique opportunity for an experienced individual to further develop their career. The role will require the individual to be strategic, outward facing, collaborative and research led but will allow them to remain close to and develop their passion for early years education but on a much bigger scale.

We have outlined the key aspects of this exciting role within this pack but encourage you to look at both websites and our links to find out more detailed information about us.

This unique opportunity allows the ideal candidate to remain close to and develop their passion for early years' education whilst providing management and strategic direction of the teaching school alliance.

For an informal chat about the role, during the holiday period, please contact Caroline Baines, Chair of Governors: caroline@mint-letting.co.uk or Jenny Robinson, Vice Chair of Governors: jrobinson@ludwick.herts.sch.uk.

On return to school, we welcome you to visit our Nursery School, meet our wonderful children and staff and speak with our retiring Headteacher, Karen James who has developed both the nursery and teaching school since her appointment 12 years ago.



‘Together we are building a better tomorrow’

About Ludwick Nursery School

Ludwick Nursery School provides nursery education for 173, 3-4 year old children plus has 32 children in funded provision for 2 year olds.

It is a wonderful place for young children to learn. The staff at Ludwick are deeply committed to helping young children learn in the best possible way. The team are very well qualified with a great deal of experience in early years. Children make excellent progress in this exciting and supportive setting through active learning.

Ludwick also provides an Enrichment Group for children with communication difficulties.

Based in Welwyn Garden City, Hertfordshire the school has fantastic facilities both inside and outside which help the children explore and investigate in their learning.

We also work in partnership with Squirrels Nurseries (a private nursery provider) who help to provide wrap around care for our children if parents require this.





‘Together we are building a better tomorrow’

Our Aims and Ethos

We provide a happy, stimulating environment and encourage independence through active learning.

We create a safe atmosphere, where children learn to interact with others in a caring and sensitive manner.

We support and encourage the children to develop positive relationships, with all the adults and children around them.

We are passionate about working in partnership with parents. There are many ways that parents can be involved in their children's learning. We see it as a journey that we make together.



Key facts and statistics

Type of school: Community Nursery School

Location: Holwell Road, Welwyn Garden City, Herts. AL7 3RP

Age Range: 2 - 4 year olds

Number of Children: 170 (150 part time; 20 full time funded children)

% of children with SEN: 25%

% of English with an additional language: 20%

% ethnic minority: 35%

% of children in receipt of EYPP: 25%



Acorns Teaching School Alliance – Aims and Objectives

The Teaching School Alliance has a commitment to working in partnership with 0-19 professionals with a specialism in early years and KS1. **Our Aims and Objectives:**

- Inclusive to professionals from all settings and schools.
- Child centred approach making a difference to children's lives.
- Children's needs and outcomes at the heart of all we do.
- Supportive and learning from each other on a continuous learning journey.
- Sharing good practice and supporting others by reflecting and adapting our approaches.
- Training, keeping and developing staff within our alliance.
- Encouraging learning pathways including Initial Teacher Training (ITT) via the school direct pathway and training for early years educators.
- Encouraging trust and honesty amongst alliance partners showing a high level of commitment.
- Working with professionals to develop their understanding of pedagogy and practice.



"Connecting, Inspiring, Growing"



What we are looking for in our new Headteacher

- A strategic leader who can articulate a clear vision for our nursery and teaching school
- An individual committed to the support, development and retention of their own team
- A people person able to build relationships both with the school, families and the wider local and schools' communities
- Able to celebrate the richness and diversity of all the Early Years settings to support the Teaching School's communities
- Able to instil confidence in others as one of the leading practitioners in the Early Years field
- Forward thinking and research led
- Financially astute to ensure we remain financially healthy and able to build a sustainable future



What we are able to offer you

- A unique setting and rare opportunity to lead the only Early Years Teaching School in Hertfordshire
- Children who are a delight and encouraged to learn through active play
- Support for your own Continuing Professional Development
- The opportunity to work with highly committed and trained teaching professionals
- Active governors who have close links with the school
- A salary package commensurate with your experience





Key responsibilities

Main purpose of role

- ❖ Overall responsibility for providing leadership for the school to secure success and continuous improvement, ensuring high quality education for all our pupils and improved standards of teaching and learning in line with statutory requirements.
- ❖ The Headteacher and all teaching staff are employed in accordance with the provisions of the School Teachers' Pay and Conditions Document. In reviewing pay ranges in the future the school will have regard to any changes contained within the School Teachers' Pay and Conditions Document.
- ❖ 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 reflects the national standards of excellence for Headteachers 2015.



The Duties and Responsibilities

The *National Standards of Excellence for Headteachers* are set out in 4 domains:

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

Within each domain there are key characteristics expected of the nation's Headteachers; some of these have been expanded to give a more comprehensive description of the role and to reflect the additional responsibilities of the Teaching School



Domain 1 - Qualities and knowledge

1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for Early Years pupils *for the school and the Teaching School community*.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors, members of the local community *and the learning communities*.
3. Lead by example across the school - 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 *to meet the needs of the strategic role*
5. Work with political and financial astuteness, within a clear set of principles centred on the school *and teaching school's* vision, ably translating local and national policy into the school's context.
6. Communicate compellingly the school *and teaching school* vision and drive the strategic leadership, empowering all pupils and staff to excel.
7. *Able to translate the strategic vision to key partners in the Teaching School Alliance to ensure embedded collaboration and sharing of best practice*

Domain 2 - 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. *Developing this strategic standards work across all the partner schools*.
2. Secure excellent teaching across the school through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design for this age range.
3. This is likely to include an understanding of spaces to play and outdoor learning to enrich curriculum opportunities and pupils' well-being. *Providing training and guidance on this via the Teaching School to a wider audience*.
4. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within the school, drawing on and conducting relevant research and robust data analysis.
5. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
6. Hold all staff to account for their professional conduct and practice.
7. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.

