

Abel Smith School
Established 1861

Headteacher Application Pack

Contents

Introduction	2
Vision and Values	4
Welcome from Chair of Governors	9
Welcome from current Headteacher	12
Person Specification	13
Job Description	16
Key Dates and Information	23

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A brilliant opportunity has arisen to lead Abel Smith School, in Hertford. We are proud of our school, open to new and creative ideas and believe in the potential of every child in our care. We are looking for someone with vision and a passion and fierce commitment to providing a nurturing and enriching experience for every child.



We can offer

- A positive and supportive environment where your career development will be championed.
- A dedicated, stable and talented team of staff with supportive parents and governors who are enthusiastic about helping the school continue to grow.
- Inquisitive, vibrant and well-behaved children who love to learn.
- A school that is committed to safeguarding and promoting the well-being of everyone in our community.

You will bring

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- An uncompromising commitment to ensuring outstanding teaching for every child.
- The vision, energy, leadership and creativity to drive innovation at the same time as building on existing practices that are working effectively.
- A rigorous approach to identifying pupil achievement gaps and an imaginative approach to implementing solutions to ensure positive progress for every child.
- An ability to turn challenging situations into positive outcomes.



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Our Values

Courage, care, commitment

Our Vision

Children leave Abel Smith as independent, lifelong learners and prepared for modern life in Britain.

Children will develop through personalised learning from our enriched and challenging curriculum.

Children have a meaningful understanding of the global community in which they live and learn.

Children's learning is developed through the ever-changing world of information and communication technology.

Lifelong Learners

As well as teaching the fundamental principles of the National Curriculum to a high standard, Abel Smith uses enquiry based teaching and learning methods to sustain children's engagement in lessons and generate a love of learning.

The class teachers and support staff plan collaboratively using a wealth of resources, in particular local facilities in and around Hertford. There is a passionate team of committed staff and positive pupils to work with the in coming head teacher.

We celebrate:

- Our inclusive school.
- Our care for the community.
- Our courage to face new challenges and take a risk.
- Our learning journey from Early Years to Year 6.
- Positive links with local secondary schools.
- A wealth of extra-curricular activities, in particular music and PE which every pupil is encouraged to take part in and enjoy.



Personalised Learning

We celebrate:

- Every individual child and embrace their learning journey.
- Positive relationships with parents.
- Strong processes to identify a child with need and clear pathways to support the child make progress.



Meaningful understanding of the Global World

We celebrate:

