Ladbrooke JMI School

Work together - Achieve together

Headteacher Recruitment Pack

Start date: April 2027

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WELCOME FROM THE CHAIR OF GOVERNORS

Dear Applicant,

Thank you for your interest in the Headteacher role at Ladbrooke JMI. I hope you find this information pack a useful introduction to our school. The vacancy has arisen as a result of the retirement of our current Headteacher after 18 years.

As you will know, our Ofsted rating is good. While we will continue to strive for improvement, our main focus has and will continue to be child-centred with a child-first ethos. Our staff turnover and sickness record are low, and I believe this reflects the strong team we currently have in place.

In recruiting a new Headteacher, we are seeking someone who can shape and share our vision and build on the strong foundation that our current Head and her team have put in place. We are seeking a Headteacher with the enthusiasm, drive and energy to move our school forward working in partnership with our children and parents, staff and Governors.

Ladbrooke is located in the middle of Potters Bar, though mainly surrounded by parks and sports grounds. The school is all on the same level and has its own playing field. We have made significant investment in our buildings in recent years, and these are in good condition. We currently have a balanced budget.

The closing date for applications is **Monday 2nd November at 9AM**. For further information about our school, please visit our website at **www.ladbrooke.herts.sch.uk**

We would encourage interested applicants to visit the school. To make an appointment, please contact the school office on **01707 652882** or email us at **admin@ladbrooke.herts.sch.uk**

To discuss the role, please contact me on **07903 202557.**

Thank you for your interest in Ladbrooke JMI. 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

Philip Cunningham
Chair of Governors

SCHOOL STATISTICS

Type of school:

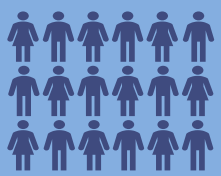
Maintained Primary School

Location:

Potters Bar

3-11 Yrs
Age Range

210
pupils on roll



Pupil attendance:
95.6%

Ofsted

Rated **GOOD**
October 2022

44%	15%	33%	18%
of children speak English as an additional language	of children with SEND	of pupils receive Free School Meals	of pupils in receipt of pupil premium

ABOUT OUR SCHOOL

Ladbrooke JMI School is a welcoming one-form entry primary school situated in the heart of Potters Bar. Set within attractive grounds and arranged entirely on one level, the school provides a calm and nurturing environment where children, families and staff benefit from a strong sense of community.

Governors, staff, parents and carers describe Ladbrooke as a friendly and inclusive school where relationships matter and everyone works together in the best interests of children.

Our community is diverse and continues to evolve, with an increasing number of pupils who speak English as an additional language and a growing range of educational needs. We are proud of the support we provide for all children and of our commitment to ensuring they feel safe, valued and able to succeed.

One of Ladbrooke's greatest strengths is its highly experienced and dedicated staff team. Stability is a defining feature of the school, with many staff choosing to build long and successful careers here. This continuity has helped create a positive culture built on trust, collaboration and a shared commitment to achieving the very best outcomes for pupils.

Our curriculum is in a strong position, providing pupils with a broad and engaging education that prepares them well for the next stage of their learning. Whilst we remain committed to continuous improvement, the school enjoys secure foundations, a supportive community and a clear sense of purpose.

Ladbrooke is a school that values kindness, inclusion and common sense, with a focus on doing what is right for our children.

OUR VISION & VALUES

At Ladbrooke JMI School, we believe that children achieve their best when they feel safe, valued and inspired.

> *Work Together, Achieve Together*

- **Safe & Nurturing Environment**
  Every child feels valued, supported and able to thrive
- **Inspiring Curriculum**
  A creative, stimulating and inclusive curriculum that fosters a lifelong love of learning
- **Pupil Ownership**
  Children are encouraged to take responsibility for their learning, make choices and develop independence
- **Strong Community Partnerships**
  Working closely with families and the wider community to enrich children's experiences
- **Respect & Citizenship**
  Developing caring, respectful and responsible citizens who contribute positively to the world around them
- **Continuous Improvement**
  High aspirations for every child, with emotional wellbeing at the heart of decision-making and school development

OUR NEW HEADTEACHER

We are looking for a leader who:

- Values and builds upon the strengths of our school
- Places children at the heart of every decision
- Is visible, approachable and committed to strong relationships
- Leads with integrity, warmth and authenticity
- Champions inclusion and high expectations for all
- Works collaboratively with staff, governors and families
- Listens carefully before implementing change
- Has the confidence to make difficult decisions when needed
- Will provide stable leadership and guide the school through its next chapter

WHAT WE CAN OFFER

- A welcoming and inclusive school at the heart of its community
- A highly experienced, dedicated and supportive staff team
- Engaged pupils who enjoy learning and value their school
- Strong relationships with parents, carers and the wider community
- A committed governing body that will support and challenge in equal measure
- A school with secure foundations and a strong sense of purpose
- The opportunity to build on existing strengths and shape the next chapter of the school's journey
- A rewarding opportunity to make a lasting difference to the lives of children and families.

