



BOURNEHALL PRIMARY SCHOOL

Headteacher Recruitment Pack

Autumn 2026



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WELCOME FROM THE CHAIR OF GOVERNORS

Dear Applicant,

We are delighted that you are interested in applying to become our new Headteacher. Bournehall is a much loved, sought after and successful school, rated “Good” in all areas at our last Ofsted inspection in October 2024, situated in the heart of Bushey Village. We pride ourselves on being a community school where we know our children and everyone feels welcome.

Our school ethos is very simply to keep everyone happy, healthy and safe. We provide a child centred education with strong emphasis on nurturing a genuine love of learning, respect for others and the provision of excellent pastoral care.

Being a one-form entry primary school, Bournehall has many advantages. Our family environment means that all children can feel secure and be known as individuals with their own abilities, strengths, special interests and needs, recognised by our entire staff team. Our staff are our biggest asset and our new Headteacher will be supported by an experienced and dedicated leadership team who truly believe in the ethos of our school and are always ready to try out new ideas. They work together to provide a personalised learning experience in a safe, warm, and creative atmosphere.

We value all members of our school community: staff, pupils and parents co-operate to create and maintain a vibrant energy throughout the school. We have an exceptionally committed team of staff and governors.

Upon retirement of the incumbent, we are now looking for a new Headteacher with the enthusiasm and drive to build upon the significant achievements of our school, who will care about our children, share our values and help shape and lead our ambitions for the future.

I do hope that you will feel excited by this opportunity. Our application pack incorporates, in various ways, the hopes and expectations of our school community from their new Headteacher. Please keep this firmly in mind when considering and crafting your application,

If you believe you are the person who can lead our committed staff and inspire our delightful children from diverse backgrounds, then please contact the school on 0208 950 4438 or admin@bournehall.herts.sch.uk to arrange a pre-interview visit.

I look forward to meeting with you.

Yours sincerely,

Pankaj Shah
Chair of Governors

KEY FACTS & STATISTICS

SEND
12%

EAL
14%

FSM
5%

Pupil Premium
18%

Type of school:
**Maintained community
primary school**



October 2024

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



Location:
Bushey



Number on roll:
201



Age range:
4-11 Yrs



Attendance:
95.8%

ABOUT OUR SCHOOL

Bournehall is a caring, nurturing and inclusive school where children are known as individuals and families feel genuinely welcome. Our open-door approach has helped us build strong relationships across generations, with some colleagues having taught the parents of pupils who now attend our school. This continuity creates a distinctive sense of belonging and reflects the important place Bournehall Primary School holds within its community.

Visitors often notice the calmness of our school from the moment they arrive. Children are happy, engaged and full of energy, while the atmosphere remains purposeful and welcoming. We are particularly proud of our inclusive ethos and the thoughtful support we provide for children and families with different needs.

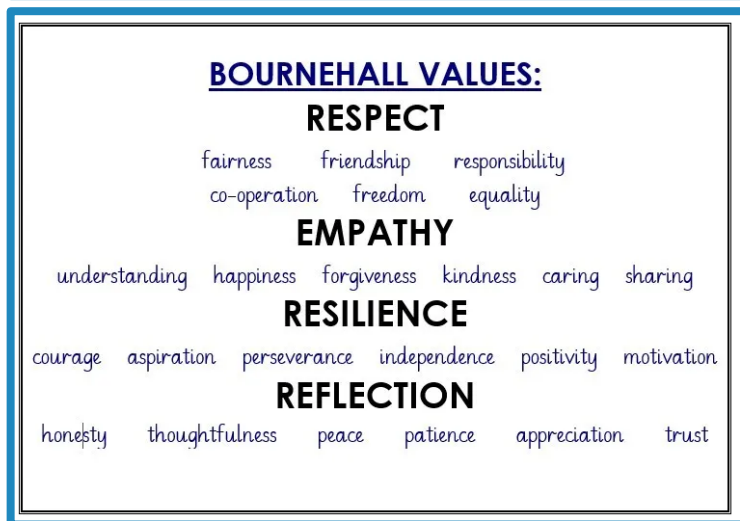
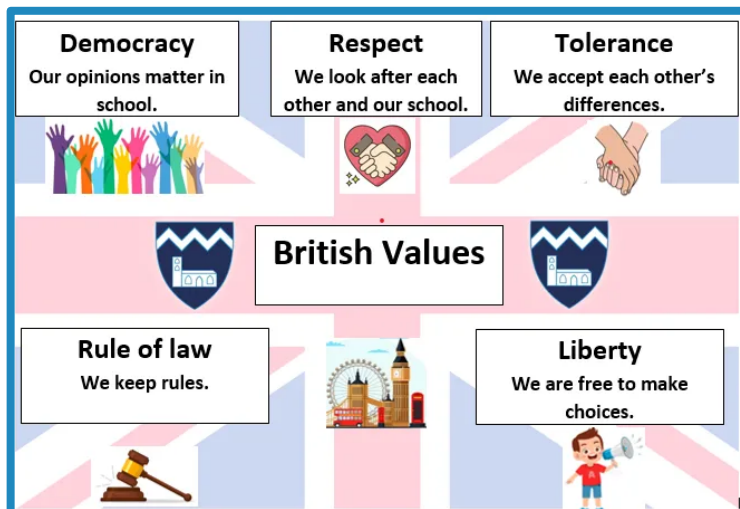
Our staff are central to everything that makes Bournehall special. Many colleagues have served the school for more than a decade, providing valuable experience and stability, while newer staff bring fresh ideas and benefit from the support of established colleagues. This balance has created a team that is loyal and knowledgeable, yet also agile, creative and open to change. Recent investment in professional development has strengthened teachers' confidence, and our senior leadership and administration teams provide a strong foundation for the school's continued success.