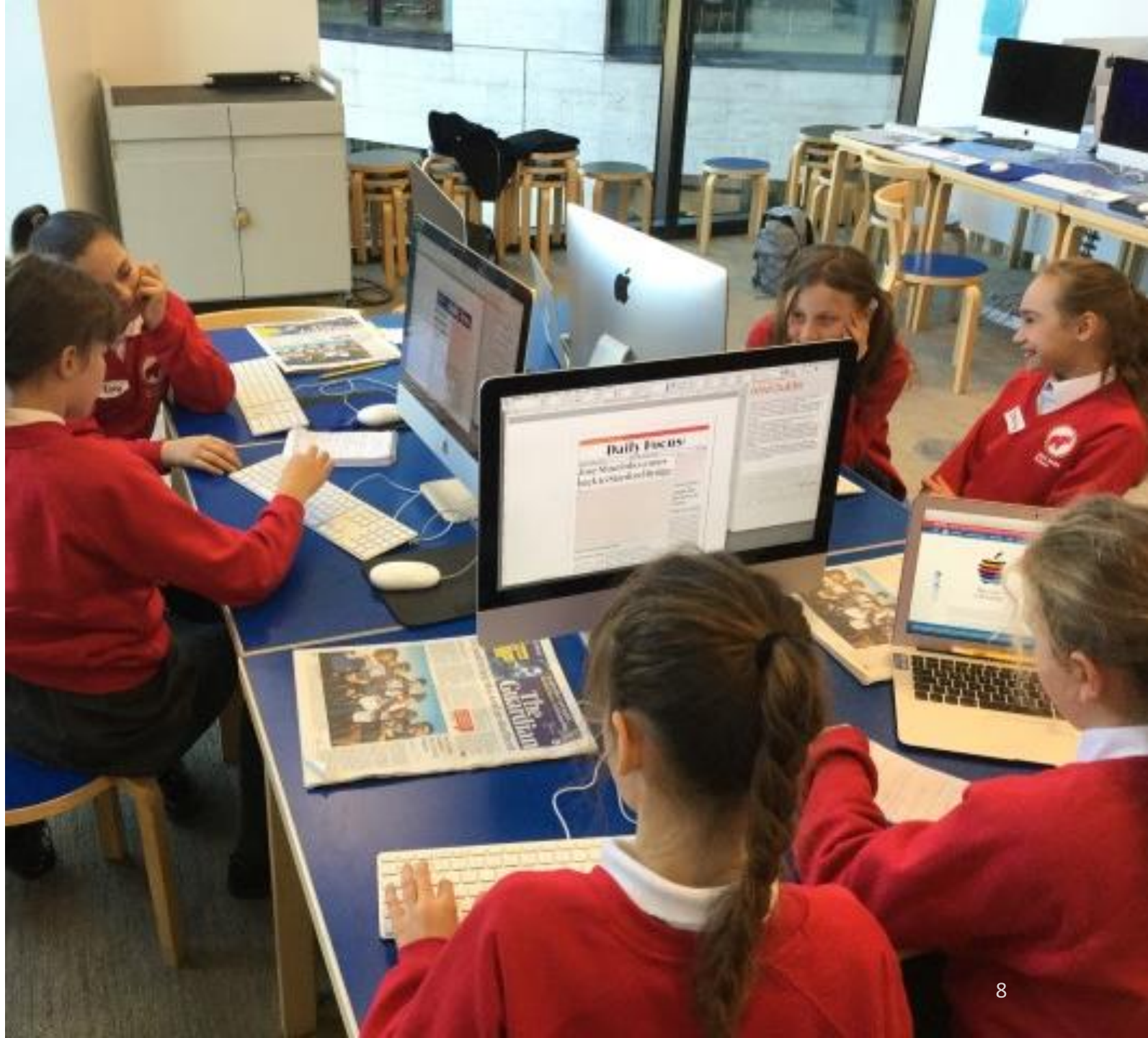
- Links with schools in our local community.
- Opportunities to learn from the experience of travel which includes a programme of day trips and residential experiences to enhance the curriculum and PSHE.
- Links with Times College in China including visits to share cultural differences and similarities as well as learning experiences.



Learning developed through Information and Communication Technology

We celebrate:

- Access to new technology in every classroom for teaching.
- Access to a desktop or laptop for every child to learn using modern technology.
- Comprehensive PSHE programme that educates children to be safe on line.
- Visits to employers where technology is used in context of work.



Welcome from Chair of Governors

Thank you for taking the time to look at our school. I am excited by the opportunities ahead and hope you choose to visit Abel Smith to help decide whether it may be the right place to develop your career.

Everything we do at Abel Smith is driven by our values and vision that were developed by our whole school community.

Abel Smith school is a one form entry primary school with a thriving pre-school and nursery located in the town centre of Hertford. The age range is 2 years 6 months to 11 years and most children live within a 1.5K radius of the school. We currently have 261 children on our roll.

The pre-school, nursery and reception classes form an Early Year's Centre, housed in a Grade II listed building. Over the past year considerable investment has been made to improve the fabric of the building and to enhance the teaching and learning opportunities. 30-hours free childcare is offered as part of our Early Years provision and has proved to be very successful. We have also invested in our outdoor spaces to support both learning and well-being. Attainment on entry is at national expectations and the deprivation factor is low.

The school is at capacity and oversubscribed. We received 216 first choice applications for a reception place in September 2019, which speaks volumes about the standing of the school in our community and how parents feel after visiting and meeting our team. I believe our commitment to a nurturing and enriching primary school experience provided by dedicated, specialist and experienced staff is at the heart of this.

It is projected that the demand for primary school places in Hertford will increase thereby securing our financial viability into the future.

Abel Smith has been at the heart of the Hertford community for over 150 years. We are proud of our heritage and have a wonderful balance of tradition and modern, enquiry-based teaching and learning that encourages independence, a growth mindset and inquisitive children who love learning.

