

ST MARY'S CE HIGH SCHOOL

Headteacher Recruitment Pack

May 2023



ST MARY'S
CE HIGH SCHOOL

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WELCOME FROM THE CHAIR OF GOVERNORS

Dear Applicant,

Introduction

Thank you for your interest in the headteacher role at St Mary's CE High School. I hope you find this information pack a useful introduction to our school. We are delighted that you see St Mary's as a school where you can make an impact.

Reason for recruiting

The vacancy has arisen as a result of the retirement of our current headteacher after four years.

The school setting

St Mary's CE High School is a mixed secondary school and sixth form located in Cheshunt, Hertfordshire. It is a Church of England school under the direction of the Diocese of St Albans. The school is well recognised in the local community for its high quality provision and outstanding inclusion agenda.

Ofsted rating

In September 2019, Ofsted judged our school to be 'requires improvement' overall but noted many positive areas and that we were increasingly ambitious for our students. Our current headteacher had only just started in post at the time of the inspection. Since this time, we have invested in all key areas that required improvement as well as in the school overall. We have

strengthened all areas of teaching and learning, worked with our students to improve behaviours and attitudes and implemented significant changes in leadership and management. We are not therefore seeking a headteacher who will implement significant change but one who will more review, evaluate and consolidate on the investments already made. We seek someone with sound judgement, who will take our school to the next level and take colleagues with them on this journey.

In the January 2020 SIAMS inspection, the school was judged to be a 'Good Church' school that is "an exceptionally inclusive and caring community". This is an important part of our school's ethos and the governors believe that a key part of the school's success is the strong links and relationships that have been developed between staff, students, parents and the broader school community.

In recruiting a new headteacher, we are seeking someone who will share our vision and ethos. The successful candidate will have the drive, enthusiasm and relevant experience to continue to build upon the work completed since our last Ofsted, and take the school to the next stage of its development.

Practical information

The closing date for applications is 9th June 2023. Shortlisting will be taking place on 19th June. For further information about our school, please visit our website at www.st-maryshigh.herts.sch.uk.

If you wish to discuss the role please contact chair of governors, Debbie Chilton via clerk@st-maryshigh.herts.sch.uk to arrange a time.

To arrange a visit to the school, please contact Judith Bundock, PA to the headteacher on Judith.bundock@st-maryshigh.herts.sch.uk or 01992 629124.

Conclusion

Thank you for your interest in St Mary's CE High School. My colleagues and I look forward to meeting and interviewing motivated candidates interested in taking on this important and exciting new challenge. We wish you the best with your application and look forward to meeting you.

Yours faithfully,



Debbie Chilton
Chair of Governors



WELCOME FROM THE HEADTEACHER

Dear prospective candidate,

Thank you for the interest you have shown in the post of headteacher at St Mary's CE High School. We believe that ambitious and inspirational leadership is core to any school's success and aim to ensure a culture of high expectation and continual improvement.

Headship is a unique and fulfilling role. You will already be a successful school leader in some capacity and your role as headteacher at St Mary's would be to lead this school with our Christian vision (that we are the rich soil in which seeds flourish and roots grow) at the heart of your leadership.

A focus of your role will be to ensure that sufficient support, training and coaching is available for colleagues to allow them to be effective in their role. This will sustain and strengthen the environment where our students flourish and grow and achieve the success they all deserve. Your work will sustain the supportive and caring environment in which staff flourish and in turn the governors too, who are totally wedded to our vision and will support you to flourish as a professional.

The school is not in need of a revolution – there has been a lot of skilled investment in strengthening our practice over the four years since our Ofsted 2019 report. However, the school does need someone who will effectively evaluate this work,

build on it and take the school to the next level. You would be working with a highly skilled, experienced and effective leadership team, and a whole staff body who are committed to the success and care of the students we serve.

I have had the absolute pleasure and joy of working with some of the best staff, children and governors and I now offer this wonderful opportunity to you. This application pack gives you a mere glimpse of the exciting opportunity you are considering. Come and visit us and meet our staff and children – see for yourself what a great school you could be leading! I do hope you'll consider joining us and growing in our 'rich soil'.