Trust is an important part of our culture. Staff are encouraged to use their creativity, take ownership and contribute their individual strengths. Governors value the openness and transparency that run throughout the school, and families respond positively to its welcoming, community-focused character. This confidence is reflected in the strong demand for places, with around 100 applications typically received for 30 Reception places.

We are proud of our strong foundations, but we are not standing still. Our next chapter will preserve the warmth, calmness and trust that define Bournehall while continuing to strengthen provision for children with additional needs, develop Early Years and Key Stage 1, and ensure our successful practices remain clear and sustainable. Our new Headteacher will inherit a school with much to celebrate and a community ready to shape its future together.



OUR VISION, AIMS & VALUES



OUR VISION STATEMENT

encompasses our core and linked values

We believe that there is 'no limit to learning'. We are committed to the provision of high-quality education, within a secure, happy and stimulating environment where every member of the school community is valued and encouraged to learn and develop the knowledge and skills for lifelong learning.

OUR SCHOOL AIMS

Our School Community aims to:

- support one another in applying our shared values within our daily life
- provide a safe, caring and happy environment which reflects our values and fosters self-belief (an 'I can' approach)
- deliver a broad, creative and challenging curriculum, offering first-hand, practical experiences wherever possible
- harness and encourage the safe use of new technologies to enhance and extend learning
- empower children to become independent, resilient learners and thinkers
- inspire every individual to hold a natural curiosity and love of learning
- promote positive attitudes to physical and emotional well being
- include all members of the school community in the process of school improvement and self-evaluation
- ensure inclusion and equity in all that we do

OUR NEW HEADTEACHER

This is an opportunity to lead a school with strong foundations and a clear sense of identity. You will inherit a caring, inclusive community, committed staff, confident senior leaders and a supportive governing board.

You will not be expected to arrive with a programme of immediate change. Instead, you will have time to listen, observe and understand what makes Bournehall special: its calm atmosphere, strong relationships, creative staff and deep connection with families.

From that understanding, you will shape the school's next chapter. Continuity matters, but it does not mean standing still. You will recognise what is working well, involve people in decisions and lead thoughtful improvements that strengthen rather than unsettle the school's culture.

You will work with an experienced team whose members are trusted to take responsibility. Your role will be to provide clear strategic direction while preserving the autonomy, creativity and shared ownership that staff value.

There are important challenges to navigate, including the increasing needs of pupils requiring additional support, priorities within Early Years and Key Stage 1, and the continued development of clear, sustainable processes. You will address these from a position of strength, supported by capable colleagues and governors who value openness, humanity and considered leadership.

We Are Looking for a Leader Who

- Puts children and their individual needs at the centre of decisions.
- Leads with confidence, humility, warmth and humanity.
- Understands the importance of continuity before change.
- Trusts others and delegates genuine responsibility.
- Creates strategic clarity without unnecessary complexity.
- Values diversity and strengthens an inclusive culture.
- Builds positive relationships with families, governors and partners.
- Acts firmly, fairly and sensitively when difficult issues arise.
- Brings people with them when leading improvement.
- Sees leadership as a shared endeavour.

