

# MARKYATE VILLAGE SCHOOL AND NURSERY



## HEADTEACHER APPLICATION PACK

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# Welcome from our Chair of Governors

Dear Applicant,

Thank you for your interest in the role of Headteacher. We are delighted that you see Markyate Village School and Nursery as a school where you can make an impact. We know that Markyate will provide an outstanding opportunity as you seek to make the next step in your career.

The Governors at Markyate Village School and Nursery are proud to be part of a school which was rated as 'good' in our last OFSTED. However, as a governing body we are aware that can improve, and we are looking for an energetic and enthusiastic Headteacher to lead the school on the next stage of our journey.

Markyate Village School and Nursery is part of a village community and are proud of the strong links and relationships that have been developed between staff, pupils, parents and the broader school community.

In recruiting a Headteacher we are seeking someone to shape and share our vision and ethos, and who can effectively hold people to account in driving this forward. We recognise that there are many challenges in the education system and that there are further changes ahead. By working together, we want to ensure that Markyate Village School and Nursery provides a wonderful learning environment for every pupil and proactively prepares to thrive in an uncertain future.

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

# Welcome from our Chair of Governors (Cont..)

We will be inviting those applicants shortlisted to attend an interview day on **Wednesday 27<sup>th</sup> March 2019**. 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 for Governors, please call **Deborah Cobb, School Business Manager on 01582 840537**.

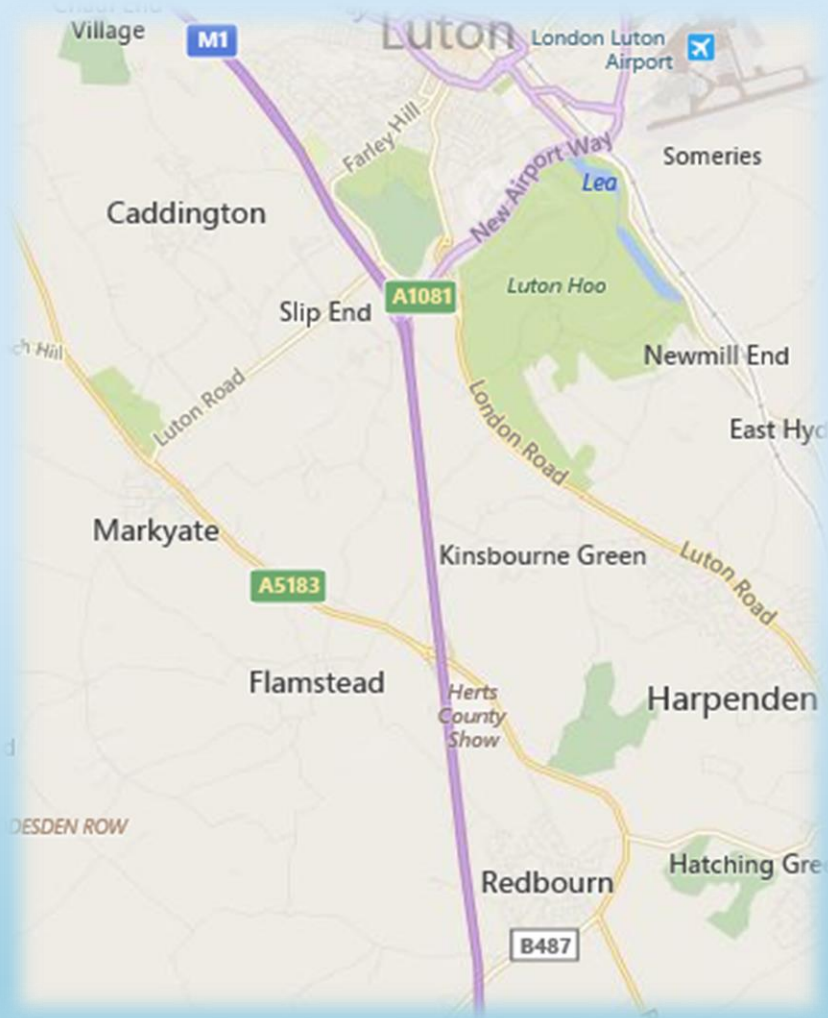
Thank you for your interest in Markyate Village School and Nursery. My colleagues and I look forward to meeting and interviewing motivated candidates interested in taking on this important and exciting new challenge.