Domain 3 - Systems and processes

1. Ensure that the school's systems, organisation and processes are well considered, are 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 across the school, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the school governing body 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 across the school, 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. *Distributed, systems leadership to include the operation of the Teaching School and its programme work.*

Domain 4 - Self-improving school system

1. Create an outward-facing school 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 *and be at the forefront of best practice across the country.*
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

Important information for candidates who are thinking of applying for this headteacher post.

Please ensure that you provide evidence relating to the person specification. A candidate will only be considered for shortlisting and move forward for the subsequent person specification sections if they meet all 5 areas within the qualifications and knowledge section.

It is important to provide examples using the STAR acronym (situation, task, action, result) relating to the person specification criteria. This will be evidenced via Application (A), Interview (I) and/or References (R)

Criteria	Essential or desirable	A, I or R
Qualifications and Knowledge		
Qualified Teacher Status	E	A
Degree or equivalent	E	A
Has successfully undertaken appropriate Child Protection training / Designated Safeguarding Lead training	E	A
Commitment to safeguarding	E	A
Knowledge and understanding of Early Years Foundation Stage in a wide range of settings and can demonstrate strategic leadership	E	A

Criteria	Essential or desirable	A, I or R
Knowledge & Understanding		
Familiarity with current national developments in Early Years curriculum and practice and educational leadership	E	I
A creative approach to planning and developing exciting and stimulating play/learning opportunities	E	A, I, R
Good understanding of child development and of the factors affecting development and well-being	E	A, I, R
Knowledge of how to support the development of children who have a range of skills and needs	E	A, I

Person Specification

Criteria	Essential or desirable	A, I or R
Experience		
Recent and relevant Nursery/Early Years in with teaching and management role experience	E	A, I
Experience of leading and developing a team	E	A, I, R
Experience in the delivery of a child-centred active learning curriculum	E	A, I
Support and management of staff	E	A, I
A proven track record in raising achievement	E	A, I
Relevant previous management experience	E	A, I
Experience in supporting staff development including non -teaching staff	E	A, I

Criteria	Essential or desirable	A, I or R
Experience		
Relevant experience in managing a school's budget	D	A,I
Skills & Abilities		
Outstanding teacher	E	A
Excellent skills in communicating with families and the wider school community	E	A, I
Ability to effectively prioritise and organise work	E	A
The ability to lead by example and to motivate, manage and support other teaching staff effectively and sensitively	E	A, I
Flexibility, commitment and a desire to be involved in new initiatives	E	A, I

Person Specification

Criteria	Essential or desirable	A, I or R
Skills & Abilities		
Ability to take initiative and make decisions	E	A, I
Able to identify best practice elsewhere and adapt these where appropriate	E	A, I, R
A respectful and nurturing approach to all children	E	R
Excellent skills in observing and recording children's progress and development	E	A, I
Safeguarding		
Demonstrate understanding of and personal commitment to your responsibilities for safeguarding children.	E	A, I
Demonstrate a clear understanding of what is appropriate and inappropriate professional practice towards a child	E	A, I

Criteria	Essential or desirable	A, I or R
Safeguarding		
To know how to sustain a safe environment and employ practices that promote children's health and safety.	E	A, I
Updated professional development regarding current safeguarding legislation	E	A, I
Completed Designated Person training	D	A, I
Strategic Development		
Experience of school improvement planning	E	A, I, R
A commitment to the development of partnership opportunities within and beyond the centre	E	I
An understanding of the role of a Teaching School and experience of working as a partner with one	D	A, I

Completing your application pack

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 that you give evidence of additional aspects such as training and 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 around. 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

Leadership range	£52,730 up to £65,513
Leadership pay range	L12 up to L21 for an experienced candidate to include the strategic leadership of Acorns Teaching School Alliance
Start date	1 st January 2019
Closing date	9am Monday 17 th September 2018
Shortlisting date	Tuesday 18 th September 2018
Interview date	Monday 24 th September 2018
Discussion with the Governors	During the holiday please contact, Caroline Baines, CoG on caroline@mint-letting.co.uk or Jenny Robinson, Vice Chair on jrobinson@ludwick.herts.sch.uk
Visits to the school – arrange once the school is back	Any afternoon from 6 th – 13 th Sept, or during the day Weds 12th or Thurs 13th Sept contact Liz Rose: sbm@ludwick.herts.sch.uk
Visit the school website	www.ludwick.herts.sch.uk
Visit the Teach in Herts website	www.teachinherts.com
Send your completed application form to	leadership.recruitment@hertsforlearning.co.uk
Any questions, call the leadership recruitment team	01438 845785

Ludwick Nursery School and Acorns Teaching School Alliance 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).