PERSON SPECIFICATION

To be considered for shortlisting, candidates must clearly demonstrate how they meet the essential - and where possible, the desirable - criteria outlined in the Person Specification below.

- Please structure your statement using the **STAR format** (Situation, Task, Action, Result) to provide **clear, evidence-based examples of your experience and impact.**
- If shortlisted, we will assess additional aspects of school leadership - including alignment with the **Headteacher Standards (2020)** and the **specific needs of our school** - through a series of tasks and a formal interview on the assessment day.

Qualifications, knowledge and experience

- Degree and qualified teacher status (E)
- Recent successful leadership experience as a Headteacher, Deputy Headteacher or similar (E)
- NPQH or equivalent leadership development training (e.g. coaching, mentoring, strategic leadership programmes) (D)
- Successful completion of child protection and safeguarding training (E)

Safeguarding

- Unwavering commitment to safeguarding, health and safety, and promoting the welfare and emotional wellbeing of both pupils and staff, embedding these principles into all aspects of school life (E)
- Knowledge and understanding of current legislation, guidance and best practice for child protection, including safer recruitment (E)
- Experience of working with relevant agencies to protect children (D)

Strategic Leadership and School improvement

- A clear focus on maximising the impact of available resources to drive educational excellence and secure long-term sustainability (E)
- Inspires, challenges, motivates and empowers others, sustaining a culture of high expectation, professional integrity and accountability across all staff (E)
- Leads school improvement through rigorous self-evaluation, strategic planning, and inclusive change management - bringing staff with them and embedding sustainable improvement across the school (E)
- Has had active involvement in effective school self-evaluation and development planning (E)
- Demonstrates the ability to lead change thoughtfully and strategically, building on existing strengths whilst securing continuous improvement.(E)

Teaching, learning & curriculum

- Deep understanding of high-quality teaching and learning across the primary phase (E)
- Absolute commitment to inclusion and ambitious outcomes for all pupils, underpinned by experience of supporting children with SEND, disadvantaged pupils and vulnerable learners.(E)
- Demonstrates the ability to advocate effectively for the needs of individual pupils and secure appropriate support through collaborative working with families and external agencies.(E)
- Forward-thinking approach to curriculum development; adapting to the educational landscape, the context of the school and to pupil needs. (D)
- Commitment to keeping up to date with educational research and evidence-based practice, with the confidence to trial new approaches and take informed risks. (D)

Working in partnership/Governance & accountability

- Proven ability to build strong, positive relationships and manage expectations across diverse stakeholders, including governors, staff, parents, partners and the wider community.(E)
- Experience of managing school finances effectively, understanding their contribution to school development and pupil outcomes (D)
- Demonstrates integrity, openness, and courage in communication with governors and stakeholders, fostering trust through honest and transparent dialogue - even when delivering difficult messages (E)
- Understands and welcomes the role of governance, upholding accountability and taking responsibility (E)
- Demonstrates a visible and approachable leadership style that promotes confidence, trust and engagement across the school community.(E)
- Experience of working within a school that serves as a model or support for others (e.g., teaching school, hub or outreach) (D)

Personal qualities/ Ethics and professional conduct

- Passion for education and the school community, leading with integrity, humility, empathy and emotional intelligence.(E)
- Confident in supporting pupil and staff wellbeing, and ensuring that systems of support are robust, inclusive and future-facing (E)
- Excellent communication and interpersonal skills across a range of stakeholders, including written communication (E)
- Actively promotes an inclusive school culture that celebrates diversity, ensuring that all pupils, staff and families feel seen, valued and respected (E)
- Demonstrates resilience and professional courage, with the confidence to make difficult decisions in the best interests of pupils and the school community.(E)
- Demonstrates self-awareness and the ability to manage pressure effectively, modelling use of healthy strategies to sustain wellbeing (E)
- Demonstrates consistently high standards of principled and professional conduct both within and outside school, Seven Principles of Public Life (E)

JOB DESCRIPTION

Main purpose

The core purpose of the Headteacher is to provide professional leadership and management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.

