



Chater Junior School



Addiscombe Road,
Watford,
Herts
WD18 0WN

Telephone [01923 446686](tel:01923 446686)

Email: admin@chaterjm.herts.sch.uk

Headteacher Candidate Pack

"This is an outstanding school in every category, and for overall effectiveness."

Ofsted 2013



Contents

Welcome from the Chair of Governors	Page 2
About our school	Page 3
Our Vision	Page 4
Key facts and statistics	Page 6
Our new Headteacher will be ...	Page 7
Key responsibilities	Page 8
Job Description	Page 9-10
Person Specification	Page 11-13
Completing your application pack	Page 14
Important dates and information	Page 15



Welcome from the Chair of Governors

Dear Applicant,

Thank you for your interest in the Headteacher role at Chater Junior School. We hope you find this information pack a useful introduction to our school. We are delighted that you see Chater Junior as a school where you can make an impact. The vacancy has arisen as a result of the retirement of our current Head after 19 years.

Chater Junior is an ethnically diverse school providing richness in culture and an excellent education to its pupils. It is a friendly and caring school and ensures it enables every child to achieve as highly as possible in a great variety of ways.

The Governors are proud to be part of an 'outstanding' school. We believe that a key part of this success is the strong links and relationships that have been developed between staff, pupils, parents and the broader school community. In recruiting a new Headteacher we are seeking someone who can shape and share our vision and ethos. The successful candidate will have the drive, enthusiasm and relevant experience to move our school to the next stage of its development.

The closing date for applications is Thursday 17th October, 9am. For further information about our school, please visit our website. To arrange a visit to the school, please contact the school office on admin@chaterjm.herts.sch.uk or ring 01923 446686. If you wish to discuss the role please contact Chair of Governors, Sohbat Ali on 0788 757 4447.

Thank you for your interest in Chater Junior. We wish you the best with your application and look forward to meeting you.

Yours faithfully,
Sohbat Ali

Chair of Governors

About our school

- Chater Junior School is a two form entry school, for children aged 7 – 11 and is situated in an urban area of West Watford, Hertfordshire.
- We are proud of our rich diversity and have a wide variety of pupils from minority ethnic backgrounds who speak English as an additional language.
- The school has high expectations of pupil achievement and behaviour, encouraging all pupils to work towards the highest standards so they can develop independence, confidence, self esteem, self-discipline and an enthusiasm and desire for learning.
- The school places great emphasis on acquiring and understanding the basic skills of literacy, numeracy and oracy to provide a broad and balanced curriculum within the framework of the National Curriculum.
- All pupils are supported to enable them to develop their own personal and cultural identity and the school strives to ensure that everyone in the school community is treated fairly and respectfully.
- The school has established and maintains strong links with the local community and encourage the full involvement of parents and pupils in the life of the school.

Our Vision

Our vision is for Chater to sustain and further improve its reputation for being well known as an excellent multi-ethnic school where pupils enjoy a variety of learning activities and achieve high standards.

We believe everyone at Chater Junior School has the right to be safe, to be respected and to learn. Whenever possible this should inform our relationships and the nature of our interactions within the whole school community.

Our school community comprises: all children, parents, staff, governors and others associated with the school, including local charities, business and support services and all external educational agencies.

We believe it is through the enjoyment of school life, children will become life long learners and responsible members of the community.





Key facts and statistics

Type of school: Community

Location: Addiscombe Road, Watford, Herts WD18 0WN

Age Range: 7 to 11 years

Co-Educational or Single Sex: Co-educational

Year school established: 1909

Number of Children: 240

% of children with SEND: 21%

% of children with English as an additional language: 90%

% of children on Free School Meals: 10%

% of children in receipt of Pupil Premium: 16%



Our new Headteacher will be ...

- An innovative and dynamic leader with the ability to motivate and inspire others with clear and decisive leadership.
- Good at building rapport with children, parents, staff and governors to create an inclusive and aspirational learning culture for all.
- An outstanding communicator with a proven ability to work with all stakeholders.
- Forward thinking and flexible to adapt to the changing educational landscape.
- Ambitious for the school, its values and able to maintain our outstanding judgement.
- Passionate about developing the full potential of every child, building on the schools existing caring and nurturing ethos with the welfare of the children and staff at the heart of everything we do.



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 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 at Chater Junior School.

Domain 1 - Qualities and knowledge

1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for Key Stage 2
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 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.
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. Communicate compellingly the school vision and drive the strategic leadership, empowering all pupils and staff to excel.

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.
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.
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.

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.
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

Person Specification and Personal Statement

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.

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE				
QTS	E	✓		
Degree or Equivalent	E	✓		
Commitment to and experience of working with Key Stage Two	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	✓		
PROFESSIONAL DEVELOPMENT				
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
LEADERSHIP SKILLS				
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	✓	✓	
WHOLE SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE				
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	✓	✓	

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Absolute commitment to safeguarding	E	✓	✓	✓
Evidence of clear commitment to promoting health and safety and the welfare of children	E	✓	✓	✓
Absolute commitment to inclusion	E	✓	✓	✓
Knowledge and experience of working with children with SEN (e.g. autism) across the primary and nursery phases	E	✓	✓	✓
An ability to understand the needs of children with challenging behaviours and develop strategies to successfully manage this	E	✓	✓	✓
Successful track record of developing the performance of staff through effective performance management	E	✓	✓	
PERSONAL QUALITIES				
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		✓	✓

Completing your application pack

Please ensure that you provide evidence relating to the person specification.

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 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.

Important dates and information

Leadership range	L15 – L21
Pay range	£57,535 - £66,496
Start date	1 st September 2020
Closing date	Thursday 17 th October at 9am
Shortlisting date	Tuesday 22 nd October
Interview date	Monday 4 th November

To arrange a visit contact the school office	Email: admin@chaterjm.herts.sch.uk Telephone: 01923 446686
Visit the school website	https://chaterjm.herts.sch.uk/
Visit the Teach in Herts website	www.teachinherts.co.uk
Send your completed application form to	leadership.recruitment@hertsforlearning.co.uk
Any questions, call the leadership recruitment team	01438 845785



Chater Junior 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).

