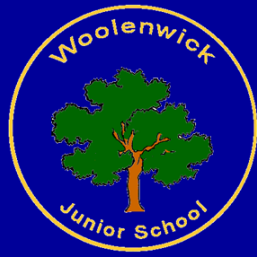


# WOOLENWICK JUNIOR SCHOOL

HEADTEACHER APPLICATION PACK





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# Letter from Chair of Governors

Dear Headteacher Applicant,

On behalf of the governors, staff and pupils of Woolenwick Junior School, I would like to thank you for expressing an interest in our Headteacher vacancy. This is an exciting opportunity to further develop a school that was labelled 'Good' in the last Ofsted inspection in 2014 and our aspiration is that the hard work by the outgoing Headteacher, the staff and the children will be continued and will be built upon.

We are seeking an enthusiastic and energetic Headteacher with the leadership qualities to recognise existing strengths and creatively drive forward further improvements. Our new Headteacher should be a strong, approachable, compassionate and supportive leader who is passionate and knowledgeable about the pursuit of teaching and learning for all our pupils and always puts the interest of the children at the centre of all decisions.

The governors have put together this information/application pack, to provide a flavour of our school and give you an indication of the scope, range of opportunities and possibilities that Woolenwick Junior School offers. We have asked the children to help us with this endeavour and they have written you a letter and produced a short video of what they see their new Headteacher to be. The person specification in the pack provides a more comprehensive list of the qualities we are looking for, but in essence we wish to appoint somebody who will build on current good practice and, at the same time, bring a fresh perspective with the confidence to take the school forward whilst embracing the opportunities and challenges the current education landscape has to offer. We also offer the right candidate the exciting opportunity to lead the Children's Centre Group. A strong Governing Body and Senior Leadership Team will also provide the right applicant with the required support to take on this exciting new challenge.

The pupils of Woolenwick have made a video to encourage you to apply for the post which can be found on our school website: [www.woolenwickjm.herts.sch.uk](http://www.woolenwickjm.herts.sch.uk).

**I warmly encourage you to visit the school to see for yourself the pupils and staff at work. I would be very happy to show you around and answer any questions you may have. Please contact the school office on 01438 216565 to make an appointment.**

I do hope you decide to apply, and I look forward to meeting you in due course.

Yours faithfully,

Mrs Catherine Shadbolt

Chair of Governors





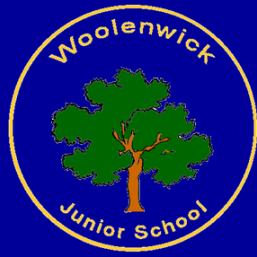
# Our aims and Values

## At Woolenwick Junior School we aim to:

- Problem solve
- Be good learners
- Never give up
- Be confident
- Reflect
- Be responsible
- Show respect
- Be independent
- Be comfortable
- Improve

## We aim to help everyone:

- Use opportunities
- Work together
- Enjoy and achieve
- Be healthy
- Stay safe



# Stevenage North Group of Children's Centres



Woolenwick Junior School is the lead agency for Stevenage North Group of Children's Centres which is made up of Bridge Road, St Nicholas and Martins Wood and Strawberry Fields Children's Centres. The school has a contract with Hertfordshire County Council to manage the 3 Centres and we employ a Group Manager and a team of staff to run the centres.

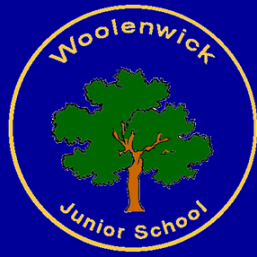
Children's Centres provide services for families with children aged under five and some ante natal services to give children the best start. Some of the services include:

- antenatal support
- breastfeeding support
- information about early education and childcare
- advice and guidance
- family learning activities
- parenting courses
- employment or training advice

Our Children's Centre Group Manager is responsible for the operational running of the centres and is also a governor on our governing body. 2 school governors represent the school on the Children's Centre Advisory Board which is made up of a variety of different organisations from across the area, including health, other schools and parents.

The Children's Centres work closely with the local health team, pre-schools, day nurseries, schools, toddler groups and childminders and many other people who are involved with families who have children aged 0-4.

