

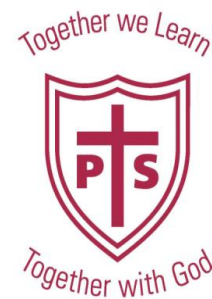


Park Street C of E VA Primary School and Nursery



Headteacher Candidate Pack January 2021

Contents



Information for Candidates	Page 3 - 4
Welcome from the Chair of Governors	Page 5 – 6
Our History	Page 7 – 8
Our School	Page 9
Our School Vision	Page 10
Our School Values and Aims	Page 11
Our School Prayer	Page 12
We offer and you will bring	Page 13
Our Parish Church, Holy Trinity Frogmore	Page 14
Job Description	Page 15 – 21
Person Specification	Page 22 - 27



Information for Candidates



Pay Range	£53,888 - £70,204 Fringe (L10 – L21)
Start Date	April or September 2021
Closing Date	Monday 8 th February 2021 at 9am
Shortlisting Date	Wednesday 10 th February 2021
Interview Date	Wednesday 24 th and Thursday 25 th February 2021 (remote and onsite)

Visits to the school	Please contact the school office on 01727 872158 to book a place on one of these time slots: Wednesday 27th and Thursday 28^h January 2021 at 4:00pm
School website	http://www.parkstreetprimary.org.uk/
Teach in Herts website	https://www.teachinherts.com/
Applications to be sent to	Leadership.recruitment@hertsforlearning.co.uk

Park Street C of E Primary and Nursery 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 2020).

Information for Candidates



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 and qualifications together with your background and experience within the personal statement.

Covering letter

You may 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 will be your last Headteacher or Chair of Governors.

You will also need to provide details of the priest / minister where you regularly worship so please ensure these contact details are provided on the application form as a Letter of Support will be required for this post.

Welcome from the Chair of Governors



Dear Candidate

Thank you for your interest in being Headteacher at Park Street Church of England VA Primary School and Nursery. We are delighted you are considering applying for this post and we hope you find this information pack a useful introduction to our school.

The Governors are proud to be part of a SIAMS rated 'Outstanding' and OFSTED rated 'Good' school. Our school motto 'Together we learn, Together with God' underpins the day-to-day life in school. Our school vision and values of Love, Joy, Courage and Truth' are at the heart of our commitment to all the children and the staff.

Our present Headteacher is moving on to a new school, having been with us for four years. She has led the school with energy and enthusiasm, we wish her all the best as she takes her next career step.

We are seeking to appoint someone who can lead our school forward to the next stage of its development, further raising standards and achievements for our children.

It is thought by many to be a wonderful school and we have a very special space for a new headteacher. The Staff Team are committed to ensuring pupils develop their academic, personal, social, moral, spiritual and cultural skills and awareness, where they are preparing for their future lives in the 21st Century. Our children are keen to learn and enjoy their time at school.

Cont..../

Welcome from the Chair of Governors



The school occupies a wonderful, spacious site, including a nature area, peace garden, football field, adventure playgrounds, hard surfaced play areas and quiet areas. The school is surrounded by the villages of Park Street, Frogmore, and How Wood, just south of St. Albans. Holy Trinity the Parish church is just ten minutes walk away and has close links with our school.

Please take time to read through this information pack and visit our school website (<http://www.parkstreetprimary.org.uk/>), where you can find our school prospectus and virtual tour.

We encourage you to come and visit the school and have set aside times (see below) when you are welcome to come and find out more about us (Covid permitting). Please contact the school office on 01727 872 158 to book a place on one of these time slots.

School visits : Wednesday 27th and Thursday 28th January at 4:00pm

The closing date for applications is Monday 8th February 2021 at 9am with shortlisting taking place on Wednesday 10th February 2021. Interviews will be held on Wednesday 24th and Thursday 25th February 2021 (remote and onsite).

Thank you again for your interest; we look forward to receiving your application.

Kind regards

Barbara Graham

Chair of Governors

Our History

Park Street Church of England School is a one form entry school from Nursery to Year 6. It was established in 1831. There are few details of the very early history of the school, except that it was affiliated to the National Society in 1835 and that there were 30 girls and 40 boys attending at the time.

Park Street was very much a farming community as the school grew through the nineteenth century. In the school log books there are frequent occasions when attendance was poor because children had gone haymaking, gleaning, acorn picking or blackberry picking. A holiday was given each June for the Park Street Fair.

The curriculum consisted of the Catechism, Prayers, the Bible, Reading, Writing and Arithmetic as well as activities such as straw plaiting and sewing for boys and girls.

As the premises at the junction of Watling Street and Branch Road [now the Old School House] became increasingly inadequate for the growing numbers of children a new site was selected at the north-western end of Branch Road. On 6th January 1900 the new school building was opened by the Bishop of St Albans.

Over the following years the school continued to grow and in 1922 children from Colney Street School were transferred to Park Street School. A feature of school life in these years was gardening, with plots for the children, the cultivation and sale of potatoes and in 1923 a Park Street School exhibit at the County Agricultural Show.

