

KENILWORTH PRIMARY SCHOOL

Headteacher Recruitment Pack



CONTENTS

Welcome from the Chair of Governors	3
Key facts & statistics	4
About our school	5
Our vision & values	6
Our new headteacher	7
What we can offer	8
Person specification	9
Job description	11
Important information	16
Application process	17



WELCOME FROM THE CHAIR OF GOVERNORS

Dear Applicant,

Thank you for your interest in the Headteacher role at Kenilworth Primary School. I hope you find this information pack a useful introduction to our school. I am delighted that you see Kenilworth as a school where you can make an impact and develop your career.

This vacancy has arisen due to our current Head obtaining a position in larger school, after 4 years of extremely successful leadership; raising the school from RI to a solid Good at the last inspection. We remain committed as a school community to relentless improvement across the curriculum, as well as the personal development of each individual pupil and member of staff.

Kenilworth is in a challenging setting with many children joining the school at a low baseline. This gives us the opportunity to show good progress across the years they spend with us. The catchment area is varied and currently children in the school come from a wide range of cultural and ethnic backgrounds with nearly 20 different languages being spoken.

We have a strong staff at Kenilworth and significant investment has been made in their development, a trait we would wish to see continued. Senior and middle leader posts are all as a result of internal promotions.

Our ideal candidate will have well developed leadership skills already. A commitment to the continued journey the school is on, as well as the ability to bring all stakeholders along the road we are set upon.

Much of the curriculum is established and embedded as a result of earlier developments. Our expectation of the new headteacher will be one of further strategic development and a clear shared vision of where the school needs to be in the longer term and the skills to lead that part of our journey.

The closing date for applications is Friday 12th September at Midday. For further information about our school, please visit our website - www.kenilworthprimary.com. If you wish to discuss the role further, please see the contact details below.

We would strongly encourage interested applicants to visit the school either before the summer break or early in the new school year.

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

Yours sincerely

Rod Woodhouse

Mr Rod Woodhouse
Chair of Governors

KEY FACTS & STATISTICS



SEND

25%

EAL

33%

FSM

25%

**Pupil
Premium**

25%



Quality of education	Good
Behaviour and attitudes	Good
Personal development	Good
Leadership and management	Good
Early years provision	Good

Type of school:

Community Primary School

Number
on Roll:

221



Age Range:

3-11 Yrs

ABOUT OUR SCHOOL

Kenilworth Primary School is a one-form entry community school located in Borehamwood, Hertfordshire. We serve a diverse and vibrant local community and are situated in a residential area with convenient access to London and the wider Hertfordshire region.

We provide education for children aged 3 to 11, including a Nursery, and are known for our welcoming and inclusive ethos. The size of the school allows for strong relationships to be built across the community, with staff, pupils, and families working closely together to support each child's development. We place a strong emphasis on creating a safe, respectful, and engaging environment where children are encouraged to thrive both academically and personally.

Kenilworth Primary is well-resourced and benefits from a range of facilities that support high-quality teaching and learning. Classrooms are bright, well-maintained, and equipped with interactive technologies to enhance the learning experience. The Early Years and Key Stage 1 areas are designed to support play-based and exploratory learning, while Key Stage 2 classrooms promote increasing independence and collaboration.

Outdoor space is a key feature of the school. A large playground provides ample room for physical activity, social interaction, and outdoor learning. We also make use of additional outdoor areas to support curriculum enrichment and wellbeing. These spaces are used creatively to extend learning beyond the classroom and to promote physical and emotional development.

Additional facilities include a well-stocked library, intervention rooms for small group or one-to-one support, and areas for creative and practical activities. Our digital infrastructure supports the integration of technology across the curriculum, helping to prepare pupils for a rapidly changing world.

Kenilworth Primary is supported by a committed governing body and a team of experienced and dedicated staff. The school values professional development and collaboration and fosters a culture of continuous improvement. At Kenilworth, we are well-positioned to build on our strengths and continue to serve our community with ambition and care.



OUR VISION & VALUES

“
**High Aspirations Today,
Inspiring the
Leaders of Tomorrow**
”

Our ethos encourages all pupils to aim high and develop the confidence, character, and skills needed for lifelong success.



YOU WILL:

- **Lead with confidence and resilience**, engaging effectively with a diverse parent community and navigating challenges with clarity and assurance.
- **Strengthen Early Years provision**, ensuring it remains a high-quality, nurturing foundation for pupils and a key driver of long-term engagement.
- **Drive improvement through all Key Stages**, focusing on pupil progress and outcomes.
- **Champion staff development and well-being**, fostering a culture of support, growth, and collaboration across the whole school team.
- **Embed consistent, high-quality practice** across all phases.
- **Sustain the school's strong financial position**, through strategic planning and prudent resource management.
- **Work in partnership with governors** to shape the school's future and ensure strong, informed leadership.
- **Celebrate and support the school's rich cultural diversity** that defines Kenilworth's community.
- **Make the most of the school's extensive grounds**, enhancing outdoor learning and play opportunities for all pupils.



