

Shenley Primary School



HEADTEACHER APPLICATION

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Welcome from our Governors

Dear Applicant,

On behalf of the Governors, staff, children and parents; thank you for your interest in the position of Headteacher at Shenley Primary School. I have the pleasure of enclosing an application pack that we have put together to give you an insight into our school and an overview of the application process.

Shenley Primary School is a well-regarded, thriving and happy school in an attractive village location, which is at the heart of the local community. We see ourselves as a school that acts on the belief that every child here deserves to leave as an inquisitive, independent and confident life-long learner. We foster an ambitious learning community united in its vision to ensure our children develop their full potential academically whilst also having an equal focus on ensuring they develop self-confidence, responsibility and mutual respect. We are very proud of our pupils who are polite, happy, and show a tremendous love of learning.

This is a challenging and rewarding role and an exciting time to join our school. We were inspected by Ofsted in June 2017. The inspectors deemed the school to “Require Improvement”, although with many aspects, including governance at the school and behaviour of pupils being deemed good and our Early Years Unit was highly commended by Ofsted. There is recognition that the school was already moving in the right direction and our new Head will have the opportunity to develop and implement the strategies required to enable the school to improve at the next inspection. Whilst strong plans are in place to take the school forward, we would welcome a Headteacher with new and innovative thinking and are looking for someone who will lead and help us on our journey to becoming an outstanding school.

In the changing educational environment, there will be many exciting challenges ahead and throughout you’ll have the support of an experienced Governing Body who have high expectations and pursue improvements with great determination. We have a strong Senior Leadership Team and dedicated, reflective staff totally committed to offering the children every opportunity to enable them to develop both academically and socially. The plethora of enrichment activities both within the school curriculum and in extra-curricular activities is testament to this commitment.

If you think you have what it takes to drive Shenley primary forward, I encourage you to come and visit to experience the welcoming culture that is Shenley Primary School. We very much look forward to receiving your application. If you have any questions, or to arrange a visit to our school, please contact Tracy Madigan on 01923855864.

Thank you for your interest in our school.

Yours faithfully,

Jamie Dean-Stockwell

Chair of Governors



Are you an inspirational leader who is ready to embark on a fresh new challenge?

We are proud to be a village school that maintains a family friendly, inclusive and community atmosphere, whilst reaching out to children and families from surrounding areas; Borehamwood, Radlett, St Albans and Potters Bar. We are privileged to be set among beautiful grounds and have an abundance of outdoor space. Shenley is a growing community with a varied demographic and we are looking forward to entering the next phase of our school's journey.

We are looking for a Headteacher who will:

- Lead on the development of a collaborative school vision, which embraces excellence, high standards and inclusion.
- To have ambition and seize opportunities for the school to share good practise and expertise, learning from others beyond its boundaries and take robust decisions in the best interests of our pupils.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other.
- Utilise resources efficiently and effectively in a way that maximises performance and ensures the financial sustainability of the school.
- Bring new and innovative thinking that leads us on our journey to becoming an outstanding school that empowers all pupils and staff to excel.

In return we offer you:

- A committed and motivated staff team with strong leadership support.
- A strong, supportive and highly skilled governing body.
- Polite, happy and well behaved children who show a tremendous love of learning.
- A well-resourced school and unique facilities offering specialist music and sports teaching, a dedicated 'kid's kitchen', excellent IT facilities and fantastic grounds to enable enriching teaching and learning opportunities for our children.
- Commitment to support your continuing professional development (CPD) and access to excellent training and development and/or the new Headteacher Induction programme with Herts for Learning.

For application queries **please contact the Leadership Recruitment Team on 01438 845785**



About Shenley

Location

Shenley Primary is located in the picturesque village of Shenley in Hertfordshire between Barnet and St Albans, approximately 18 miles from Central London with easy access to the M25 and A1.

The School

Shenley Primary is a 1.5 form entry school serving the village community and surrounding areas of Borehamwood, Radlett, St Albans and Potters Bar. We are proud to be a village school that maintains a family friendly, inclusive and community atmosphere whilst reaching out to children and families from the wider community. We are set among beautiful grounds with an abundance of outdoor space including a pond, weather station, wildlife trail, orchard, allotments, bug hotel and Wildwood Den.

Staff and Pupils

We have a dedicated team of staff who have high expectations of behaviour and pupils who have an excellent attitude to learning. Our unique range of facilities and excellent range of resources, including dedicated teaching spaces for music, cookery, computing and technology all set within beautiful grounds which provide enriching teaching and learning opportunities for our staff and pupils.

Governing Body

Our governing body are skilled and effective leaders, who are very supportive and keen to drive the school forward to ensure the best outcomes for pupils.

Parent Teachers Association

We are very fortunate at Shenley Primary School to have a really active PTA that is and has been such an integral part of our school community.



