

**Application Pack for the role of**  
**Headteacher**

**St Andrew's C of E (VC) Primary School,**  
**Stanstead Abbotts**

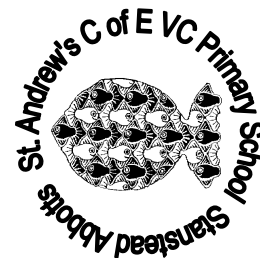




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February 2018

Dear Applicant

Thank you for your interest in the role of Headteacher at our school and we look forward to hearing from you if you wish to submit an application. Our current Headteacher is taking early retirement at the end of this academic year, and therefore we have an exciting opportunity for a strong and passionate leader to join our school.

At St Andrew's we work within an inclusive environment promoting values delivered through our Christian Values Based Education Programme. This enables us to help every child achieve their full potential by equipping them with a feeling of self-worth, a respectful attitude towards others, an excitement for learning and an enthusiasm for life. We equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their future, aspiring to happy and rewarding lives.

The Governors work in close partnership with our very committed and enthusiastic staff to deliver on this vision through the School Development Plan, enabling all our children to realise their potential and enable our whole school to flourish in a growth mindset environment.

We are seeking an experienced, enthusiastic and confident leader who will work with us on our current journey and also shape the future direction including considering collaboration with other like minded local schools or external partners.

During our last inspection, in November 2014, Ofsted assessed the school as 'Good with outstanding elements'. They gave particular praise with regards to Early Years and behaviour.

*'Pupils behave impeccably both inside and outside of the classroom. The behaviour of pupils is outstanding. Behaviour in and around the school is exemplary. The children are proud of their school.'* (Ofsted Nov 2014)

*'Early Years provision is outstanding...it gives children an excellent start to school life through exceptionally high standards in the quality of teaching provision.'* (Ofsted Nov 2014)

Our SIAMS inspection in June 2015 showed us to be 'Outstanding' in all areas:

*'The distinctiveness and effectiveness of St. Andrew's as a Church of England School are outstanding,'* (SIAMS June 2015)

The Leadership team *'are passionate about Christian Values, raising self-esteem and setting firm foundations based on Christian Values which enable pupils to fly with their learning and reach their full potential.'* (SIAMS June 2015)

We would welcome the opportunity to show you around our school before you apply. To arrange a visit, please contact Teresa Fowle, our school business manager, on Tel: 01920 870097, or email [admin@standrews323.herts.sch.uk](mailto:admin@standrews323.herts.sch.uk)

The Governors look forward to hearing from you.

Yours sincerely,

Dan Berryman, Chair of Governors.



## Application Process

Please include a supporting letter with your application which the panel will also consider when shortlisting candidates for interview. This letter should not exceed two sides of A4.

The panel will be particularly interested in:

- Your thoughts about what makes an excellent, outstanding school
- What unique qualities you will bring to our school
- How these qualities and your leadership experience to date will enable you to meet the requirements outlined in the job description and person specification.

When completing the application form please follow these guidelines:

- You may choose to provide your details by hand or use a computer, but please complete all sections in black ink. Please mark applications sent via email as confidential.
- Please submit only the application form, person specification and supporting letter.

Do not submit a CV instead of the application form.

- **Closing Date for application is Wednesday 28<sup>th</sup> February.**

**Shortlisting on Thursday 1<sup>st</sup> March.**

**Interviews will take place on Thursday 8<sup>th</sup> March.**

**Please return your completed application to:**

**FAO: The Governors  
St Andrew's C of E (VC) Primary School  
Mill Race  
Stanstead Abbots  
HERTS  
SG12 8BZ**

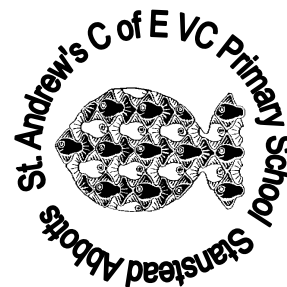
**Or email to: [admin@standrews323.herts.sch.uk](mailto:admin@standrews323.herts.sch.uk)**

**Or apply online at: [www.teachinherts.com](http://www.teachinherts.com)**

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check and references will be taken up before interview.