Yours faithfully,

Nicholas Simms
Headteacher

WELCOME FROM THE SIXTH FORM

Dear prospective candidate,

Thank you for considering to be the new headteacher at St Mary's CE High School.

As the Sixth Form Leadership Team at St Mary's, we are extremely proud of the dedication that the school advocates to creating a safe and welcoming environment for all students. In regard to these principles, a prospective head teacher must cherish students and staff wellbeing and development, as we are the people who make the school what it is. We believe it is essential that the candidate adopts a nurturing approach - allowing for our pedagogy to focus on enabling students to flourish in all aspects of academia, not just in the realm of exams.

To benefit the school community, as the headteacher of St Mary's, we expect a wide investment into listening to the concerns, ideas and suggestions of us students. This includes being deeply invested in working with the staff and students on a daily basis. We encourage prospective candidates to immerse themselves and know staff on a personal level, eliminating any sense of hierarchy that conflicts with our ethos, "everyone is equal, everyone deserves

the best."; introducing the opportunity to put a name to a face.

St Mary's has a strong set of Christian values and the equality that these bring. We believe our new headteacher must strive to protect these principles, alongside the message in our Christian vision. St Mary's is proud of its diversity and inclusivity, continually striving for a modern approach to school life. In this, we are constantly immersing ourselves into the wider community through various schemes of student outreach. As a collective, we want to continue this under new head leadership.

We also recognise that this school is able to be moulded. We pride ourselves on our efforts in terms of consistency and integrity; we believe that the school deserves a candidate that would have expectations founded on an open mind and is accepting of all students, irrespective of their background or belief.

We do firmly believe that the St Mary's culture and ethos has been vital to the success of our school.

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

Kind regards

The Sixth Form Prefect Team



KEY FACTS AND STATISTICS

Location:
Cheshunt

Type of School:
A co-educational, comprehensive school with Academy status

11-19yrs

Age Range

907

Y7-11
Students



171

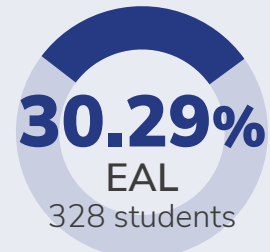
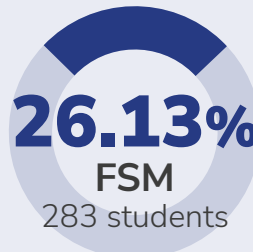
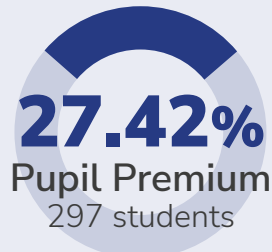
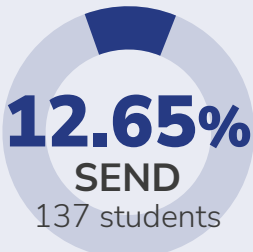
Sixth Form
Students



Rated **Requires Improvement** in
SEPTEMBER 2019



SIAMS Rated **Good** in
JANUARY 2020



ABOUT ST MARY'S CE HIGH SCHOOL

Situated very close to the A10 and Junction 25 of the M25, St Mary's CE High School is easily accessible and attractive to anyone living in or looking to make the move from North London, Bedfordshire, and Essex into Hertfordshire.

St Mary's CE High School is an 11 – 19 co-educational, comprehensive school which was granted academy status in August 2012. The school was previously located next to the church of St Mary the Virgin in Cheshunt but moved to its new site in April 2010. We are one of four secondary schools in Hertfordshire served by the Diocese of St Albans. Substantial investment is being made in Cheshunt and surrounding areas which will lead to exciting opportunities for our school. New housing building will bring new families to the area and investments by new large employers, including Google & Sunset Waltham Cross Film Studios, will result in investment in the local community as well as providing significant job & training opportunities.