Yours faithfully,

*Paul Worden*

Chair of Governors

# About our school



- Markyate Village School and Nursery is a larger than average village school at the heart of the community and is set in beautiful countryside close to Harpenden and St Albans.
- Markyate on the A5 is part of Watling Street the original Roman road that ran between London and Birmingham and the village has a real old world charm.
- The village is therefore well situated with good road links for prospective candidates from Beds, Bucks, Herts and North / West London.
- The school is a growing 1.5 forms of entry and has excellent buildings and resources to support this as well as extensive outdoor learning opportunities.
- We believe the school should be at the heart of the community and we therefore try to work closely with all our stakeholders – children, staff, parents, governors, LINKS Family Services and Redbourn and Villages Children's Centre.
- The school has a very dedicated and hard working staff of teachers, teaching assistants and support staff who work as a team and value each other.
- The Governing Body at Markyate is enthusiastic, experienced and proactive in its approach and are keen to support our new Headteacher to strengthen the academic progress of our children and provide exceptional opportunities to develop the whole child.

# Key facts and statistics

<b>Type of school:</b>	1.5 form entry maintained school
<b>Location:</b>	Markyate, Hertfordshire
<b>Age Range:</b>	3 - 11 years
<b>Number of Children:</b>	272
<b>% of children SEND:</b>	19% (52 children)
<b>% of children EAL:</b>	2% (6 children)
<b>% of children FSM:</b>	6% (17 children)
<b>% of children PPG:</b>	8% (23 children)









# Our Ethos



Markyate Village School and Nursery aims to provide a warm and caring environment where every child matters and the social, emotional and personal development of our children is a priority. We believe that children achieve the most when they are happy and secure.

At the heart of our ethos is a passion for learning and a commitment to motivate, challenge and equip all learners with the skills and attitudes that they need for life in a rapidly changing world. We have the highest expectations for all our pupils. We aim to enable all pupils to reach their potential and become independent, self motivated learners. We believe in working in partnership with our parents and children to achieve this.

By the end of their time at Markyate Village School and Nursery we aim for all our pupils to leave us with the academic skills appropriate for their age and ability. We also hope they will leave with the self-belief, confidence and resilience to move on to their secondary schools and into the wider world successfully.



# We would like our new Headteacher to:

- Help all stakeholders shape the school's vision and mission statement for the future
- Be able to clearly articulate that vision and take all stakeholder groups along with them
- Know what a good and an outstanding school looks like and the steps needed to get there
- Value our staff and identify Continuing Professional Development which will help them to grow and flourish
- Be energetic and focused in your leadership of the children
- Bring experience of working in different settings or with external partners to provide an outward looking perspective to the school
- Ensure our children make excellent academic progress in all areas whilst remaining committed to developing the whole child



# We can offer you:



- To undertake the New Headteacher Induction programme or tailored CPD for an experienced Head
- A salary commensurate with the expanded school
- A commitment to well-being for staff and children
- Lovely children who are curious and eager to learn
- Supportive parents who enjoy participating in the life of the school and fund raising activities
- A well resourced and spacious setting
- A wonderful village school with good pupil numbers
- External support for school development as required to assist in making good progress in all subjects







# 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 Head Teachers 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 Markyate Village School and Nursery

## ***Domain 1 - 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. Effectively communicate the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

## ***Domain 2 - Pupils and staff***

1. Secure outstanding progress 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.

### ***Domain 3 – Systems and Processes***

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.

### ***Domain 4 - 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.





# 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. A candidate will only be considered for shortlisting and move forward in the remaining person specification criteria if they **meet the first 7** of the Qualifications, Knowledge and Experience and Professional Development sections. It is important to provide examples using the STAR acronym (situation, task, action, result) relating to the person specification criteria

Ensure to evidence additional aspects such as training, 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 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.