Cont..../

Our History

During the first months of the Second World War the school numbers were swelled by evacuee children from London. There are many mentions in the log books of air raid warnings and an air raid shelter was constructed in the field behind the school.

In October 1944 eleven year olds began to transfer to new secondary schools in St Albans. As the numbers of primary-aged children grew, 1954 saw the opening of the new classroom blocks (the present infant rooms) followed in 1959 by the opening of the present junior classrooms.

In the 1970s the school had an unusual additional classroom, the fuselage of a Handley Page Jetstream! This was featured on Blue Peter. The school has continued to thrive and expand, with new KS1 classrooms and more recently a new Office and Reception area. The school has a full time nursery and there are currently 160 children on roll.



Our School



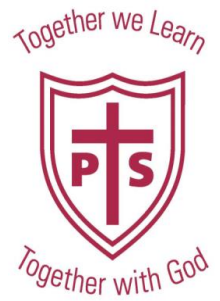
We are all very proud of our school, particularly the excellent standards of behaviour and achievement. Underlying everything we do is the aim to provide a caring and supportive environment, through Christian teaching and example, in which children of all abilities and aptitudes can work and play hard, reach their full potential academically, grow in independence and establish relationships which are secure, considerate, open and warm.

Please see link to our virtual tours of the school:
<http://www.parkstreetprimary.org.uk/virtual-tour/>



Number of children:	160
% of children with SEND:	23.75%
% of children EAL:	8.13%
% of children FSM:	10%
% of children PP:	19.38%
Ofsted Rating:	Good
SIAMS Rating:	Outstanding

Our School Vision



Our School Vision is:

Together we learn, Together with God

May we: find joy in the rich diversity of life **He** shares with us; show love in how we live out our community lives through **Him**; have the courage and resilience to live our lives to their fullest, knowing the truth of God's wonder.

The Biblical Narrative that helps us live our vision is: Romans 12:9-21
International Children's Bible

⁹ Your love must be real. Hate what is evil. Hold on to what is good. ¹⁰ Love each other like brothers and sisters. Give your brothers and sisters more honour than you want for yourselves. ¹¹ Do not be lazy but work hard. Serve the Lord with all your heart. ¹² Be joyful because you have hope. Be patient when trouble comes. Pray at all times. ¹³ Share with God's people who need help. Bring strangers in need into your homes.



Our School Values and Aims

School Aims

- Foster a lifelong love of learning with children achieving their full potential using creative inquiring minds.
- Encourage spiritual growth with an understanding of Christian faith and values.
- Develop children who can build good relationships with others based on personal self esteem and love of others.
- Build people who are responsible citizens of the whole community with a concern for their environment.

School Values

- ❖ Joy
- ❖ Truth
- ❖ Love
- ❖ Courage

Our School Prayer



This is our school,
Let peace dwell here,
Let the rooms be full of contentment.
Let love abide here,
Love of one another,
Love of mankind,
Love of life itself,
And love of God.
Let us remember
That as many hands build a house,
So many hearts make a school.



We offer

- A warm Christian environment which is underpinned by our vision and values.
- Inquisitive children who have a love for learning and are keen to achieve their best.
- A committed and hardworking staff team who are open to new ideas and believe in the potential of every child.
- A strong and supportive governing body who are enthusiastic about helping the school continue to grow.
- Strong links with the church of Holy Trinity.
- A commitment to your continued professional development.
- A wonderful opportunity to make your own mark!

You will bring

- A proven track record with high expectations to lead by example.
- The ability to engage and forge positive links with staff, children and parents.
- Your ability to live out personal Christian faith within our wider school community.
- An ability to turn challenging situations into positive outcomes.
- The resilience, drive and energy to build on our strengths, promote excellence and develop a culture of high achievement.
- A rigorous approach to safeguarding.
- Aspirations and an uncompromising commitment to ensure outstanding teaching for every child.

Our Parish Church

Holy Trinity Frogmore



We are a lively Anglican evangelical church. Our vision is to be a family of disciples of all ages who love the Lord, love the Bible, love each other and love to make more disciples. Our motto is **Sow, Know, Grow** and **Go** in service of Jesus in our world.

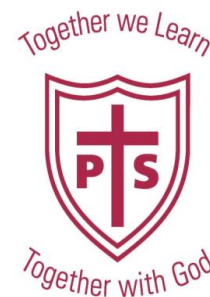
We serve our parish in Park Street and Frogmore and the wider St Albans area. Our community is diverse, with London commuters and social housing side by side.

We have **two Sunday services**: a traditional 9.00am and a contemporary 10.30am service. On a typical Sunday, there will be **80+ adults and 30+ children** in church.

We also have an over 60s lunch club, a parent & toddler group, and lively youth and children's ministry. We enjoy our close links with our church school including leading some collective worship and hosting four school services each year.



Job Description



Main Purpose of Role

Our headteacher will provide Christian leadership and uphold the Christian values of the school, fostering and developing its Christian character, ensuring each child is able to maximise their potential and be challenged to their full capabilities.

