



St Helen's Church of England (VA) Primary School Wheathampstead, Hertfordshire

Headteacher Application Pack

Start Date: September 2019

Salary: L14 – L19



Introductory letter from the Chair of Governors

About our school

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Supporting document (separate download): application form





St Helen's C E Primary School
Loving Learning, Loving God, Loving our Neighbour

Brewhouse Hill
Wheathampstead
Hertfordshire
AL4 8AN
Tel 01582 832106

25 January 2019

Dear Prospective Applicant,

Application for the Post of Headteacher from September 2019

Thank you for your interest in the role of Headteacher at St Helen's school – a fantastic school within the lovely village of Wheathampstead.

Let me take this opportunity to tell you a little about our school and the role we are seeking to fill.

The school is located in the heart of the community it is proud to serve. It was inspected in December 2018 and rated 'good'. Ofsted's report described it as a "calm, welcoming and vibrant community." Our ambition is to move towards 'outstanding' at a sensible pace that retains our sense of balance and inclusiveness.

The Vision and Values of St Helen's, "Loving Learning, Loving God, Loving our Neighbour" inform all aspects of school life from its termly values-based curriculum, to community-wide extra-curricular events.

St Helen is already committed to a broad and balanced curriculum, promoting a community of enquiry across the school by focussing on areas such as growth mindset; critical thought through philosophy for children; and ensuring that the profile of subjects such as Design and Technology, Music and Sport is as high as that of Maths and English.

St Helen's is fortunate to be supported by an energetic and active parent association, the Friends of St Helen's; a supportive and engaged parent body; and a fantastic local community, in which the neighbouring St Helen's Church plays a central role.

The team at St Helen's is looking for a Headteacher who will take us forward in a collegiate and collaborative manner, bringing all stakeholders along with them. We are looking for an effective leader who will energise and enfranchise individual members of staff and children to achieve their potential.

We are currently considering a number of leadership options and as a result we also welcome applications for part-time roles and split Co-Headship/Co-Deputy roles.

If you are excited by the idea of leading collaboratively in a supportive environment, with children who love to learn and forward-thinking governors, please come and visit us. We would be delighted to welcome you on 12th February to talk to governors and staff members.

Yours faithfully,

Stephen Tudway

Chair of Governors



Key facts

Please visit our website <https://sthelens.herts.sch.uk/> or follow us on twitter @StHelensCE to get a real flavour of our school. Some key information is set out below.

School Status	St Helen's is a Voluntary Aided Church of England School in the Diocese of St Albans.
Number of Pupils	At the end of the Autumn Term there were 330 children on roll.
Pupils and attendance	<ul style="list-style-type: none"> • SEN pupils: 11% (includes monitored) • PPG: 10% • Current FSM: 7% • Attendance at St Helen's is excellent, with an average of 97.6% in 2018.
Class structure	13 classes including an Early Years unit across two classrooms (with its own outside space). The school currently operates a two-form intake, but will move to a PAN of 30 for September 2019 entry, due to falling projections of demand for the village as a whole.
Staffing	<p>Staff employed by the school:</p> <ul style="list-style-type: none"> • 20 teachers – 10 full time and 10 part time; • 14 teaching assistants; and • 5 additional support staff.
Leadership Structure	<p>Our SLT is structured on an interim basis as follows:</p> <ul style="list-style-type: none"> • Acting Co-Headteachers undertaking 50% headship duties and 50% deputy duties (remunerated accordingly); • Two senior leaders with TLRs, responsible for areas including English and Maths. <p>Until January 2018, the leadership structure consisted of a Headteacher and two Assistant Headteachers - broadly without classroom responsibility - and two other members of the SLT holding TLRs (with responsibility for English and Maths). It has been recognised for a couple of years that the structure of 3 leaders without regular classroom responsibility required revisions, and the current recruitment process offers an opportunity to reimagine how best to equip the school going forward. This may involve having Co-Heads instead of a Head and a Deputy or Assistant Heads.</p>
Financial position	The school is in a healthy financial position and presently retains a modest surplus. It is anticipated that, with appropriate changes to our leadership structure, we will be able to maintain this healthy state through a coming period of lower intakes.
OFSTED report	<p>We underwent a short inspection in December 2018: https://reports.ofsted.gov.uk/provider/21/117462 The report states: "The positive working relationships pupils have with each other and their teachers help to promote their progress."</p>