St Mary's CE High School is well-rooted within the community of Cheshunt and surrounding areas, including parts of North London, and are recognised for our high-quality provision and outstanding inclusive agenda. Through our Christian foundations and ethos, we have created a strong and close bond to our local church - St Mary the Virgin. The Dewhurst family founded the Dewhurst Trust, which the school continues to be supported by. Collective worship is a core part of our daily school life, and we all give all students and staff the opportunity to meet in groups and share quiet time in reflection before the start of the school day.

Since the move to our current location in 2010, we have continued to expand, and the final phase was completed in 2018, creating an exceptional learning

environment. Complementing this are our fantastic facilities, which include a full-size sports hall and main hall, drama studios, an outdoor amphitheatre, dedicated computer suites, a Learning Resource Centre and Student Centre as well as spaces for each year group and industrial standard IT facilities.

We are an inclusive school and believe in providing an excellent standard of education for all students regardless of ability or background. Through a collaborative approach, we create a safe, happy, and exciting community where individual skills, talents and cultural heritage are respected and valued. Working in partnership with all stakeholders ensures that our students feel supported and experience a broad and balanced education that prepares them to be successful and confident citizens. Our Christian values underpin the curriculum, and all members of our community are expected to strive for excellence to ensure that all students are known, valued and achieve their full potential.

We are particularly proud of our sixth form, where students have made positive progress in both A Levels and Applied General Qualifications. Student destinations continue to be a significant strength of our provision and in recent years record numbers of SMHS students have progressed to university, a 100% success rate. In Sept 2022 72% of students went on to a wide range of universities as detailed on our website.





OUR VALUES AND ETHOS

Our vision, as a school with a Christian ethos, is founded on The Parable of the Sower (Mark 4: 3-9), where

“Through God’s love, we are the rich soil where seeds flourish and roots grow.”

This is the foundation of our motto,

“Everyone is equal: everyone deserves the best”

CREDENTIALS AND EXPECTATIONS

We are seeking to appoint a headteacher who will inspire the whole school community. You will be an excellent communicator, a collaborative and compassionate leader, able to work closely with colleagues and governors to provide strategic direction, which is consistent with the ethos and values of St Mary's CE High School. We are an academy school and have ambitions to grow and further develop.

We are looking for a headteacher who is passionate about inclusivity and has the ability to prepare all students for the challenges they will face once they have left school. You will be ambitious and passionate about ensuring that each student and staff member receives appropriate support to fulfil their full potential.

You will be an innovative educationalist, with the confidence and experience to embrace a distributed leadership structure and to build strong and respectful relationships with all stakeholders.



WHAT WE CAN OFFER

- An inclusive ethos that attracts a vibrant and diverse range of students from various backgrounds.
- Aspirational and well-behaved students with a desire to succeed.
- A school that offers a wide range of curriculum and personal development opportunities.
- A talented and committed staff who provide a level of stability and education, both pastoral and academic, to enable our students and each other to thrive.
- Supportive governors who are engaged and determined to help you and the school succeed.
- An excellent, well-resourced and managed school with a wide range of fantastic facilities.
- An opportunity for a leader to take on this challenging and rewarding role and to make their own mark on the future of St Mary's CE High School.
- CPD and support tailored to your individual need.
- Competitive remuneration package.

PERSON SPECIFICATION

A candidate will only be considered for shortlisting and move forward in the remaining person specification criteria if they meet the initial **essential** criteria under qualifications, knowledge and experience.

It is important to provide examples using the STAR acronym (**s**ituation, **t**ask, **a**ction, **r**esult) relating to the person specification criteria.