You Will Bring

- Successful senior leadership experience within a school.
- The ability to translate a clear vision into purposeful action.
- A strong understanding of teaching, learning and school improvement.
- A commitment to excellent provision for pupils with additional needs.
- The confidence to work through others and develop leadership capacity.
- Sound judgement and the ability to balance ambition with realism.
- Clear communication and a transparent approach to governance.

WHAT WE CAN OFFER

Bournehall offers the opportunity to enjoy the breadth of headship within a manageable, community-focused setting. The school is the right size for its Headteacher to remain visible, know the children and families, and see the direct impact of their leadership.

Bournehall's role as lead school for DSPL9 (Delivering Special Provision Locally) and SWHP (South West Herts Partnership) offers an exciting opportunity to extend your impact across the area. Working alongside their respective management teams, you will oversee the running of both partnerships, build relationships with fellow Headteachers and broaden your leadership experience.

You will also have the satisfaction of taking forward a school that is already in a strong position. Rather than being consumed by urgent repair, you will be able to focus your energy on purposeful development, including strengthening provision for children with additional needs and helping an already good school realise its further potential.

The opportunity could appeal to someone taking their first step into headship within an established setting or to an experienced leader seeking a school where they can return to the aspects of headship they value most. Applications will be welcomed from candidates at different stages of their leadership journey.

Governors are open to discussing flexible or part-time working alongside a full-time appointment. This approach has operated successfully at Bournehall and could provide the right candidate with greater flexibility while ensuring the school continues to benefit from strong and experienced leadership.



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

- Establish high-quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all students.
- Develop 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).
- Have responsibility, as with all staff, to promote and safeguard the safety and welfare of children and young people.



JOB DESCRIPTION (CONTINUED)

Key responsibilities:

- Understand, contribute to and promote the school's vision and values through personal work and teaching practice.
- Secure the understanding and commitment of all members of the school community to the direction of travel and particularly those holding posts of responsibility.
- Work with colleagues to promote creativity, innovation and appropriate use of technologies to achieve excellence.
- Develop and implement the agreed School Improvement and Development Plan.
- Ensure that curriculum intent and implementation is of the highest possible standard and leads to strong outcomes for all pupils.
- Support the operational efficiency, effectiveness and safety of the school on a day-to-day basis, including arrangements for behaviour, safeguarding, SEND and vulnerable learners.
- Lead the school effectively through periods of change.
- Build upon the school's strong foundations and reputation within local networks and partnerships.

Leading teaching and learning:

- Manage and develop the curriculum in accordance with the policies applicable to the school and taking account of relevant advice given by national bodies.
- Maintain a strong focus on high-quality teaching and learning for all pupils.
- Encourage the development of teaching methods which promote effective learning by all.
- Prepare efficient arrangements for the timetabling of staff so that the requirements of the curriculum may be adequately met.
- Ensure the progress of pupils is monitored, recorded and reported to parents and others who have a right to know.
- Ensure the development and implementation of strategic policies of the school, for example, in relation to equal opportunities.
- Demonstrate the principles and practice of effective learning and teaching to an exceptional standard.

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
- Promote the safety and wellbeing of pupils and staff.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a safe and successful learning environment.

JOB DESCRIPTION (CONTINUED)

Management of resources and communication:

- Ensure that appropriate arrangements are made for the management of the school budget and school finances including proper procedures to account for these.
- Implement policies for the procurement, use and protection of all resources, including teaching material, equipment and accommodation.
- Establish effective channels of communication among all staff and users of the school.
- Consult and communicate with parents about the school and the progress of their children, in particular by arranging regular meetings between parents and teachers to assist such communication.
- Be the school's official correspondent with the Local Authority, external agencies, other schools, parents and the wider community.
- Contribute to the recruitment, selection, appointment and professional development of teaching and support staff.

Working with colleagues and professional development:

- Maintain effective working relationships with all members of the school community, with other schools, external agencies and the wider community.
- Work with governors and stakeholders to develop a long-term vision that balances excellence with inclusion and sustainability.
- Work with governors to ensure resources are used efficiently and aligned with strategic priorities.
- 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.

PERSON SPECIFICATION

To be considered for shortlisting, candidates must clearly demonstrate how they meet the criteria outlined in the Person Specification below.