For more information about our centres see the Stevenage North Children's Centre website: [www.stevenagenorthcc.org.uk](http://www.stevenagenorthcc.org.uk)



# We are hoping for a Headteacher who...



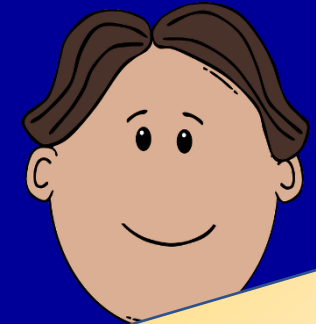
I would like the new Headteacher to be able to play the drums, they could teach some of the students how to play. It would be fun if the new Headteacher could do Ninja moves! Bailey Y3

I would like them to be on a child's level and to be very patient, also to come round the school and see us and to communicate with us. Whoever fulfils this role we wish you luck and we welcome you to Woolenwicik. Poppy Y5

I would like the new headteacher to be fair, helpful and come into different classrooms and help the children with their learning if they are stuck. Heidi Y3

For them to have done a similar job before and make sure we have good teachers. Ruby Y6

I would like the new Headteacher to be clever, humorous, to be able to get to the bottom of things quickly and also be able to hula hoop. Adeeb Y5



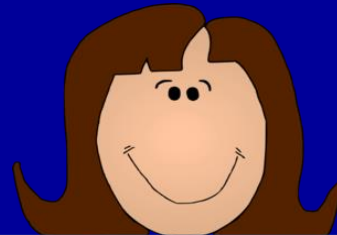
They should come to Woolenwick because all the children and staff there are friendly and welcoming. Woolenwick never gives up no matter what. Georgia Y6

Have nice writing and play an instrument. Phoenix Y4

Someone who can do assemblies standing on their head – tilly y3

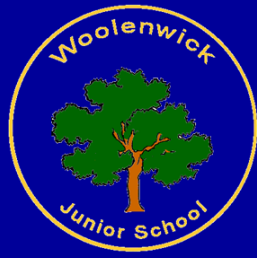


I would like the new head teacher to be kind, helpful, cheerful, someone I could talk to when I'm sad, smiley, good listener, funny, happy, fair and friendly !! Grace Y3



Listening, funny, smart, nice but strict. Macy Y3

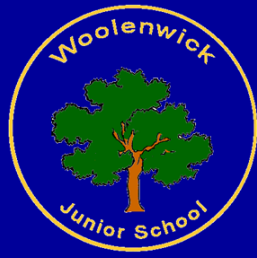
To be a good leader and help the teachers to teach us well. Lennon Y4



# Role and Responsibilities

- Role: Head teacher
- Start: Spring Term 2018
- Pay range: L11 – L 19 plus £5,000 p/a for Children's centre responsibility
- Headteachers occupy an influential position in society and shape the teaching profession. They are lead professionals and significant role models within the communities they serve. The values and ambitions of headteachers determine the achievements of schools. They are accountable for the education of current and future generations of children. Their leadership has a decisive impact on the quality of teaching and pupils' achievements in the nation's classrooms. Headteachers lead by example the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff. They secure a climate for the exemplary behaviour of pupils. They set standards and expectations for high academic standards within and beyond their own schools, recognising differences and respecting cultural diversity within contemporary Britain. Headteachers, together with those responsible for governance, are guardians of the nation's schools.





# Role and Responsibilities

## Qualities and knowledge

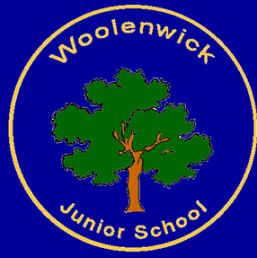
1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

## Pupils and staff

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.



