

Headteacher Recruitment Pack



Achieving today; ready for tomorrow



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Welcome

On behalf of the children, staff and governors, we would like to extend a warm welcome to you and thank you for your interest in joining our school as our Headteacher.

We think Kimpton Primary School is a very special place, a friendly village school in the heart of its community, there is team spirit in everything we do so that our children achieve their best and feel that they belong.

Our school effectiveness advisor noted recently that 'senior leaders and governors present as united in their ambition for all pupils at Kimpton'. We aim to inspire all children with a love of learning that they will carry throughout their education journey and beyond, "*achieving today and ready for tomorrow*". Under our current Head's leadership, we have seen improvements and enhancement both of the school's curriculum offer and the learning environment. The school is well-resourced and we have wonderful grounds, including a community garden and a creative range of outdoor learning spaces.

The school's finances are robustly managed and we enter the new financial year with a healthy carry-forward. In light of falling rolls, to future-proof the sustainability of the school and ensure we continue to thrive, we have taken the difficult decision to start to merge year groups, with a view to being a four-class school by 2027/28. It is an exciting time to be joining the school, with new challenges as we navigate a different landscape for Kimpton. Our new Headteacher will have the benefit of a stable and supportive staff, but with plenty of opportunity to make an impact.

The successful candidate will share our vision and ethos, bringing enthusiasm and relevant experience to secure great outcomes each day. There is no substitute for a visit. We would love for you to experience the Kimpton 'K factors' for yourself and therefore strongly encourage prospective candidates to visit us prior to application. To make an appointment, please contact us via the school office on 01438 832394.

We look forward to hearing from you.

Andy Lawrence Josie Nicholson
Co-Chairs of Governors



About our school

As a village school, there is a definite family feel to Kimpton Primary and we are proud of our partnership with parents and with the wider community.

The school first opened in 1843 and its early Victorian buildings still form a central part of the school, although there are modern hall and classroom extensions. We are extremely lucky to have amazing outdoor space, with extensive playing fields and playgrounds for each school phase.

We take pupils from nursery age. Nursery and Reception operate as a combined early years class, with an experienced early years teacher and practitioner. KS1 and KS2 have to date operated as single form entry but, from September 2025, Years 3 and 4 will be a merged class and we have planned to merge further classes in 2026 and 2027.

We have high expectations for both educational standards and behaviour. Ofsted, in 2021, found us to be a 'GOOD' school and we have continued to drive improvements since. We are ambitious for our children and strive to ensure that all our pupils make progress and achieve their full potential. Inclusivity is at the heart of our curriculum delivery and we believe that if our children are safe and happy they will thrive. We are proud of our SEND provision and pastoral support that ensures we are able to meet the individual needs of pupils.

Classroom learning is enriched by trips and visits; we have a strong focus on outdoor learning and in the past 12 months have invested in the environment and staff training *from Learning through Landscapes*.

Sport plays an important role in school life and, as a small school: many of our pupils get the opportunity to represent Kimpton in the various tournaments and events organised by the Harpenden & District Sports' Association. We use the Sport Premium grant to offer free after-school sports clubs from Monday to Thursday and these are all well-attended.

We offer a breakfast club each morning from 7.45am and after-school wraparound care until 5pm through Team Horizon, who also run clubs during school holidays.

We value our staff and support our teachers and other staff to develop their skills and pursue their career aspirations.

Our Vision and Values



Our Vision

Every child is safe and happy, inspired with a love of learning, achieving today and ready for tomorrow.

This vision is inspired by our belief that primary school has a key role in preparing children for their next steps. We want all our children to have happy memories of their time at Kimpton Primary School, feeling confident and prepared to make the most of their future educational opportunities and experiences.

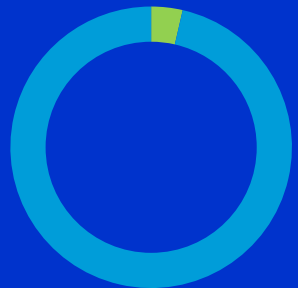
Our core values are **Respect, Responsibility and Resilience**. We describe these as the **K-factors** and they form an integral part of the culture and ethos of Kimpton Primary School. We expect all children to understand and demonstrate these values in their everyday approach to school life and for staff to model these values in all their interactions with children and colleagues.



Key facts and statistics

Community Primary School with nursery

149 Number on Roll*
*including nursery



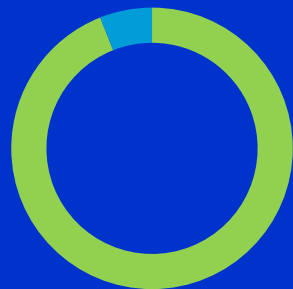
EAL 3.6%



SEND 18.7%



FSM 17.3%



Attendance
94%


Ofsted

Overall effectiveness

Good

The quality of education

Good

Behaviour and attitudes

Good

Personal development

Good

Leadership and management

Good

Early years provision

Good



Our new headteacher

Community is especially important in a village school and we are looking for someone who is willing to immerse themselves in school and village life to enhance learner experience and community participation in school life. You will be building on strong foundations and we are particularly keen to find a collaborative leader who can support our established team, promoting a culture of wellbeing and stability through a period of change.