<p>The school's location, building and facilities</p>	<p>The population of Wheathampstead is over 6000. On the Church Urban Fund's measure of overall deprivation, the parish ranks 11,046th out of 12,508 (where 1 is the most deprived parish). However, as with all statistics, the averaging process masks significant areas of need, including child and working-age poverty; lone parenthood; and adults without academic, vocational or professional qualifications.</p> <p>Our school seeks to provide excellent outcomes for all, regardless of personal circumstances and to understand and meet individual needs of whatever kind.</p> <p>The school is fortunate to be set in large grounds near the centre of the village. It has the benefit of a large grassed area and hard standing playgrounds in addition to a dedicated EYFS outside space, nature area, gardening area and 'Cluckingham Palace', which houses our very own chickens, rabbits and guinea pigs. Crumble (the school dog) makes regular visits to the school.</p> <p>Four of the classrooms, in a new block, were completed to a very high standard four years ago.</p>
<p>Outside agencies</p>	<p>The school has an agreement with a local nursery - Rainbow House - to provide wrap-around care before and after school, on site.</p>



British Values

What is great about our School?

Staff say:

Staff relationships

Parental Involvement and
Friends of St Helen's

The school is a big part of
the village as a whole

The drive to improve

The Christian values filter
through all areas of our
school, creating a
nurturing environment
for all

Children who are willing
and excited to learn

A friendly and focused
environment

Extra-Curricular activities

Working with a wonderful
team who listen, care and
want the children to
succeed

Governor Support

We are full of kind, caring
people who are
passionate about their
job

Our children say:

Teachers make learning fun

Our kind teachers

All our sports clubs

My teacher!

Learning with my friends

Fun trips

My friends

Being an eco warrior

Our amazing library

Our parents and carers say:

Approachable staff who really care about the children and understand how difficult it can be to be a parent

The ethos and atmosphere at the school can be seen and felt whenever you are in the building or grounds

Children love learning and love their school. They are willing and eager to learn and are kind to each other

The teachers are driven to ensure each and every child achieves their best. They are all seen as individuals

The children understand values and how to be a good person

It's a traditional village school with a strong Christian ethos and has also developed a broad and deep curriculum

Our children's confidence and pride in their school.

The school's setting and place in the village community

Children receive a broad and well-rounded education that goes beyond just academic achievement

What makes a great headteacher?

Staff say:

Someone who drives the school forward with sensitivity and clear direction

A good decision maker

Someone who can hold others to account

Someone who can uphold the School's traditions!

Someone who guides others to success and is able to inspire those around them

Someone who has recent classroom experience and is willing to teach and cover lessons – to muck in!

Someone who puts people first and has a passion for helping children to love learning

Someone who can communicate effectively with everyone in the school with warmth and authority

Firm but fair – someone who is consistent in their approach

Our children say:

Someone who is kind and funny

Someone who will help us to be the best we can be

Someone who will look after us and our teachers

Someone who can represent our school and be proud of us and it

Someone who encourages everyone in the school

Parents say:

Someone with relentless energy and passion for their chosen role

Someone who absolutely puts the children's best interests at the heart of every decision and everything they do

Someone who has a strong vision but who does not lose sight of the day to day management of the school

Someone who the parents and children like and respect but who also has an element of fun about them

Someone who is not afraid to go against the flow to make a difference or make a change but who will always listen

Someone who is able to prioritise key issues in an ever-changing educational landscape

Applications

Applicants should complete the application form, addressing the requirements of the job description and person specification, and responding no later than noon on 1 March 2019. All communications other than via Teach in Herts should be sent to:

Stephen Tudway, Chair of Governors

Stephen.Tudway@sthelens.herts.sch.uk

We will aim to acknowledge receipt of your application within three working days.

Shortlisting

A shortlist of candidates will be drawn up 6 March 2019. Applicants will be advised within three working days whether they have been shortlisted or not.

Interviews

The selection process for shortlisted candidates will be held on one to two days depending on the number of candidates short listed. In a two-day process some unsuccessful candidates may be asked to withdraw at the end of the first day. Further information will be provided to candidates who have been shortlisted. The selection process is likely to include:

- leading a collective worship;
- book-look;
- data and in-tray tasks;
- discussion with pupils and staff; and
- a formal interview.

References

References will be taken up prior to the selection day. References must be provided by completion in full of the supplied form.

Equality monitoring

We are committed to equal opportunities for all and a school environment free from discrimination of any kind. Shortlisted applicants will be asked to complete an Equality Monitoring Form, the contents of which will not be used in determining the candidate's suitability for the role.

Safer recruitment

We are committed to safeguarding and to the welfare of the children in our care. All staff and volunteers are expected to share this commitment. Successful candidates will be subject to an Enhanced DBS check.