## Key School Information



Age range: 4-11 years  
Gender of entry: Mixed  
Location: Stanstead Abbots, Hertfordshire  
Type of school: Church of England (Voluntary Controlled) Primary School

Number of staff: 10.92 FTE plus 11.167 support staff

Number of children on roll: 233

Average class size: 30

Attendance 2016/17: 95.72%

Date school established: 1849 (we believe)

School Awards:

- Achievement for All
- IVET Quality Mark for Values-based Education
- Gold RE Quality Mark
- Eco Schools Silver award
- School Games Silver award
- Healthy Schools (Hertfordshire)
- International schools award

% children FSM: 6.4%

% children with SEN: 14.9%

% children with EAL: 8.5%

Results: 2017 results can be found on our website,  
[www.standrews323.herts.sch.uk/](http://www.standrews323.herts.sch.uk/)



## **Job Description**

### **Headteacher**



#### **You will have:**

- a natural rapport and empathy with children and staff alike
- excellent interpersonal skills to communicate with the whole school family
- a clear strategic vision for improving the school's effectiveness and raising standards
- exceptional teaching, leadership and management skills to inspire, motivate and develop others
- a track record of raising attainment and progress
- an interest, even involvement, in Christian faith and practice

#### **Leadership**

- promote, provide and drive a clear vision of an outstanding Christian learning environment for all
- lead, inspire, support and empower staff and pupils alike to achieve excellence
- ensure staff accountabilities are clearly defined and monitored through performance management
- work dynamically with governors to deliver the school vision through and beyond the School Development Plan – thus supporting a positive culture of development and attainment
- have an understanding of and commitment to develop the distinctive Christian character
- Ensure all legal and statutory requirements for safeguarding, Health and Safety, Financial Management and maintenance are fulfilled

#### **Curriculum, Assessment and Standards**

- ensure all aspects of school performance are continually and robustly monitored and that opportunities for challenge and improvement are enthusiastically pursued
- ensure communication with children and their parents about the curriculum, attainment and progress
- experienced teaching across early years, key stage 1 and key stage 2
- monitoring, evaluation and development of curriculum, in line with National Curriculum
- maintaining record of self-evaluation & areas for improvement
- budget responsibilities
- ensure compliance with relevant LA and DFE policies
- ensure adherence to Data Protection, including compliance with GDPR

#### **School Management**

- work with the governing body to ensure optimised running of the schools resources, systems and processes
- ensure effective use of budget to ensure efficient financial control is maintained
- ensure robust systems are in place to recruit, induct and develop staff ensuring the highest standards
- creating staffing strategies to ensure strong succession planning
- strong delegation across the senior leadership team assisting with their personal development
- ensure strong health and safety processes and procedures are in place

## **Safeguarding**

- be committed to the protection and safeguarding of all members of the school community
- be aware of and responsive to changing environments that will impact upon children's physical, emotional and mental health
- ensure that all teaching, support staff and volunteers are fully aware of school safeguarding procedures
- co-operate with relevant agencies to ensure safety and well being of all the children

## **Christian Values**

- ensure that Christian Values are kept at the forefront of all that the school does, upholding them passionately in order to raise self-esteem, to set firm foundations, and to enable pupils to develop as emotionally mature human beings, to achieve their full potential
- have a solid understanding of, and a passion to further develop, the role of a Christian School - one that has a strong partnership with the local Church and Diocese, with the parents and with the local community

## **Relationships with Parents and the Wider Community**

- lead by example in gaining commitment from the parent group to promote the schools vision and values
- work in partnership with parents to form trusting, truly beneficial relationships
- demonstrate effective communication with all stakeholders
- develop links with the local and wider communities and Church for mutual benefit
- build relationships with the local school leaders and continue exploring all possibilities of future collaborations

## **Characteristics that we are looking for:**

- **To be visionary**
- **Resilient**
- **Passionate**
- **Open, visible and approachable**
- **Sincere, consistent and humorous**
- **Commercially aware**
- **Organised and strategic**