- You are already an excellent teacher, with proven experience as a senior leader. You have a passion to inspire pupils and staff alike.
- You value the whole child and will place their nurture, wellbeing and sense of belonging at the heart of a shared vision for the school.
- You have complete commitment to safeguarding and will make sure that every child is kept as safe.
- You will champion the principles of inclusion, equality of opportunity and diversity.
- You have excellent people management skills.
- You will provide strategic leadership and strong organisational management.
- You will continue our digital journey to enhance learner experience, as well as using social media and creative modes of communication to promote the school.



What we can offer



A vibrant village school,
with a determination to
evolve and improve

Happy, well-behaved
children who are confident
and eager to learn, and
who love their school



Engaged, skilled
governors who will help
you make the difference

Supportive community of
parents, with an active and
successful PTA



Friendly, hardworking
and effective staff team

A commitment to your
ongoing CPD and
personal wellbeing

Job description : Culture and ethos

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.

<https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020>

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

Behaviour

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Professional development

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation 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

Job description : Curriculum and teaching

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

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

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

Job description: Organisational effectiveness

Organisational management

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care
- 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

Continuous school improvement

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent 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

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

Job description – Ethics and professional conduct

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

<https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020>

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

Ethics

Headteachers uphold and demonstrate the **Seven Principles of Public Life** at all times: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

- 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

Professional conduct

- Serve in the best interests of the school's pupils
- Conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen
- 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

Person specification

Important note: only candidates who meet the essential criteria under *Qualifications, knowledge and experience* will be considered for shortlisting. You should ensure use give specific examples in your application relating to the person specification criteria (situation, task, action, result).

		Essential / Desirable	Application form	Assessment stage
Qualifications, knowledge and experience	Degree and qualified teacher status	E	✓	✓
	Appropriate training for senior leadership	E	✓	✓
	Experience of working with Early Years Foundation Stage, KS1 and KS2 pupils and staff	E	✓	✓
	Recent experience of senior leadership as a Headteacher or Deputy Headteacher with a proven track record of continuous improvement and outstanding impact	E	✓	✓
	Thorough understanding of Child Protection and Safeguarding and commitment to safeguarding as part of the duty of care	E	✓	✓
	Experience of leading safeguarding in a school	E	✓	✓
School culture	Ability to articulate a clear vision for the future and provide strategic direction for staff, pupils 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 professional standards	E		✓
	Upholds ambitious educational standards for all, ensuring that our pupils achieve today and are ready for tomorrow	E		✓

		Essential / Desirable	Application form	Assessment stage
Teaching, curriculum and assessment	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 using the tools available	E		✓
	Commitment to inclusion and to ambitious expectations for all pupils including those with SEND and higher attainers	E	✓	✓
	Knowledge and experience of working with children with SEND across the primary phase	E	✓	✓
	Able to understand the needs of children with challenging behaviours and develop strategies to successfully manage these	E		✓
	Experience of deploying and managing staff to deliver effective outcomes	E		✓
Professional development	Evidence of appropriate and recent professional career development for the role of headteacher	E	✓	✓
	Has successfully undertaken approved safer recruitment training	D	✓	✓
	Commitment to prioritising the continued professional development of all staff, including self, 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 / school improvement	Has had active involvement in effective school self-evaluation and development planning	D	✓	✓
	Has had active involvement in whole school policy development and implementation	D		✓
	Involvement in leading change effectively and successfully	D		✓
	Clear commitment to promoting health and safety and the wellbeing of pupils and staff	E		✓
	Ability to review and analyse key data to develop evidence-informed strategies for school improvement	E		✓

		Essential / Desirable	Application form	Assessment stage
Working in partnership / Governance and accountability	Experience of working effectively with stakeholders including the Governing Board, school improvement partners, other schools and organisations to improve outcomes for pupils	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 pupil outcomes	D		✓
	Able to assimilate and manage financial and other data to achieve sound financial decision-making	D		✓
Personal qualities / Ethics and professional conduct	Passion for education, coupled with ability and enthusiasm to see every pupil fulfil their potential	E		✓
	Excellent communication skills, including written communication	E	✓	✓
	Effective organisational skills	E		✓
	Team player, with a solution focused style	E		✓
	Adaptable leadership style, knowing when to delegate	E		✓
	Committed to developing self and own practice	E		✓
	Approachable and committed to the well-being and development of the 'whole child' and staff.	E		✓
	Demonstrates consistently high standards of principled and professional conduct both within and outside school, upholding the <u>Seven Principles of Public Life</u> at all times	E		✓

Important information

Pay range	L11 – L17 (£63,815 - £73,819)
FTE	Full-time/0.8 considered for the right candidate
Start date	September 2025
Closing date	Monday 2 nd June 2025, 12 noon
Shortlisting date	Wednesday 4th June 2025
Interview date	Monday 16th June 2025
Visits to the school	To make an appointment, please contact the school office on 01438 832394
School website	www.kimpton.herts.sch.uk
School address	High Street, Kimpton SG4 8RB

Kimpton Primary 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 2024).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