Key School Information

Facts & Statistics:

Location: Shenley, Hertfordshire

Age Range: 3 – 11 years

School category: Community

Number of Children: 268

% of children with EAL: 7%

% of children with SEND: 9%

% of children on PPG: 19%



Head Teacher Qualities

We would like our new Headteacher to:

- Lead on the development of a collaborative school vision which embraces excellence, high standards and inclusion.
- Demonstrate a commitment to share best practice within and between schools, in order to raise standards and take robust decisions in the best interests of our pupils.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other.
- Utilise resources efficiently and effectively in a way that maximises performance and ensures the financial sustainability of the school.
- Bring new and innovative thinking, lead and help us on our journey to becoming an outstanding school.



Vision and Core Values

“Happy, United, Inspired.”

Shenley is an inclusive school where:

We have values that are at the centre of the way we work together. The values were put together by children and staff and they reflect the things that we share as being important. We have a 'value of the week' which forms the focus of our assemblies and as adults in the school; we ensure that we are role-models for each of our values.

School Values:

Children are eager to succeed


Characters are built and children collect lasting experiences

Children are valued, feel safe, are nurtured and happy

Everyone strives to be a productive citizen of the school and wider community

Children are encouraged to be active and healthy





No matter our size, shape
or colour... our likes or dislikes...
or our strengths or weaknesses...

WE ALL FIT TOGETHER
At SHENLEY SCHOOL we
EMBRACE OUR DIFFERENCES

Autism Awareness

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.

This Job description reflects the national standards of excellence for Headteachers 2015.

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.

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 Shenley Primary School.

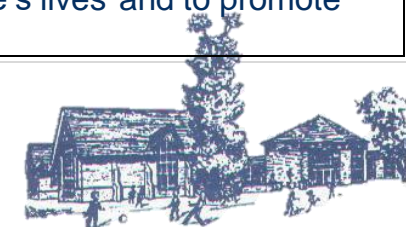


Job Description

<u>Qualities and knowledge</u>	<u>Pupils and staff</u>
Hold and articulate clear values and moral purpose, focused on providing a world-class education for Early Years, Key Stage 1 and Key Stage 2 pupils.	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.
Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.	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 including outdoor learning opportunities.
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.	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.
Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.	Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
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.	Hold all staff to account for their professional conduct and practice.
Communicate compellingly the school vision and drive the strategic leadership, empowering all pupils and staff to excel.	Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.



<u>Systems and processes</u>	<u>The Self-improving school system</u>
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.	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.
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.	Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
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.	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.
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 Head teacher to account for pupil, staff and financial performance.	Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
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.	Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
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.	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 (**s**ituation, **t**ask, **a**ction, **r**esult) 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 A
Qualifications and Knowledge	E	A
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, Key Stage 1 and Key Stage 2	E	A



Criteria	Essential or desirable	A, I, or R	Criteria	Essential or desirable	A, I, or R
Professional Development			Whole School Leadership & Management Experience		
Evidence of recent and appropriate professional development for the role of Head teacher	E	A, I, R	Experience of working with all stakeholders, including parents, governors and external partners	E	A, I, R
Whole School Leadership & Management Experience			Clear commitment to ensuring a strong culture of safeguarding across the school	E	A, I, R
Recent successful leadership as a Head, Deputy or school improvement lead	E	A, I, R	Evidence of clear commitment to promoting health and safety and the welfare of children	E	A, I
Has played a key role in school self-evaluation, school development planning and implementation	E	A, I	Clear commitment to inclusion and to closing the gap between disadvantaged pupils and other pupils	E	A, I
Experience of leading change effectively and successfully	D	A, I	Successful track record of improving the performance of school staff	E	A
Knowledge and understanding of strategic financial planning and budgetary management and their contribution to improving outcomes for children	D	A, I			



Criteria	Essential or desirable	A, I, or R
Leadership Qualities		
Able to articulate a clear vision for the future	E	I
Proven record of motivating and inspiring others to succeed	E	A, I, R
Ability to delegate and build internal leadership capacity	E	A, I, R
Excellent interpersonal communication skills, including written and oral communication	E	A,I



Completing your application form

Application Form

Using the application form provided (**CVs are not accepted**) complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. **Any gaps in your employment and education history is to be explained**. This might include travel, part time roles, looking after family members etc.

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. 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 areas within the qualifications and knowledge section.

It is important to provide examples using the STAR acronym (**s**ituation, **t**ask, **a**ction, **r**esult) relating to the person specification criteria. Ensure to evidence your background and experience within the personal statement.



Important dates and information

Leadership range:	L14 – L20
Pay range:	£56,169 – £64,915
Start date:	1st September 2019
Closing date:	Monday 18th March at 9am
Shortlisting date:	Wednesday 20th March 2019
Interview date:	Wednesday 27th March 2019
Visit the school:	Please contact Tracy Madigan on 01923 855864
Send your completed application form:	<u>leadership.recruitment@hertsforlearning.co.uk</u>

Shenley 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 an Enhanced Disclosure and Barring Service check (DBS).