**Our children would like a Head who:**

- is '*happy and smiley and never in a bad mood*' (SIAMS June 2015)' and is someone that they can find to talk to
- is a great teacher that they can trust and feel safe with
- makes learning interesting, challenging, fun and even sometimes exciting
- believes in us and that we can do anything that we set our minds to
- helps us to be proud of ourselves and to be proud of everything we do
- is excited by our efforts and successes and loves celebrating them with us

**Our staff would like a Head who:**

- wants to build upon what we do well whilst demonstrating drive, vision and ambition for the school
- is approachable, flexible, compassionate and empathetic towards the needs of children and staff whilst helping them to develop their full potential
- leads and inspires collaboratively through exceptional leadership and management
- demonstrates a clear strategic vision for continuing the school's effectiveness and raising standards further
- is positive and resilient and has the courage to respond to external pressures in a way that is not only appropriate but is to the benefit of the school community
- inspires and has the drive and resilience to build on our school's success
- has an open minded, enthusiastic and effective approach to working in partnership with other schools and the wider community
- sets high standards and expectations for all our children so that they develop a love of learning that extends beyond the school and shapes their future positively

**Our governors would like a Head who will:**

- work closely with the Governing Body to lead and inspire the children to be the best they can be
- utilise effective and efficient interpersonal skills to lead a dedicated and conscientious team, founded upon strong, mutually respectful relationships
- maintain positive links with all stake holders, including parents and the local community



## Person Specification

The person specification below shows the key abilities and skills that we are seeking in our new Headteacher. The selection panel will shortlist candidates on the basis of how well they meet the requirements of this person specification. We are looking for someone who demonstrates knowledge and understanding of each area and can show evidence of having applied (or awareness of how to apply) this knowledge and understanding in a school context.

SELECTION CRITERIA		Essential (E) Desirable (D)
<b>QUALIFICATIONS</b>		
<ul style="list-style-type: none"> <li>Qualified teacher status</li> </ul>		E
<ul style="list-style-type: none"> <li>Evidence of continuing and relevant professional development</li> </ul>		E
<ul style="list-style-type: none"> <li>NPQH or further professional qualification</li> </ul>		D
<b>EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>Demonstrate excellent leadership skills both in day to day management and strategic planning, delivery and evaluation of improvement initiatives</li> </ul>		E
<ul style="list-style-type: none"> <li>Have substantive, successful and inspirational teaching experience of the age range served by the school and with children across a wide range of abilities and needs</li> </ul>		E
<ul style="list-style-type: none"> <li>Experience of creative curriculum planning, implementation, assessment and recording across the curriculum</li> </ul>		E
<ul style="list-style-type: none"> <li>Effective and sensitive communication and partnership with governors, staff, parents and the wider community</li> </ul>		E
<b>STRATEGIC LEADERSHIP</b>		
<ul style="list-style-type: none"> <li>Have demonstrated strong leadership talent and experience as either a Headteacher or Deputy Headteacher</li> </ul>		E
<ul style="list-style-type: none"> <li>Be able to articulate, promote and drive a clear and strategic vision of an outstanding Christian learning environment</li> </ul>		E
<ul style="list-style-type: none"> <li>Demonstrate the enthusiasm and creativity to lead by example in taking the school forward towards a shared goal</li> </ul>		E
<ul style="list-style-type: none"> <li>Be able to lead, inspire, support and empower all members of the school family in a sensitive and inclusive manner, enabling all to value themselves and consistently give of their best</li> </ul>		E
<ul style="list-style-type: none"> <li>Have an interest in and thorough grasp of current education issues, responding in a realistic, effective and compassionate approach towards applying them in the context of the school</li> </ul>		E
<ul style="list-style-type: none"> <li>Have a deep understanding of the principles involved in the financial planning/management necessary to realise his/her vision for the school</li> </ul>		E
<ul style="list-style-type: none"> <li>Have experience of recruiting, selecting and employing staff</li> </ul>		D
<ul style="list-style-type: none"> <li>Be able to work dynamically with Governors to deliver the school vision through and beyond the School Development Plan, in a positive culture of development and attainment</li> </ul>		E
<b>CHRISTIAN VALUES</b>		
<ul style="list-style-type: none"> <li>The desire and ability to talk the Values talk and walk the Values walk</li> </ul>		E
<ul style="list-style-type: none"> <li>Recognise and uphold Christian Values as underpinning all relationships, interactions and decisions undertaken</li> </ul>		E
<ul style="list-style-type: none"> <li>Understand the importance and effectiveness of Christian Values in setting firm foundations, enabling children to develop as emotionally mature human beings who love learning; demonstrate outstanding learning behaviour; and achieve their potential</li> </ul>		E