We were judged by Ofsted as 'outstanding' in all 4 categories in November 2013. The school community strives to sustain this ranking and self-evaluation currently judges the provision as outstanding in all four areas. In terms of the main school, the proportion of free school meals (5.7%), special educational needs (8.4%) and English as an additional language (6.9%) is low when compared nationally.

We may achieve excellent results, but this is secondary to our belief in an inclusive environment and the individual experience of every child. We work very hard to ensure that children are nurtured and have access to a wide variety of experiences to support their development and well-being.

In the last few years we have achieved the gold award in PE, worked with Achievement for All and gained accreditation, earned the Parent Partnership award, gained the EYFS Herts Quality Standard bronze award and are now working towards silver and aiming for gold. PE and music are taught by specialist teachers across the school, demonstrating our commitment to delivering a high quality, broad and balanced curriculum.

We take our vision to equip our children for life as global citizens seriously and this year we have developed a link with Times College school in China. Abel Smith children and staff have already visited China and we are looking forward to welcoming a group of children and their teachers from Times College in June. This partnership is in its early days, but I am excited about the possible opportunities for the future.



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I am so proud of the open and transparent culture we have at Abel Smith. Our staff are excellent classroom practitioners who welcome opportunities to build on their knowledge and embrace change. We have a stable and full team who are committed to the school and want to welcome a new leader.

Our governors also work within our trusting and collaborative culture, know the school very well and will work very hard to support a new leader to transition into the role. Our governing body is full and has a breadth of useful experience from education and other sectors. Our financial position is strong, despite very testing times, and with prudent management we are maintaining our standards.

I know that if you choose to visit, our children will be delighted to share their thoughts about their school with you. Please take the opportunity to talk to them! They will tell you far more in a few minutes than I ever could.

I hope I have shared information that will be useful to you. I can assure you that our new leader will have my unswerving support and I look forward to meeting you and working in partnership for the benefit of our community.

Katy Kay
Chair of Governors

Welcome from the current Headteacher

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Dear Prospective Candidate

Thank you for your interest in the role of headteacher at Abel Smith School. After six and a half amazing years of headship, I will be leaving the job I love because my family are relocating.

Abel Smith was my first headship. When I transitioned from assistant headteacher to headteacher I was daunted, but the governing body are a brilliant team of talented people who guided and nurtured me through those early days, weeks, months and years. Their commitment to the school and their belief in me gave me the confidence to lead and manage the school effectively.

Nestled in the centre of Hertford, the school is an important part of local history. Abel Smith has a strong sense of where it has come from, where it is now and where it is going in the future. This stability is reassuring and provides a framework for a new head to embrace and thrive.

The Abel Smith staff team support each other. They work collaboratively to generate a vibrant learning community that is dedicated to meeting the needs of every child. I am personally grateful to have worked with an incredible team of dedicated, professional staff. Our current priority is to fully integrate an enquiry based curriculum. This has been an exciting project and we have enjoyed lively reflective discussions, that have culminated in moving our teaching and learning forward positively, so that we are fully prepared for the new Ofsted framework.

The pupils are a joy. They can be challenging at times, which is to be expected, but they are great fun, great company, dedicated learners and wonderful ambassadors for their school. Every child knows that they are valued and that they have a voice, which adults will listen to and respect.

The parent body is committed to their child's individual education and provide excellent home learning opportunities to support their child. They work in partnership with the school and are an integral part of our learning community. There is an active fundraising committee that generates additional income for the school.

I am hugely grateful for the opportunities I have been given and I look forward to welcoming a new headteacher to Abel Smith to whom I can securely pass on the baton of leadership and management.

With my very best wishes and good luck!

Gill Langan



Headteacher Person Specification

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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 (**s**ituation, **t**ask, **a**ction, **r**esult) 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.

