



LEAVESDEN GREEN JMI PRIMARY & NURSERY SCHOOL

Headteacher recruitment pack



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WELCOME FROM THE CHAIR OF GOVERNORS

Dear Applicant,

Thank you for your interest in the headteacher role at Leavesden Green JMI. I hope you find this information pack a useful introduction to our school. We are delighted that you see Leavesden Green JMI as a school where you can make an impact.

The vacancy has arisen following our current headteacher's decision to take on a new role after 12 years of successful leadership.

Leavesden Green JMI School is a welcoming, inclusive two-form entry primary school with a Nursery, serving a diverse and vibrant community. We pride ourselves on creating a nurturing environment where every child is known, valued, and encouraged to achieve their full potential.

In recruiting a new headteacher we are seeking someone with the relevant experience plus ambition and enthusiasm, to drive our school forward. We are looking for an approachable and visible leader who leads with integrity, compassion and high expectations, and who has the strategic vision, resilience and energy to lead positive change while preserving the caring ethos that makes our school unique.

The closing date for applications is **24th November 2026 at 9AM**.

For further information about our school, please visit our website at Leavesden Green JMI School & Nursery - www.leavesden.herts.sch.uk

We warmly encourage prospective applicants to visit the school before submitting an application. Visiting the school will provide an opportunity to experience our welcoming environment, meet members of the staff and governing body, and learn more about our vision for the future. Visits will be scheduled.

Please contact, Chair of Governors Claire Wickerson at Claire.gov@leavesden.education to arrange a time.

Thank you for your interest in Leavesden Green 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.

Yours sincerely,

Claire Wickerson

Chair of Governors



SCHOOL STATISTICS



Community school,
Local Authority maintained



370
children
on roll



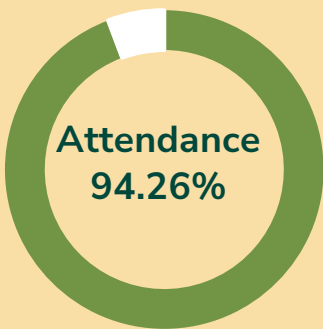
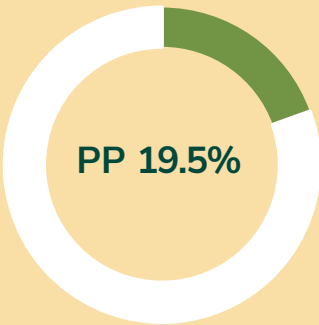
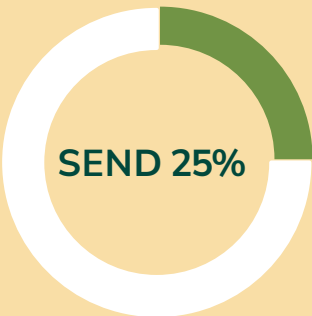
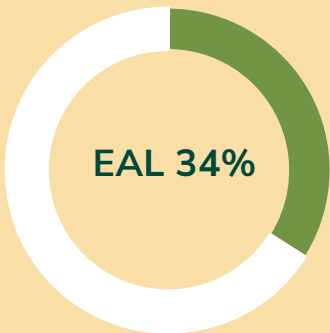
Age range
3-11



Leavesden,
Hertfordshire

Ofsted made the following key judgements following school inspection on 28th March 2023:

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



Figures correct as of October 2026

ABOUT OUR SCHOOL

Leavesden Green JMI School & Nursery is a welcoming primary school with nursery provision, serving a diverse community on the edge of Watford. Formed through the joining of two separate schools, Leavesden Green has developed a distinctive identity and strong sense of community.

Following an extensive building project, the school now operates as a two-form entry primary school, bringing together children from Nursery through to Year 6 within one cohesive learning environment.

The school benefits from extensive grounds and excellent facilities that support learning, enrichment and play. These include two halls, five playgrounds and a large field, together with a Daily Mile track, long-jump facility and outdoor gym equipment. Spacious, light-filled classrooms and shared spaces create a calm and welcoming environment where children can learn, explore and develop both within and beyond the classroom.

At the heart of Leavesden Green is a commitment to supporting children as individuals. The school is known for its caring approach and the positive relationships that exist between pupils, staff, governors and families. Staff work together to create a secure and stimulating environment where children feel known, supported and encouraged to participate fully in school life.

Reading, communication and language development are central to the school's curriculum and underpin learning across all subjects. The curriculum is designed to inspire curiosity, creativity and engagement, while supporting children to develop the knowledge, skills and confidence needed for success.

Alongside academic learning, pupils are encouraged to develop independence, resilience and a sense of responsibility, preparing them well for the next stage of their education.

Like many schools, Leavesden Green has seen the needs of its community evolve over time. Governors recognise both the opportunities and challenges this brings and remain committed to ensuring that the school continues to meet the needs of its pupils while providing a high-quality education for all. With strong foundations, dedicated staff and a supportive school community, Leavesden Green is looking forward to the next stage of its journey and the opportunities ahead.



OUR VISION & VALUES

“We Learn, We Grow, We Fly”

At **Leavesden Green JMI School & Nursery**, we strive to inspire intrinsically motivated learners who embrace challenge, think critically, communicate effectively and develop a lifelong love of learning. We are committed to excellence, celebrating achievement and ensuring every child feels valued, supported and empowered to reach their full potential.

Our Core Values are

-  **Love of Learning** - creating an enjoyable, creative and stimulating environment where enthusiasm for learning flourishes.
-  **Confidence and Independence** - empowering children to become resilient, self-reliant and responsible learners.
-  **Growth Through Challenge** - encouraging children to take risks, learn from mistakes and develop a positive mindset.
-  **Respect and Community** - promoting kindness, good manners and respect for ourselves, others and the wider world.
-  **Achievement for All** - providing high-quality learning experiences that enable every child to achieve their full potential.