Privacy

We are committed to preserving your privacy. We will collect and process such data as is required to provide you with recruitment and selection services, and, if you are successful, to enter into a contract of employment. You can contact our Data Protection Officer via dpo@sthelens.herts.sch.uk if you have any concerns about the use or retention of your personal data.

Responsibilities

The Headteacher(s) will have overall responsibility for:

- the leadership of the school;
- continuous improvement of teaching, learning and every aspect of school life;
- ensuring that a high quality education is available to all its pupils;
- the welfare of staff;
- maintaining and developing its Christian character, relationship with the local church and place in the community;
- securing its success in meeting the standards applicable to the school and the expectations set by governors; and
- ensuring that the school complies with all statutory requirements.

Candidates will be expected to meet the National Standards of Excellence for Headteachers 2015, a copy which can be found online as follows:

<https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers>

The appointment will be subject to the School Teachers' Pay and Conditions, the School Standards and Framework Act 1998 and all other current education and employment legislation.

Equal opportunities

The school is an equal opportunities employer and opposes discrimination of any kind. All our employees are recruited on the basis of ability and the requirements of the job. Applications are welcomed from all sections of the community irrespective of race, gender, gender reassignment, age, disability, sexuality, nationality, religion or belief. There is a legitimate occupational requirement that candidates should be able and willing to maintain and develop the particular character of the school as a Church of England foundation, but it does not follow that candidates must profess the Christian or any faith.



Person specification

Criterion	Essential or desirable	Evidenced by / determined from		
		Application	Interview	References
Qualifications and knowledge				
Degree or equivalent qualification	E	✓		
QTS	E	✓		
Excellent communication and interpersonal skills	E	✓	✓	✓
Ability to evaluate complex data	E	✓	✓	
Ability to manage a school budget effectively, ensuring that the budget serves the goals of the school	E	✓	✓	
Training in Hertfordshire Steps or another appropriate therapeutic approach to behaviour management, and/or willingness to undertake Hertfordshire Steps training to tutor level.	E	✓		
NASENCO	D	✓		
Experience and professional development				
Experience of teaching in more than one Key Stage	E	✓	✓	✓
Evidence of professional development appropriate to the role of Headteacher	E	✓		
A willingness to embrace new strategies	E		✓	✓
Experience of a strong safeguarding culture, up to date with the latest safeguarding requirements and practice, and commitment to safeguarding as an integral part of whole-child education	E	✓	✓	
Experience of Early Years	D	✓	✓	✓
Experience of new theoretical approaches	D	✓	✓	✓
Experience of managing Inclusion	D	✓	✓	
Appropriate child protection training to DSP level (alternatively a willingness to undertake this)	D	✓		
Experience as a Designated Senior Person, or Deputy	D	✓		
Appropriate safer recruitment training (alternatively a willingness to undertake this)	D	✓		
Leadership and management experience				
Recent experience as a highly effective Headteacher, Head of School, Deputy or Assistant Head	E	✓	✓	✓
Experience of improving the performance of individual teachers, managing and developing teaching and non-teaching staff	E	✓	✓	✓
Experience of improving progress and attainment	E	✓	✓	✓

Experience of working to accommodate special educational and behavioural needs, including experience of effective use of Pupil Premium and others sources of funding, such as applications for exceptional needs funding	E	✓	✓	✓
Ability to delegate effectively	E	✓	✓	✓
Willingness to work closely with governors and to play a role in improving the performance of the governing body	E	✓	✓	✓
Experience of different approaches to improving pupil progress and attainment	D	✓	✓	✓
Leadership approach and style				
Collegiate and nurturing approach to leadership, with a proven track record of carrying others with you	E	✓	✓	✓
Commitment to the welfare of individual members of staff	E	✓	✓	✓
Proven ability to interact positively with children	E	✓	✓	✓
Proven ability to interact effectively and positively with key stakeholders and manage conflict	E	✓	✓	✓
Ability to articulate a clear and attractive vision for the school	E	✓	✓	
Experience of and commitment to continuous self-assessment as a tool for improvement	E	✓	✓	✓
Personal qualities				
Open to self-analysis and improvement	E	✓	✓	
Team player	E	✓	✓	✓
Kind, compassionate and supportive to all adults and children without exception	E	✓	✓	✓
Nurturing and therapeutic approach to behaviour and welfare	E	✓	✓	✓
Humble, ready to serve others and 'muck in' with whatever needs to be done	E	✓	✓	✓
Readiness to engage with the church community and to articulate the vision of a church school	E	✓	✓	✓