



Headteacher Candidate Pack

Contents

Welcome from the Chair of Governors	Page 3
Our School	Page 6
Our Vision and Values	Page 8
Key facts and statistics	Page 9
What our pupils say about their school	Page 10
What our staff think about our school	Page 11
Friends of Roundwood Primary School	Page 12
Our new headteacher	Page 13
We can offer	Page 14
Job Description	Page 15
Person Specification and Personal Statement	Page 18
Completing your application	Page 23
Important dates and information	Page 24



Welcome from the Chair of Governors

Dear Applicant

Thank you for your interest in the Headteacher role at Roundwood Primary School. We are delighted that you see Roundwood Primary School as somewhere you can make an impact. The vacancy has arisen as our current Head is leaving due to family commitments.

Roundwood Primary School is a happy, inclusive and successful community school in Harpenden. 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 governors, staff, pupils, parents and the broader school community. We have a very supportive and involved parent body, dedicated and effective staff, a committed and active Governing Board and a strong culture of inclusiveness, mutual respect and support.

We all agree that our new Headteacher must share our vision of an inclusive culture which inspires a life-long love of learning in all the children in our care. We prioritise mutual respect and kindness, teamwork, togetherness and self-development to build on each child's strengths so they can fulfil their potential. This is an exciting opportunity for someone to start from our current strong foundation and take the next steps in developing a truly exceptional learning environment where every child will flourish. The successful candidate will have the management, communication and leadership skills to move our school to the next stage of its development.

We look to provide an environment for our children that is nurturing and supportive while encouraging growth and development of new capabilities. We recognise their strengths as the basis for giving them confidence to branch out into new areas and to enjoy learning new things. We teach them to treat everyone with respect and kindness, build strong friendships, and care for each other. Our new Headteacher will embrace this culture and build on our existing strong focus on a broad and deep curriculum, bringing it to life in a vibrant and exciting way to inspire every child to want to learn. He or she will also be strongly collaborative, working not only with staff, children, parents and governors, but also forging partnerships with other local schools, community and educational partners. In addition, we are looking for someone confident in making decisions that are in the best interests of the children and the school while navigating the current challenging funding environment.

Cont..../

Welcome from the Chair of Governors cont..../

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

For further information about our school, please visit our website: <https://roundwoodprimary.herts.sch.uk/>.

We welcome you to visit our school, to see for yourself why we are so proud of it. If you have further questions about the school or wish to arrange a visit, please do not hesitate to contact the school office (01582 460756 or admin@roundwoodprimary.herts.sch.uk).

If you wish to discuss the role in more detail, please contact me as the Chair of Governors via the school administrator above.

We wish you the best with your application and look forward to meeting you.

Yours faithfully

Rosie Hancock

Chair of Governors



To Learn – To Live - Together

Our School

- Roundwood Primary School opened on 5 September 1955. It is situated in the leafy Roundwood Park residential area of Harpenden. On one side, the site runs alongside the beautiful and historic Nickey Line footpath and cycle way. The other side borders with Roundwood Park School, an Ofsted-rated "outstanding" secondary school. Most of our pupils move on to Roundwood Park School once they have completed their primary education with us.
- Our school is a one and a half form entry school, for children aged between three and 11 years old. We currently have 330 children in our care, from Nursery up to Year 6.
- Roundwood Primary School is a happy place where children are nurtured and valued, both as individuals and as part of our vibrant school community.
- Our children are people, not statistics. We get to know each child's unique blend of personality, skills, challenges and ideas so that we can help them to blossom into the best version of themselves. As one parent said: *"Roundwood really cares about its students and makes a big effort to get to know them and their families"*.
- Our positive learning environment gives rise to well-rounded, kind and courteous youngsters who thrive at secondary school and beyond. We are regularly told by headteachers of local secondary schools that our Year 6 "graduates" stand out from the crowd, because of their readiness and eagerness to learn and their overall maturity and positivity.

Our School cont..../

- Alongside academic achievement, the mental and physical wellbeing of our children is paramount. We run many extra-curricular sporting clubs, where children of all abilities benefit from exercise, encouragement and camaraderie. A recent highlight was being awarded the Government-led "School Games Bronze Mark Award" for our commitment to the development of positive competition across our school and the local community. Additionally we want all of our children to experience the life-enhancing qualities of music in all its forms. As well as having a dedicated part time music teacher, from Year 2 all children have the opportunity to join the school choir and the orchestra. Additionally, every child learns the cello in Year 4 and the steel pans in Year 5. Various peripatetic teachers also visit us and pupils can have lessons in the recorder, oboe, clarinet, guitar and saxophone. Recently, our children sang Jonathan Dove's "Seaside Postcards" as part of a massed children's choir at St Albans Cathedral, alongside the St Albans Symphony Orchestra.
- Roundwood Primary School is at the heart of the local community, with some parents having attended the school as pupils themselves! We are lucky to have a vibrant Parent Teacher Association ("Friends of Roundwood Primary") which organises fantastic, well-attended fundraising events throughout the academic year. Many of our parents and carers visit the school regularly to help with reading, trips and other activities.

Our Vision and Values

To Learn – To Live – Together

...at Roundwood Primary we all discover, experience and grow through learning...

...at Roundwood Primary, we value the importance of making friends, showing respect, caring for all and developing as individuals...

...at Roundwood Primary we believe in the value of teamwork and togetherness to build a happy and successful learning community...