# Role and Responsibilities



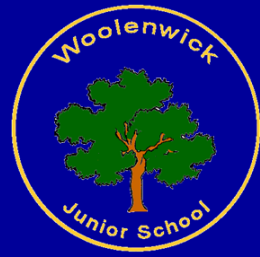
## Systems and process

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing board in carrying out its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

## The self-improving school system

1. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other sectors to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

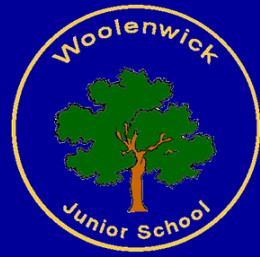




# Person specification

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
<b>Qualifications &amp; Knowledge</b>				
Qualified teacher status	E	✓		
Degree or Equivalent	E	✓		
Commitment to, knowledge and or understanding of children's centre's	D	✓		
<b>Professional Development</b>				
Evidence of appropriate professional development for the role of Headteacher	E	✓		
Evidence of recent leadership and management professional development	E	✓		
Has successfully undertaken appropriate Child Protection training/Designated Senior Leader training*	E	✓		
Has successfully undertaken approved 'safer recruitment' training*	E	✓		

Whole School Leadership and Management Experience				
Recent successful leadership as a highly successful Head, Deputy or Assistant Headteacher	E	✓	✓	✓
Have taken an active involvement in school self-evaluation and development planning	E	✓	✓	
Experience of implementing a strategic plan across the whole school, identifying priorities and evaluating the impact	D	✓	✓	
Experience of leading change effectively and successfully	D	✓	✓	
Evidence of excellent communication and dialogue with the parent body	E	✓	✓	
Previous involvement in financial management of a primary school	D	✓	✓	
Knowledge and understanding of strategic financial planning and budgetary management and their contribution to school development and pupil achievement	D	✓	✓	
Have had responsibility for whole school policy development and implementation	D	✓	✓	
Experience or working with all stakeholders, including governors and school improvement partners	E	✓	✓	
Absolute commitment to safeguarding	E		✓	✓
Evidence of commitment to promoting health and safety and the welfare of children	E		✓	✓
Absolute commitment to inclusion	E	✓	✓	✓



# Person specification

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
<b>Leadership Skills</b>				
Ability to articulate a clear vision for the future	E		✓	
Proven record of inspiring, enabling and motivating others to succeed	E	✓	✓	✓
Able to delegate and effectively achieve outcomes and provide development opportunities for staff	E	✓	✓	✓
Excellent communication skills, including written and verbal communication skills (which will be assess at all stages of the process) and experience of different media outlets, including social media	E	✓	✓	
Ability to build effective relationships with staff, parents, governors and other stakeholders	E	✓	✓	

Personal Qualities				
A genuine passion for education, coupled with the ability and enthusiasm, to see every child fulfil their potential	E	✓	✓	✓
Leads by example with integrity and resilience	E	✓	✓	✓
Visible and approachable, empathetic and enjoys engaging with children, staff, parents and the wider community	E		✓	✓
Demonstrates resilience whilst also showing compassion in dealing with issues	E		✓	✓
A people person who actively enjoys communication with the different stake holders in the school community (including listening to and inspiring children, staff, parents and the wider community)	E		✓	✓
Natural networker able to engage effectively within school and the wider community	E		✓	✓
Flexible leadership style, beings 'hands on' when required balanced with knowing when to delegate	E	✓	✓	✓
Demonstrate a capacity for sustained hard work with energy and enthusiasm	E		✓	✓

# Application process



## Key dates for your diary

The closing date for applications is: Noon on the 19th June 2017  
Shortlisting date is: 27<sup>th</sup> June 2017  
Interview dates is: 7<sup>th</sup> July 2017



## Applying

If you would like to apply for this post, we would love to hear from you, please complete the application form by visiting:

[www.teachinherts.com/find-a-job/view.headteacher\\_41329.htm](http://www.teachinherts.com/find-a-job/view.headteacher_41329.htm)

Please return your completed application to  
[las.governors@hertsforlearning.co.uk](mailto:las.governors@hertsforlearning.co.uk)

For application queries please contact our recruitment team on 01438 843465.

Visits to the school are warmly welcomed. For further information, and to visit the school, please contact Justine Terry, Head's PA, on 01438 216565 or email [Justine@woolenwickjm.herts.sch.uk](mailto:Justine@woolenwickjm.herts.sch.uk)

*Woolenwick Junior School is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.*