To gain this success, the Headteacher must

- Lead the delivery of high-quality education by effectively managing teaching and learning and using personalised approaches to enable every pupil to thrive and achieve their full potential.
- Develop and implement a strategy with our community and other schools in order to provide clear educational pathways for our students as they grow older. Ensure sustainable growth and financial security for the school.
- Meet the expectations set out in the National Standards of Excellence for Headteachers and School Teachers' Pay and Conditions Document (STPCD).
- Take strategic and operational responsibility for promoting and safeguarding the welfare of all children and young people, ensuring a culture of vigilance and compliance across the school.

Key responsibilities:

- Engage with and actively promote the school's vision and values through strategic leadership, decision-making, and daily interactions with pupils, staff, governors and the wider community.
- Secure the understanding and commitment of all members of the school community to the school's strategic direction, with particular focus on those in positions of responsibility
- Drive creativity, innovation and effective use of technologies among colleagues to achieve excellence.
- Develop and implement the agreed School Improvement and Development Plan.
- Secure curriculum intent and implementation of the highest standard, leading to strong outcomes for all students.
- Oversee the operational efficiency, effectiveness and safety of the school on a day-to-day basis, including arrangements for behaviour, safeguarding, SEND and vulnerable learners.

Leading teaching and learning:

- Lead and manage the curriculum in line with school policies and relevant national guidance.
- Promote the development of teaching methods which enable effective learning by all.
- Establish efficient staff timetabling to ensure curriculum requirements are met.
- Ensure the progress of pupils is monitored, recorded and reported to parents and others who have a right to know.
- Develop and implement a whole-school policy for pupil support and wellbeing, underpinned by effective structures and practices.
- Ensure the implementation of strategic policies of the school.
- Model exceptional teaching practice through personal classroom delivery, as appropriate to context.

Health and safety:

- Oversee the development and implementation of policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and ensure that all concerns are recorded and reported appropriately
- Lead a culture that prioritises the safety and wellbeing of pupils and staff.
- Lead behaviour systems that foster a safe, respectful and productive learning environment.

Management of resources and communication:

- Oversee school budget and finances, ensuring robust procedures for financial management and accountability.
- Develop and implement policies for the procurement, use and protection of all resources, including teaching material, equipment and accommodation.
- Establish clear and effective communication across staff teams, the governing body and with all stakeholders.
- Consult and communicate with parents about the school and the progress of their children, in particular by arranging regular meetings between parents and teachers.
- Ensure the school meets all statutory and regulatory requirements, including maintaining effective communication with parents, carers and the wider community through appropriate channels.
- Be the school's official correspondent with the Council, external agencies, other schools, parents and the wider community.
- Lead the recruitment, selection, appointment and professional development of teaching and support staff.
- Ensure that the range, quality and use of available resources is monitored, evaluated and reviewed to improve the quality of education for all children and provide value for money.

Working with colleagues and Developing Self:

- The Headteacher shall seek to form and maintain effective working relationships with all users of the school and the school's staff, other educational establishments and representatives of the wider community, and representatives of external agencies with rights to operate in relation to the school.
- Ensure that the range, quality and use of available resources is monitored, evaluated and reviewed to improve quality of education for all children and provide value for money.

Professional development:

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve overall performance.
- Take part in the appraisal and professional development of others.

Additional Notes:

The Headteacher is expected to operate within the parameters of the National Standards of Excellence for Headteachers and School Teachers' Pay and Conditions Document (STPCD) and HCC's contractual and financial frameworks.

The role is defined as Regulated Activity and subject to an enhanced DBS, children's barred list check and satisfactory references.

The duties listed are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.

This job description will be reviewed annually as part of the performance management programme.

The headteacher will have access to a range of professional development activities, including conferences, support groups and appropriate training courses.

IMPORTANT INFORMATION

Pay range:	L10 – L21 Fringe, £66,120 - £85,287
Start date:	1st April 2027 (Summer 2027)
Closing date:	Monday 2nd November 2026
Shortlisting date:	Wednesday 11th November 2026
Interview date:	Wednesday 18th November 2026
Visits to the school:	To make an appointment, please contact the school office on 01707 652882 or email us at admin@ladbrooke.herts.sch.uk
School website:	www.ladbrooke.herts.sch.uk
School address:	Watkins Rise, Potters Bar, Herts EN6 1QB

Ladbrooke JMI 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 2026).

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.

You should use the **STAR format** (Situation, Task, Action, Result) to provide **clear, evidence-based examples of experience and impact.**

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.

LADBROOKE JMI SCHOOL

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