- Please structure your supporting statement using the **STAR format** (Situation, Task, Action, Result) to provide **clear, evidence-based examples of 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 schools** - through a series of tasks and a formal interview during the assessment day.

Qualifications, knowledge & experience	Application stage	Interview stage
Degree & qualified teacher status (E)	◦	
Recent successful school leadership experience e.g. as a headteacher, deputy headteacher or assistant headteacher (E)	◦	
Knowledge and understanding of current legislation, guidance and best practice for safeguarding and child protection (E)	◦	◦
Recent training and development for school leadership (E)	◦	
Safer recruitment trained (D)	◦	

PERSON SPECIFICATION (CONTINUED)

Teaching, learning & curriculum	Application stage	Interview stage
Experience of designing and implementing a broad, balanced and inclusive curriculum, with assessment strategies that support progress for all learners (D)	◦	◦
Deep understanding of high-quality teaching and learning across the EYFS, KS1 & KS2 (E)	◦	◦
Absolute commitment to inclusion and high expectations for all pupils, underpinned by knowledge and experience of supporting children with SEND, disadvantaged pupils, and higher attainers (E)	◦	◦
Understands the needs of children with challenging behaviours and able to develop strategies to successfully manage this (D)		◦
Experience of aligning staff expertise with pupil needs to deliver effective outcomes (D)		◦
Understands the strategic role of technology in teaching and learning and experience of embedding edtech to improve outcomes (D)		◦
Strategic leadership & school improvement		
Clear commitment to safeguarding, promoting health and safety and the wellbeing of children and staff (E)	◦	◦
Can establish and sustain a culture of high expectations and professional integrity, ensuring all staff are accountable for their contributions (E)		◦
Sets and upholds high expectations for all pupils - academically, personally, and socially - ensuring they thrive in school and beyond (E)		◦
Committed 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)	◦	◦
Has had active involvement in effective school self-evaluation and development planning (E)	◦	◦
Demonstrates leadership in analysing key data to shape and implement impactful, evidence-based school improvement strategies (E)	◦	◦
Has had responsibility for whole school policy development and implementation (D)	◦	
Experience of leading change effectively and successfully (E)	◦	◦
Experience of implementing strategies to reduce staff workload and improve staff retention (D)		◦

PERSON SPECIFICATION (CONTINUED)

Accountability, governance & working in partnership	Application stage	Interview stage
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 (E)	◦	◦
Proven ability to build strong relationships and manage expectations across diverse stakeholders, including governors, partners, and the wider community (E)	◦	◦
Understands and welcomes the role of effective governance, upholds their obligation to give account and accept responsibility (D)	◦	
Demonstrates ability to engage positively with parents, carers, and the wider community to support pupil outcomes (D)		◦
Personal qualities & professional conduct		
Demonstrates passion for education, coupled with high levels of integrity and emotional intelligence (E)		◦
Demonstrates resilience and composure under pressure, maintaining clarity of thought and effective decision-making (E)		◦
Excellent communication and interpersonal skills, including written communication (E)	◦	◦
Demonstrates a commitment to promoting equality, diversity and inclusion across all aspects of school life (E)		◦
Visible and approachable, with empathy and a genuine enthusiasm for engaging and inspiring children and colleagues (E)		◦
Adaptable leadership style, 'hands on' when required, balanced with knowing when to delegate (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)		◦
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)		◦

IMPORTANT INFORMATION



Pay range:	L14 – L22 (Fringe) £75,310 - £91,326
Start date:	1 st April 2027
Closing date:	Monday 23 rd November 2026 at 9am
Shortlisting date:	Monday 30 th November 2026
Interview date:	Wednesday 9 th December 2026
Visits to the school:	To make an appointment, please contact the school office on 020 8950 4438 or email us at admin@bournehall.herts.sch.uk
School website:	Bournehall Primary School
School address:	Bournehall Avenue, Bushey. Hertfordshire. WD23 3AX

Bournehall 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 believe that a diverse team leads to better outcomes and a more enriching workplace. We are committed to fostering a culture where everyone feels they belong.

APPLICATION PROCESS

How to apply

This recruitment is managed by HFL Education, in line with the latest guidance on safer recruitment. 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 on the Teach in Herts website (**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.



BOURNEHALL PRIMARY SCHOOL

Bournehall Avenue, Bushey. Hertfordshire. WD23 3AX

020 8950 4438

[Bournehall Primary School](#)