# Person Specification

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
<b>Qualifications, Knowledge and Experience</b>				
QTS	E	✓		
Degree or Equivalent	E	✓		
Commitment to and experience of working with Early Years Foundation Stage / KS1 and KS2 pupils and staff	E	✓		
Recent successful leadership and varied experience as a Head, Deputy or School Improvement Lead	E	✓		
Has current training for Child Protection and Designated Safeguarding Lead and has successfully undertaken the role within the school setting	E	✓		
<b>Professional Development</b>				
Evidence of appropriate and recent professional career development for the role of Headteacher	E	✓		
Evidence of recent leadership and management operational training and development	E	✓		
Has successfully undertaken approved safer recruitment training	D	✓		

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
<b>Leadership Skills</b>				
Ability to articulate a clear vision for the future	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	✓	✓	✓
Demonstrates excellent communication skills, including written and verbal communication	E	✓	✓	
Ability to build effective relationships with staff, parents, governors and other stakeholders	E	✓	✓	



Criteria	Essential or desirable	Determination from		
		Application	Interview	References
<b>Whole School Leadership and Management Experience</b>				
Have taken an active involvement in effective school self-evaluation and development planning	<b>E</b>	✓	✓	
Experience of implementing a strategic plan across the whole school, identifying priorities and evaluating the impact	<b>D</b>	✓	✓	
Experience of leading change effectively and successfully	<b>D</b>	✓	✓	
Able to listen and engage with stakeholders including parents in a range of ways on a daily basis or as a lead on specific projects	<b>E</b>	✓	✓	
Knowledge and understanding of strategic financial planning and budgetary management and their contribution to school development and pupil outcomes	<b>D</b>	✓	✓	
Have had responsibility for whole school policy development and implementation	<b>D</b>	✓	✓	
Experience of working with stakeholders including governors, school improvement partners and external agencies / companies	<b>E</b>	✓	✓	
Absolute commitment to safeguarding	<b>E</b>	✓	✓	✓
Evidence of clear commitment to promoting health and safety and the welfare of children	<b>E</b>	✓	✓	✓
Absolute commitment to inclusion	<b>E</b>	✓	✓	✓
Knowledge and experience of working with children with SEN (e.g. autism) across the primary and nursery phases	<b>E</b>	✓	✓	✓
An ability to understand the needs of children with challenging behaviours and develop strategies to successfully manage this	<b>E</b>	✓	✓	✓
Successful track record of developing the performance of staff through effective performance management	<b>E</b>	✓	✓	

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
<b>Personal Qualities</b>				
A genuine passion for educating young children, coupled with the ability and enthusiasm, to see every child fulfil their potential	<b>E</b>		✓	✓
Leads by example with integrity and demonstrates resilience	<b>E</b>	✓	✓	✓
Visible and approachable, empathetic and enjoys engaging and inspiring children, staff parents and the wider community	<b>E</b>	✓	✓	✓
Demonstrates resilience whilst also showing compassion in dealing with issues	<b>E</b>		✓	✓
Adaptable leadership style, being ‘hands on’ when required balanced with knowing when to delegate	<b>E</b>		✓	✓
Demonstrates a capacity for sustained hard work with energy and enthusiasm	<b>E</b>		✓	✓
Able to take a dynamic approach to the changing needs of the school population	<b>E</b>		✓	✓

# Important dates and information

Leadership range	L12 – L18
Pay range	£53,521 to £61,680
Start date	September 2019
Closing date	Monday 18 <sup>th</sup> March 2019 at 9am
Shortlisting date	Wednesday 20 <sup>th</sup> March 2019
Interview date	Wednesday 27 <sup>th</sup> March 2019

Visit the school – call to arrange	Deborah Cobb, School Business Manager on 01582 840537
Visit the school website	<a href="http://www.markyate.herts.sch.uk">www.markyate.herts.sch.uk</a>
Visit the Teach in Herts website	<a href="http://www.teachinherts.co.uk">www.teachinherts.co.uk</a>
Send your completed application form to	<a href="mailto:leadership.recruitment@hertsforlearning.co.uk">leadership.recruitment@hertsforlearning.co.uk</a>

*Markyate Village School and Nursery 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).*