OUR NEW HEADTEACHER WILL:

- **Provide clear, visible and values-driven leadership** for the whole school community.
- **Build on the school's inclusive ethos** while maintaining high expectations for all pupils.
- **Inspire and motivate staff**, creating a culture of collaboration, accountability and professional growth.
- **Champion high-quality teaching and learning**, ensuring pupils achieve the best possible outcomes.
- **Lead strategically**, using evidence and insight to drive continuous school improvement.
- **Build on the strengths of the existing curriculum**, ensuring high-quality learning experiences and strong outcomes for all pupils.
- **Develop positive and productive partnerships** with families, governors and the wider community.
- **Support staff wellbeing** while enabling colleagues to grow and thrive in their roles.
- **Promote a culture of aspiration**, ensuring every child is encouraged to fulfil their potential.
- **Embrace the opportunities ahead**, building on the school's strong foundations to shape its next phase of development.



WHAT WE CAN OFFER

- **The opportunity to lead a well-established school** with a distinctive identity and a strong sense of community.
- **Dedicated and hardworking staff** who are committed to supporting pupils and working collaboratively.
- **Enthusiastic, friendly children** who are proud of their school and eager to learn.
- **A supportive and ambitious governing body** that values constructive challenge and partnership working.
- **The chance to build on the school's strong reputation** for inclusion, care and community engagement.
- **Extensive facilities**, including spacious grounds, two halls, five playgrounds and a large field that enhance pupils' learning and development.
- **An engaged school community**, with families who value the role the school plays in supporting their children.
- **The opportunity to make a lasting difference** at an important stage in the school's journey.
- **A culture that values professional growth**, reflection and continuous improvement.
- **The freedom to shape a shared vision for the future**, building on the school's strengths while leading the next phase of its development.



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	Essential/ Desirable	Application form	Assessment stage
Degree and qualified teacher status	E	*	
Recent successful leadership experience as a Headteacher or Deputy headteacher	E	*	
Recent training and development for school leadership (e.g. NPQH or equivalent)	E	*	
Knowledge and understanding of current legislation, guidance and best practice for safeguarding and child protection	E	*	*
Strategic leadership and school improvement	Essential/ Desirable	Application form	Assessment stage
Experience of leading sustainable school improvement and organisational change, securing positive outcomes for pupils, staff and the wider school community.	E	*	*
Clear commitment to safeguarding, promoting health and safety and the wellbeing of children and staff	E	*	*
Establish and sustain a culture of high expectations and professional integrity, ensuring accountability for staff and promoting pupil success academically, personally, and socially - ensuring pupils thrive in school and beyond.	E	*	*
Successful track record of developing staff through effective performance management, support and challenge, securing improvement whilst maintaining positive professional relationships	E	*	*
Demonstrates leadership in analysing key data to shape and implement impactful, evidence-based school improvement strategies	E		*
Can implement strategies that reduce staff workload, enhance wellbeing, and improve retention across the school.	D		*

PERSON SPECIFICATION

Teaching, learning & curriculum	Essential/ Desirable	Application form	Assessment stage
Experience of improving teaching and curriculum provision to raise achievement and increase challenge for all learners	E	*	*
Deep understanding of high-quality teaching and learning across the primary phase	E	*	*
Demonstrates the ability to balance inclusion with high academic expectations, ensuring all pupils, including those with SEND, disadvantaged pupils and higher attainers, achieve their full potential.	E	*	*
Understands the needs of children with challenging behaviours and able to develop strategies to successfully manage this	E	*	*
Demonstrates the ability to deploy and develop staff effectively to meet the needs of pupils and secure positive outcomes.	E		*
Accountability, Governance & Working in partnership	Essential/ Desirable	Application form	Assessment stage
Experience of managing school finances effectively, understanding their contribution to school development and pupil outcomes	E	*	*
Able to assimilate and manage financial and other data to achieve sound financial decision-making	E	*	*
Able to make difficult decisions confidently and objectively in the best interests of pupils and the school community	E	*	*
Demonstrates ability to engage positively with parents, carers, and the wider community to support pupil outcomes	E	*	*

PERSON SPECIFICATION

Personal qualities / Ethics and professional conduct	Essential/ Desirable	Application form	Assessment stage
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	*	*
Visible and approachable, with empathy and a genuine enthusiasm for engaging and inspiring children and colleagues	E		*
Visible, resilient and hands-on leader who is prepared to lead from the front, whilst empowering others through effective delegation	E		*
Demonstrates consistently high standards of principled and professional conduct both within and outside school, upholding the Seven Principles of Public Life 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		*



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 pupils.
- Develop a strategy with our community and other schools in order to provide clear educational pathways for our pupils 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.

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.

JOB DESCRIPTION

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.

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.

JOB DESCRIPTION

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.
- Work closely with the school business manager to align educational priorities, resources and operations.
- 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:	L12 – L24 Fringe, £71,759 - £94,885
Start date:	April 2027 or September 2027 for the right candidate
Closing date:	Tuesday 24 th November 2026 at 9AM
Shortlisting date:	Wednesday 2 nd December 2026
Interview date:	Wednesday 9 th December 2026
To discuss the role and visits to the school:	Please contact, Chair of Governors Claire Wickerson at Claire.gov@leavesden.education to arrange a time.
School website:	www.leavesden.herts.sch.uk

Leavesden Green JMI Primary & Nursery 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 2025).

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.



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.

Should you need support with your application, or require information about this vacancy in an alternative format, please contact leadership.recruitment@hfleducation.org

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.

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.



LEAVESDEN GREEN JMI PRIMARY & NURSERY SCHOOL

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