WE CAN OFFER:

- **A school in a strong position**, with a “Good” Ofsted rating and a clear trajectory of continued improvement.
- **Well-behaved, enthusiastic pupils**, with positive attitudes to learning.
- **A committed staff team**, offering a blend of experience and emerging talent.
- **A supportive governing body**, with a strong understanding of the headteacher’s role and a commitment to staff well-being.
- **A financially secure school**, with a track record of effective financial management.
- **Extensive outdoor grounds**, providing valuable opportunities for outdoor learning and enrichment.
- **A welcoming and inclusive school culture**, where diversity is celebrated and every child is supported to thrive.
- **A realistic and supportive view of the school’s challenges**, with a shared commitment to improving pupil progress.
- **An opportunity to make a lasting impact**, leading a school that is ready for its next chapter with clarity, confidence, and community support.



PERSON SPECIFICATION

A candidate will only be considered for shortlisting and move forward if they meet the **initial essential criteria identified below**. It is important to provide examples using the **STAR acronym** (situation, task, action, result) relating to the person specification criteria.

Essential		
Qualifications, knowledge & experience	Degree and qualified teacher status	E
	Experience of working with/ teaching in Early Years Foundation Stage/ KS1/ KS2	E
	Recent successful leadership experience as a Headteacher, Deputy headteacher or Assistant headteacher.	E
	Thorough understanding of Child Protection and Safeguarding and commitment to safeguarding as part of the duty of care.	E
School culture	Able to articulate a clear vision for the future and provide strategic direction for staff, pupils and the community.	E
	Ensures a culture of high staff professionalism, holds others to account	E
Teaching, curriculum & assessment	A clear understanding of a broad, balanced, and engaging curriculum and how this can be tailored to the needs of all learners at Kenilworth Primary School.	E
	Able to understand the needs of children with challenging behaviours and develop strategies to successfully manage this.	E
	Uses assessment effectively to monitor progress and inform strategic decisions.	E

PERSON SPECIFICATION (continued)

		Essential
Professional development	Committed to prioritising, encouraging and supporting the continued professional development of all staff (including themselves) in the best interests of the individual, the team and the school.	E
	Evidence of appropriate and recent professional career development for the role of headteacher.	E
Organisational management/ continuous school improvement	Have had active involvement in effective school self-evaluation and development planning.	E
	Experience of leading change effectively and successfully.	E
	Clear commitment to promoting safeguarding, health and safety and the wellbeing of children and staff.	E
Working in partnership/ Governance & accountability	Understands and welcomes the role of effective governance, upholds their obligation to give account and accept responsibility.	E
	Able to assimilate and manage financial and other data to achieve sound financial decision-making.	E
Personal Qualities/ Ethics and professional conduct	Demonstrates passion for education, coupled with ability and enthusiasm to see every child fulfil their potential.	E
	Excellent communication skills, including written.	E

If successfully shortlisted, the Headteacher Standards - on pages 12-15 - will be further assessed by tasks and formal interview during the assessment day.

JOB DESCRIPTION

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 pupils.
- Establish high quality education by effectively managing teaching and learning to realise the potential of all pupils.
- 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 pupils 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.



SECTION 1: ETHICS & 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

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.

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.

Curriculum & 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.

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.

SECTION 2: HEADTEACHERS' STANDARDS

Additional & special educational needs:

- 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 regarding the SEND code of practice.

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.

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.

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.

SECTION 2: HEADTEACHERS' STANDARDS

Working in partnership:

- Forge constructive relationships beyond 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.

Governance & 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:	£66,665 - £78, 926 L12 - L19 Fringe
Start date:	January 2026
Closing date:	Friday 12 th September 2025 at Midday
Shortlisting date:	Thursday 18 th September 2025
Interview date:	Thursday 25 th September
Visits to the school:	<p>The outgoing Headteacher will be available to conduct tours of the school at 9:30AM and 11:00AM on 10th, 16th and 17th July. To make an appointment, please contact the school office on 0208 9533459 or email us at admin@kenilworth.herts.sch.uk.</p> <p>The school reopens on Thursday 4th September. To visit in September, please contact Rod Woodhouse, the Chair of Governors, at rwoodhouse@kenilworth.herts.sch.uk to make an appointment.</p>
School website:	www.kenilworthprimary.com
School address:	Kenilworth Drive, Borehamwood, Hertfordshire WD6 1QL

Kenilworth 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).

We welcome applications from all suitably qualified individuals regardless of age, gender, ethnicity or religion.

APPLICATION PROCESS

How to apply

This recruitment is managed by HFL Education, in line with the latest guidance on safer recruitment. Please apply on the Teach in Herts website, using the standard online application form. CVs will not be considered. Should you need support, please contact leadership.recruitment@hfleducation.org. Please ask us if you require information about this vacancy in an alternative format.

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, explaining any gaps since leaving school education, and include any relevant 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 personal statement, it is important you address each of the requirements in the person specification. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

References

In line with safer recruitment guidance, we normally request references after shortlisting. Please make sure your referees are aware of your application and are able to provide a swift turn around if needed. 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.



KENILWORTH PRIMARY SCHOOL

Kenilworth Drive, Borehamwood, Hertfordshire WD6 1QL
0208 953 3459| admin@kenilworth.herts.sch.uk