Our headteacher will lead the school to secure its success and continuous improvement, ensuring high quality education for all its pupils and further improve standards of teaching and learning in line with statutory requirements. In our school we want to offer each child excellent learning opportunities, supported by high expectations to enable each child to thrive.

This job description reflects the national standards of excellence for headteachers 2020. <https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020>

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.

Section 1: Ethics and professional conduct

We expect our headteacher to demonstrate consistently high standards of principled and professional conduct. Our new leader will 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

Job Description



As a leader of our school and within the wider profession we expect our headteacher to 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
- Reflect the distinctive characteristics of a Christian education, including demonstrating personal and professional integrity, by modelling Christian values and vision.
- 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
- work within the school and with Holy Trinity, the Diocese and other local churches to hold and articulate clear values and moral purpose, which takes account of the school's Christian ethos

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, built on an evidence-informed understanding of effective teaching and how pupils learn
- 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 , as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

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 relationship 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

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 8** 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	Tasks	References
Qualifications, Knowledge and Experience					
Qualified Teacher Status	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 . ** If not currently DSL trained a commitment to undertake training prior to taking up post or within first term will be required**	E	✓			

Person Specification and Personal Statement

Criteria	Essential or Desirable	Determination From			
		Application	Interview	Tasks	References
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 ** If not currently safer recruitment trained a commitment to undertake training prior to taking up post or within first term will be required**	E	✓			
Distinctive Christian Ethos					
Worshipping member of a Christian Church which fully assents to a Trinitarian creed (this requires evidence of current church involvement and a clear indication of the applicant’s beliefs in relation to a Church school)	E	✓			
A genuine commitment to developing the C of E character of the school and to promoting strong links with Holy Trinity, Frogmore as well as the wider Anglican Church	E	✓	✓		
Ability to lead inspiration school worship	E	✓	✓	✓	
Ability and faith to support the spiritual development of all in the school community (this would include pupils and staff).	D	✓	✓	✓	
Understanding of SIAMS inspections and the necessary requirements to be outstanding in all areas	D	✓	✓		

Person Specification and Personal Statement

Criteria	Essential or Desirable	Determination From			
		Application	Interview	Tasks	References
Leadership Skills					
Ability to articulate a clear vision for the future embedding the Christian values of the school	E	✓	✓	✓	
Proven record of inspiring, enabling and motivating others to succeed to drive standards and progress for all children	E	✓	✓		✓
Deep understanding of high-quality teaching and the ability to model this for others to support improvement (with particular emphasis on core subjects)	E	✓	✓	✓	
Able to delegate and effectively achieve outcomes and provide development opportunities for staff	E	✓	✓		✓
Strong communication skills that enable effective relationships with staff, parents’ governors, the Church and a commitment to strengthen links with the community.	E	✓	✓	✓	✓
Able to manage school efficiently and effectively by establishing priorities, having excellent organisational and strong decision-making skills	E		✓	✓	

Person Specification and Personal Statement

Criteria	Essential or Desirable	Determination From			
		Application	Interview	Tasks	References
Whole School Leadership and Management Experience					
Have taken an active involvement in effective school self-evaluation and development planning	E	✓	✓		
Able to listen and engage with stakeholders including parents in a range of ways on a daily basis and have the ability to turn challenging situations into positive outcomes	E	✓	✓		
Experience of working with stakeholders including governors, school improvement partners and external agencies / companies	E	✓	✓		
Absolute commitment and rigorous approach to safeguarding.	E	✓	✓	✓	✓
Evidence of clear commitment to promoting health and safety and the wellbeing of children	E	✓	✓	✓	✓
Absolute commitment to inclusion	E	✓	✓	✓	✓
An ability to understand children with a range of needs and develop strategies to successfully nurture them and address their needs.	E	✓	✓		✓

Person Specification and Personal Statement

Criteria	Essential or Desirable	Determination From			
		Application	Interview	Tasks	References
Whole School Leadership and Management Experience (Cont..../)					
Successful track record of developing the performance of staff through effective performance management and accountability.	E	✓	✓		
Supportive and encouraging of continued professional development (CPD) and wellbeing of staff and their own CPD and wellbeing.	E	✓	✓		
Experience of implementing a strategic plan across the whole school, identifying priorities and evaluating the impact	D	✓	✓		
Knowledge and understanding of strategic financial planning and budgetary management and their contribution to school development and pupil outcomes	D	✓	✓	✓	
Knowledge and experience of working within a Christian Environment	D	✓	✓	✓	✓

Person Specification and Personal Statement

Criteria	Essential or Desirable	Determination From			
		Application	Interview	Tasks	References
Personal Qualities					
A genuine passion for Christian ethos, coupled with the ability and enthusiasm to embrace the Christian values of a CE school and help 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, the Church and the wider community	E	✓	✓	✓	✓
Demonstrates an ability to challenge people and resolve performance and relationship issues whilst also showing compassion.	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	✓	✓	✓	✓



**Park Street C of E VA Primary School and Nursery
Branch Road
St Albans
Hertfordshire
AL2 2LX**