Qualifications, knowledge and experience	Essential/ Desirable	Application form	Assessment stage
Degree and Qualified Teacher Status.	E	✓	✓
Experience of working with KS3/ KS4 etc students and staff.	E	✓	✓
Recent and significant school leadership experience as a headteacher / principal or as a deputy headteacher / vice principal with experience across all areas of school leadership.	E	✓	✓
Thorough understanding of Child Protection and Safeguarding and commitment to safeguarding as part of the duty of care.	E	✓	✓

School culture	Essential/ Desirable	Application form	Assessment stage
Demonstrates an awareness of the wider education context.	E		✓
Maintains and upholds the Christian values and ethos of the school.	E	✓	✓
Ability to articulate a clear vision for the future and provide strategic direction for staff, students and the community.	E		✓
Proven record of inspiring, enabling and motivating others, promoting positive and respectful relationships across the school.	E		✓
Ensures a culture of high staff professionalism, holds others to account.	E		✓
Upholds ambitious educational standards for all students.	E		✓

Teaching, curriculum & assessment	Essential/ Desirable	Application form	Assessment stage
Clear understanding of the curriculum and how to ensure this can be effectively accessed by all.	E		✓
Reviews and monitors progress against agreed, measurable targets.	E		✓
Absolute commitment to inclusion and to ambitious expectations for all students including those with SEND and higher attainers.	E	✓	✓
Knowledge and experience of working with young people with SEND across the secondary phases.	E	✓	✓
Able to understand the needs of young people with challenging behaviours and develop strategies to successfully manage this.	E		✓
Experience of deploying and managing staff to deliver effective outcomes.	E		✓

Professional development	Essential/ Desirable	Application form	Assessment stage
Evidence of appropriate and recent professional career development for the role of headteacher.	D	✓	
Has successfully undertaken approved safer recruitment training.	D	✓	
Commitment to prioritising the continued professional development of all staff (including themselves) in the best interests of the individual, the team and the school.	E	✓	✓
Successful track record of developing staff through effective performance management.	D		✓

Organisational management / continuous school improvement	Essential/ Desirable	Application form	Assessment stage
Have had active involvement in effective school self-evaluation and development planning.	D	✓	✓
Have had responsibility for whole school policy development and implementation.	D		✓
Experience of leading change effectively and successfully.	D		✓
Clear commitment to promoting health and safety and the wellbeing of students and staff.	E		✓
Ability to review and analyse key data to develop evidence-informed strategies for school improvement.	D		✓

Working in partnership / Governance & accountability	Essential/ Desirable	Application form	Assessment stage
Experience of working with stakeholders including governors, school improvement partners, other schools and organisations to improve outcomes for students.	D	✓	✓
Understands and welcomes the role of effective governance, upholds their obligation to give account and accept responsibility.	E		✓
Experience of managing school finances effectively, understanding their contribution to school development and student outcomes.	D		✓
Able to assimilate and manage financial and other data to achieve sound financial decision-making.	D		✓

Personal Qualities / Ethics and professional conduct	Essential/ Desirable	Application form	Assessment stage
Passion for education, coupled with ability and enthusiasm to see every young person fulfil their potential.	E		✓
Excellent communication skills, including written communication.	E	✓	✓
Visible and approachable, empathetic and enjoys engaging and inspiring students and others.	E		✓
Adaptable leadership style, 'hands on' when required, balanced with knowing when to delegate	E		✓
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		✓
Demonstrates consistently high standards of principled and professional conduct both within and outside school, upholding the Seven Principles of Public Life at all times.	E		✓
Upholds fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.	E		✓



JOB DESCRIPTION: HEADTEACHER

The headteacher has overall responsibility for providing leadership to 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.

To gain this success, the headteacher must:

- Demonstrate consistently high standards of principled and professional conduct both within and outside school.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Always serve in the best interests of the school's students.
- Establish high quality education by effectively managing teaching and learning to realise the potential of all students.
- Forge a compelling vision to guide the school to its next stage of development.
- Develop a strategy with our community and other schools to provide clear educational pathways for our students as they grow older.
- Ensure sustainable growth and financial security for the school.

Appointment is subject to the current conditions of employment of headteachers, contained in the **School Teachers' Pay and Conditions document**, the **School Standards and Framework Act 1998** and all other current education, employment and health and safety legislation.

The post holder is expected to have regard to the **National Standards of Excellence for Headteachers** at all times, as detailed on the following pages.