Qualification, Knowledge and Experience

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
QTS	E	✓		
Degree or Equivalent	E	✓		
Commitment to and experience of working with Early Years Foundation Stage, KS1 and KS2	E	✓		
Recent successful leadership 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	✓		

Headteacher Person Specification

Professional Development				
Criteria	Essential or desirable	Determination from		
		Application	Interview	References
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**	✓		

Leadership Skills				
Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Ability to articulate a clear vision for the future	**E**		✓	
Deep understanding of high-quality teaching and the ability to lead and model this for others to support improvement	**E**	✓	✓	
Excellent data analysis skills, and the ability to use data to set targets and identify weaknesses to get the best outcomes for all pupils	**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 that enable effective relationships with staff, parents, governors and other stakeholders	**E**	✓	✓	✓
Able to manage school efficiently and effectively by establishing priorities, having excellent organisational and strong decision-making skills	**E**		✓	

Headteacher Person Specification

Abel Smith School Established 1861

Whole School Leadership and Management Experience				
Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Have taken an active involvement in effective 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	✓	✓	
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	E	✓	✓	
Knowledge and understanding of strategic financial planning and budgetary management and their contribution to school development and pupil outcomes	D	✓	✓	
Have had responsibility for whole school policy development and implementation	D	✓	✓	
Experience of working with stakeholders including governors, school improvement partners and external agencies / companies	E	✓	✓	
Absolute commitment to safeguarding	E	✓	✓	✓
Evidence of clear commitment to promoting wellbeing, health and safety and the welfare of children	E	✓	✓	✓
Absolute commitment to inclusion	E	✓	✓	✓

Personal Qualities				
Criteria	Essential or desirable	Determination from		
		Application	Interview	References
A genuine passion for educating young children, coupled with the ability and enthusiasm, to see every child fulfil their potential	E		✓	✓
Leads by example with integrity and demonstrates resilience	E	✓	✓	✓
Visible and approachable, empathetic and enjoys engaging and inspiring children, staff parents and the wider community	E	✓	✓	✓
Demonstrates resilience whilst also showing compassion in dealing with issues	E		✓	✓
Adaptable leadership style, being 'hands on' when required balanced with knowing when to delegate	E		✓	✓
Demonstrates 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		✓	✓





Job Description

Pay range: L13 – 19 (£54,832 - £63,366)
Contract: Full-time, permanent
Reporting to: Chair of Governors

Purpose of Role:

- Day to day running of the school, including managing staff and resources.
- Formulate the aims and objectives of the school and provide overall strategic leadership.
- Establish policies for achieving these aims and objectives.
- Monitor progress towards the achievement of the school's aims and objectives.
- Lead by example and model best practice regarding professional conduct, workload and personal development.
- Be a role model for the community and represent the school externally .

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 Abel Smith school.

Qualities and Knowledge

1. Hold and articulate clear values and moral purpose, focused on providing an excellent education for all pupils.
2. Demonstrate optimistic behaviour, positive relationships and attitudes towards pupils and staff, 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 and translating local and national policy into the school's context.
6. Communicate the school's vision compellingly and drive strategic leadership, empowering all pupils and staff to excel.

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.
2. Ensure excellent teaching through an analytical understanding of how pupils learn and of the core features of outstanding classroom practice and curriculum design.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on relevant research and robust data analysis.
4. Create an ethos within which all staff are motivated and supported to develop their own practice 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.

Systems and Process

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 wider society.
3. Ensure 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 and empower strong governance enabling the governing body to be strategic, a critical friend and accountable by providing all necessary information, advice and support.
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 school, ensuring colleagues have distinct roles and responsibilities and hold each other to account.

The Self-improving School System

1. Support an outward-facing school which works 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.
6. Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.



Key Dates and Information

Salary and Banding:	L13-L19 (£54,832 - £63,366)
Application Closing Date:	Thursday 27th June at 9am
Interviews:	Monday 8th July
Start Date:	January 2020

To arrange to visit the school or have an informal conversation with Katy Kay, Chair of Governors, please call the school office: 01992 583244

Visit the school website:

https://www.abelsmith.herts.sch.uk/

Send your completed application form to:

leadership.recruitment@hertsforlearning.co.uk

Please view our most recent Ofsted report, our website and come and visit the school. We will be delighted to meet you, to show you around and to answer any questions that you may have.

https://www.abelsmith.herts.sch.uk

https://reports.ofsted.gov.uk/provider/21/117111

To apply please send your completed application form (CVs will not be considered) to: leadership.recruitment@hertsforlearning.co.uk

If you are downloading the application form please ensure your computer has the latest version of Adobe Acrobat.

Abel Smith 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)