## CURRICULUM, ASSESSMENT AND STANDARDS

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Can articulate a clear strategic vision for improving the school's effectiveness and raising standards</li> </ul>   | E |
| <ul style="list-style-type: none"> <li>Ensures that all aspects of school performance are continually and robustly monitored and that opportunities for challenge and improvement are enthusiastically pursued.</li> </ul> | E |
| <ul style="list-style-type: none"> <li>Leads by example to improve the quality of outcomes for all groups of children having an understanding of a range of needs including SEND and more able children</li> </ul>         | E |
| <ul style="list-style-type: none"> <li>Is people-driven first and data-driven second</li> </ul>  | E |

## EARLY YEARS

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>Have knowledge of the whole primary curriculum, including the early years</li> </ul>   | E |
| <ul style="list-style-type: none"> <li>Recognises that the Early Years provide the essential foundation for children's all-round development and respect and build upon their existing expertise and outstanding provision</li> </ul> | E |

## RELATIONSHIPS WITH STAKEHOLDERS AND THE WIDER COMMUNITY

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>Able to involve, enthuse and motivate all staff and the wider community in the development of the school</li> </ul>  | E |
| <ul style="list-style-type: none"> <li>Be committed to the continual professional development of staff – growing the team – competently and confidently leading CPD when appropriate</li> </ul>                     | E |
| <ul style="list-style-type: none"> <li>Have a natural rapport and empathy with children, staff and parents alike and experience of creating and maintaining effective partnerships with all stakeholders</li> </ul> | E |
| <ul style="list-style-type: none"> <li>Have excellent interpersonal skills to communicate with the whole school family, whether face to face or via written or verbal communication</li> </ul>                      | E |

## SAFEGUARDING

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>Display commitment to the protection and safeguarding of all members of the school community</li> </ul>  | E |
| <ul style="list-style-type: none"> <li>Have up to date knowledge and understanding of relevant legislation and guidance in relation to working with and the protection of children and staff</li> </ul> | E |
| <ul style="list-style-type: none"> <li>Be aware of and responsive to changing environments that will impact upon children's physical, emotional and mental health</li> </ul>                            | E |
| <ul style="list-style-type: none"> <li>Will co-operate and work with relevant agencies to protect children and staff</li> </ul>   | E |

## PERSONAL ATTRIBUTES

- |  |   |
|--|---|
| <p>You will be:</p> <ul style="list-style-type: none"> <li>Realistic but enduringly positive</li> </ul>  | E |
| <ul style="list-style-type: none"> <li>Open and honest, accessible and approachable</li> </ul>   | E |
| <ul style="list-style-type: none"> <li>Sincere, consistent, calm, with a sense of humour and resilient in the face of challenge</li> </ul>   | E |
| <ul style="list-style-type: none"> <li>Flexible in attitude and approach to the challenges presented in leading a school</li> </ul>  | E |
| <ul style="list-style-type: none"> <li>Demonstrably a life-long learner, both personally and professionally; willing to learn from something new or when building upon existing good practice</li> </ul> | E |
| <ul style="list-style-type: none"> <li>Able to demonstrates high quality organisational and time management skills</li> </ul>  | E |
| <ul style="list-style-type: none"> <li>Driven towards excellence by a wholehearted desire to do your very best for the children and staff in your care</li> </ul>  | E |
| <ul style="list-style-type: none"> <li>Passionate and empathetic</li> </ul>  | E |