SECTION 1: ETHICS AND PROFESSIONAL CONDUCT

Headteachers are expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

Headteachers should uphold and demonstrate the **Seven Principles of Public Life** at all times:

- Selflessness.
- Integrity.
- Objectivity.
- Accountability.
- Openness.
- Honesty.
- Leadership.

Headteachers uphold public trust in school leadership and maintain high standards of ethics and behaviour both within and outside school:

- Build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position.
 - Show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain.
 - Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
 - Ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law.
- As leaders of their school community and profession, headteachers:
- Serve in the best interests of the school's pupils.
 - Uphold their obligation to give account and accept responsibility.
 - Know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities.
 - Take responsibility for their own continued professional development, engaging critically with educational research.
 - Make a positive contribution to the wider education system.

SECTION 2: HEADTEACHERS' STANDARDS

1. School culture

- Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community.
- Create a culture where pupils experience a positive and enriching school life.
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
- Ensure a culture of high staff professionalism.

2. Teaching

- Establish and sustain high-quality, expert teaching across all subjects and phases.
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.
- Ensure effective use is made of formative assessment.

3. Curriculum and assessment

- Ensure a broad, structured, and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading.
- Ensure valid, reliable, and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

4. Behaviour

- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy.
- Implement consistent, fair, and respectful approaches to managing behaviour.
- Ensure that adults within the school model and teach the behaviour of a good citizen.

5. Additional and special educational needs and disabilities

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities.
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively.
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate.
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

6. Professional development

- Ensure staff have access to professional development opportunities, aligned to balance the priorities of whole-school improvement, team, and individual needs.
- Prioritise the professional development of staff, which is consistent with the approaches laid out in the standard for teachers' professional development.
- Ensure that professional development opportunities draw on expert provision from beyond the school.



7. Organisational management

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness, and probity in the use of public funds.
- Ensure staff are deployed and managed well with due attention paid to workload
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently.
- Ensure rigorous approaches to identifying, managing, and mitigating risk.

8. Continuous school improvement

- Make use of effective processes of evaluation to identify and analyse problems and barriers which limit school effectiveness, and identify priority areas for improvement.
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context.
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

9. Working in partnership

- Forge constructive relationships beyond the school, working in partnership with parents, carers, and the local community.
- Commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support.
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.

10. Governance and accountability

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- Establish and sustain professional working relationships with those responsible for governance.
- Ensure that staff know and understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.



IMPORTANT INFORMATION

Pay range:	£89,396 - £105,891 (L29 – L36)
Hours	Full time
Start date:	January 2024 or sooner
Closing date:	Friday 9th June 2023 at 9.00am
Shortlisting date:	Monday 19th June 2023
Interview dates:	Wednesday 28th & Thursday 29th June 2023

Visits to the school:	Visits to the school will be taking place at 9.00am – 10.20am on: Wednesday 17th May, Monday 22nd May and Monday 5th June. We may be able to accommodate an alternative date if the above are not suitable. To arrange your tour: email Judith.bundock@st-maryshigh.herts.sch.uk or call 01992 412656.
School website link:	st-maryshigh.herts.sch.uk
Send your completed application form to:	leadership.recruitment@hfleducation.org
Any questions, call the leadership recruitment team	01438 845785

St Mary's Church of England High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check as well as other pre-appointment checks, including an online check, as outlined in Keeping Children Safe in Education (September 2022).

St Mary's School is committed to the aim of ensuring that everyone who applies to work for us receives fair treatment and we positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, sex, gender reassignment, sexual orientation, religion or belief, marriage and civil partnership and caring status. We expect all our staff to demonstrate a commitment to advancing equality of opportunity and fostering good relations.



APPLICATION PROCESS

How to apply

This recruitment is managed by HFL Education, in line with the latest guidance on safer recruitment. Please apply online at www.teachinherts.com or send your completed application form to: leadership.recruitment@hfleducation.org. You can also contact us on 01438 544476.

Application Form

Applicants must use 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.

Person Specification and Personal Statement

When writing your personal statement, it is important you address the requirements in the person specification. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turn around. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact. One referee will be your last headteacher or chair of governors.



St Mary's Church of England High School
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