We have a common set of core beliefs based upon:

- ❖ Being open, honest and respectful towards each other
- ❖ Being kind, supportive, inclusive and working as a team
- ❖ Being forward looking, receptive and adaptable to a changing world
- ❖ Promoting understanding and respect for people of all faiths, cultures and lifestyles



Key facts and statistics

Type of School: Primary Maintained

Location: Roundwood Park, Harpenden, Herts, AL5 3AD

Co-educational or single sex: Co-educational

Age Range: 3-11 years

Ofsted Rating: Outstanding

Number of Children: 330 on roll

Year school established: 1955

% of children with SEND: 10%

% of children with English as an additional language: 3.3%

% of children on Free School Meals: 1.2%

% of children in receipt of Pupil Premium: 1.5%



What our pupils say about their school

“Roundwood is special because we have lots of lovely things to help us with our learning.”

“We respect other people and are determined.”

“We have a voice.”

“Teachers have high expectations of us.”

“We behave well so we can learn in lessons.”

“We are all unique and loving and are kind and caring to both pupils and staff.”

“We have lots of green spaces and are Eco-friendly.”

“We are willing to take on whole school responsibilities and help our community (for example lunch duties).”

“There are lots of before school, lunch and after school clubs.”

“We have special puddings after lunch that we don’t get to eat at home!”

“The best playground ever!”

“Roundwood is a calm place so people don’t get hurt and they are happy.”



What our staff think about our school

“Staff learn to deliver high quality education and develop themselves, working together for a common goal and have a vested interest in the happiness of the children and families we work with.”

“The school has a 'can do' attitude and a culture of inclusivity that encourages achievement in all areas, socially, emotionally and academically.”

“Roundwood is a special place, children leave happy, content and able to move on successfully to their next adventures.”

“No matter what challenges are happening the children’s learning spaces are calm, focussed and interesting.”



Friends of Roundwood Primary School

- Friends of Roundwood Primary School ('Friends') comprises a large, established team of parents from across the school who work with the Headteacher and Governors to identify projects that require funding and to set annual funding targets.
- Historically Friends has been very successful at fundraising. In the last year, £34,000 was raised from events alone.
- Friends also operates a discretionary Parent Fund into which a significant number of parents contribute monthly. The Parent Fund, together with monies raised from Friends' events and other grants has, in recent years, exceeded the sums needed to make good Government funding shortfalls.
- Friends has recently managed to fund projects such as a new KS1 playground, suites of new laptops, interactive whiteboards and iPads, music tuition and a new multifunctional external break-out room, which is hoped will be in situ by Christmas 2019.
- Parents at the school tend to be very responsive to Friends' requests for help and donations. Having a supportive Headteacher (and similarly supportive teaching staff) is critical to the success of Friends' fundraising efforts.



To Learn – To Live - Together



Our new headteacher will

- Understand the current ethos and culture and work on developing all aspects of Roundwood Primary School
- Make informed decisions on change that would benefit an already successful school
- Continue the drive and determination to make improvements to the school whilst retaining its special qualities
- Be positive, calm, patient, determined, resilient and encouraging
- Have a financial awareness and willingness to develop this further
- Be visible to all – staff, parents and pupils
- Continue the strong feeling of teamwork within the school
- Have excellent communication skills
- Focus on well-being for all involved in the school community: staff, pupils and their families

What our pupils say about their new headteacher

Our new headteacher needs to be:

- A strict (but not too strict) person and have a happy face!
- Fun, able to laugh and have a good sense of humour
- Smiley and kind
- Responsible and sensitive
- Able to make sensible decisions to consider our well-being as pupils
- Fair, with clear rules and expectations and consequences
- Interesting and engaging to listen to, and able to lead good assemblies
- Keen to talk to us and come into our classrooms

We can offer

- Unique, kind and caring pupils who respect each other and appreciate one another's differences
- An experienced, stable and talented staff body who work together for a common goal and have a vested interest in the happiness of the children and their families
- An enthusiastic group of parents who are a big part of the school community and have established the very successful school fundraising charity 'Friends of Roundwood Primary School'
- Governors who are dedicated to helping the school continue to move forward in the current education climate
- An eco-friendly school that benefits from lots of green space and a vast range of enriching extracurricular activities and resources for our children
- Access to excellent continued professional development, the new Headteacher induction programme and a professional partner with Herts for Learning.



Job Description

Main Purpose of Role

Overall responsibility for providing leadership for the school to secure its success and continuous improvement, ensuring high quality education and well-being 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 Roundwood Primary School.

Job Description

Domain One

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. Communicate the school's vision compellingly and drive strategic leadership, empowering all pupils and staff to excel, whilst also building their well-being.

Domain Two

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 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 increased 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.

Job Description

Domain Three

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 well-being and 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 Four

The self-improving school system

1. Create 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, 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 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 Early Years Foundation Stage / KS1 and KS2 pupils and staff	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	✓		

Person Specification and Personal Statement

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				
Has 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	✓	✓	

Person Specification and Personal Statement

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Whole School Leadership and Management Experience (Cont..../)				
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	✓	✓	
Has 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 health and safety and the welfare of children along with a focus on well-being	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 in conjunction with building and supporting staff well-being	E	✓	✓	

Person Specification and Personal Statement

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
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 form

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

Pay Range	£55,000 - £70,000
Start Date	April 2020 or September 2020 for the right person
Closing Date	Monday 9 th December 2019 at 9am
Shortlisting Date	Tuesday 10 th December 2019
Interview Date	Wednesday 18 th December 2019

Visits to the school	Please contact the school office 01582 460756 or admin@roundwoodprimary.herts.sch.uk to arrange a visit
Visit the school website	https://roundwoodprimary.herts.sch.uk/
Visit the Teach in Herts website	https://www.teachinherts.com/
Send your completed application form to	Leadership.recruitment@hertsforlearning.co.uk

Roundwood Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2019).