



The Grove Junior School



**Headteacher Candidate Pack**

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# Welcome from the Chair of Governors



Dear Applicant

Thank you for your interest in the role of Headteacher. We are delighted that you see The Grove Juniors as a school where you can make an impact. We know that The Grove Juniors will provide an outstanding opportunity as you seek to make the next step in your career.

In recruiting a Headteacher we are seeking someone to shape and share our vision of creativity, inclusion and aspiration. We recognise that there are many challenges in the education system and that there are undoubtedly further changes ahead. By working together, we want to ensure that Grove Junior maintains its culture of putting the needs of the whole child first and building on what is already a thriving school community.

If you think you have what it takes to build on Grove Juniors success and help us to progress then please come and visit us, speak to the current Head and talk with the children.

We will be inviting those applicants short-listed to attend an interview day on Thursday 9<sup>th</sup> May 2019. We will share more details about the interview day in due course.

To arrange a visit to the school or should you have any questions, please contact Katharine Richardson on [Krichardsongovernor@grovejm.herts.sch.uk](mailto:Krichardsongovernor@grovejm.herts.sch.uk)

Thank you for your interest in The Grove Juniors. My colleagues and I look forward to meeting and interviewing motivated candidates interested in taking on this important and exciting new challenge.

Yours faithfully

*Katharine Richardson*

Chair of Governors

**Aspiration Inclusion Creativity**

# About our School



- The Grove Junior School, located in Harpenden, Hertfordshire is a 3 form entry school for children aged 7 – 11.
- The school has a vibrant and caring ethos with an emphasis on creativity and inclusion for all.
- The staff team are talented and hardworking and have ambitious standards for all pupils putting the needs of the whole child first and building on what is already a thriving school community.
- All pupils are encouraged to be aspirational in everything they do and the school strives to ensure that everyone is treated fairly, respectfully and with dignity in the school and wider community.
- The school offers a wide and varied range of extra curricular activities where children are able to develop their musical, sporting, artistic, technological and other skills and has developed an excellent reputation for success in various events across the county.



# Ethos and Values

At The Grove Junior School we pride ourselves on our vibrant atmosphere which offers the widest of curricular opportunities ensuring that ***creativity, inclusion and aspiration*** should be at the heart of education. Our ethos and values are reflected in our school logo and embedded in all aspects of school life. Staff, governors and children work together to ensure the ethos and message of our logo shines through in everything we strive to achieve at The Grove Junior School.



**Aspiration · Inclusion · Creativity**



# Key Facts and Statistics



**Type of school:** Community

**Location:** Dark Lane, Harpenden, Hertfordshire AL5 1QB

**Age Range:** 7 to 11 years

**Co-Educational or Single Sex:** Co-educational

**Number of Children:** 360

**% of children with SEND:** 15%

**% of children with EAL:** 8%

**% of children on Free School Meals:** 5%

**% of children in receipt of Pupil Premium:** 10%



**Aspiration · Inclusion · Creativity**

## Our new Headteacher will bring:

- A wide ranging and successful record of leadership roles.
- A commitment to inclusivity and a passion for progress for all.
- A rigorous approach in identifying pupil achievement gaps and an imaginative approach to the instigation of interventions to address these gaps.
- A desire to maintain and progressively build upon the schools existing caring and nurturing ethos with the welfare of the children and staff at the heart of everything that we do.
- An ability to support, motivate and inspire staff and to communicate a clear vision and direction for the school.
- A willingness to be a visible, positive and approachable presence around the school, with a participatory approach to education.
- A resilient and non judgemental approach which allows for sound and consistent decision making when challenges arise.
- The energy and creativity to drive innovation at the same time as maintaining existing practices that are working effectively.
- A positive mind-set with integrity, humour and vision





# What we can Offer:

- A welcoming and positive school with brilliant children who are fearless, creative, well behaved and willing to learn.
- A happy, sociable and talented school community with an inclusive ethos.
- A dedicated, talented and hard-working staff who are highly motivated to provide our children with stimulating, challenging and creative learning experiences.
- A commitment to your continued professional development.
- An exceptional legacy of The Arts, Music and PE – winning awards throughout the county.
- A strong leadership team.
- A supportive group of governors.





# Key Responsibilities



## Main purpose of role

- Overall responsibility for providing leadership for the school to secure its success and continuous improvement, ensuring high quality education for all its pupils and improved standards of teaching and learning in line with statutory requirements.
- This Job Description reflects the national standards of excellence for Headteachers 2015.
- The appointment is subject to the current conditions of employment of Headteachers, contained in the Schools Teachers' Pay and Conditions document, the School Standards and Framework Act 1998 and all other current education, employment and health and safety legislation.
- **The Duties and Responsibilities**
- The *National Standards of Excellence for Headteachers* are set out in 4 domains:
  - Qualities and Knowledge
  - Pupils and staff
  - Systems and process
  - The self-improving school system



Within each domain there are key characteristics expected of the nation's Headteachers; some of these have been expanded to give a more comprehensive description of the role at The Grove Junior School.

## Domain 1 - Qualities and Knowledge

1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for Key Stage 2
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 across the school - 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 vision and drive the strategic leadership, empowering all pupils and staff to excel.

## Domain 2 - 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 across the school through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design for this age range.
3. This is likely to include an understanding of spaces to play and outdoor learning to enrich curriculum opportunities and pupils' well-being.
4. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within the school, drawing on and conducting relevant research and robust data analysis.
5. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
6. Hold all staff to account for their professional conduct and practice.
7. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.

## Domain 3 - Systems and Processes

1. Ensure that the school's systems, organisation and processes are well considered, are 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 across the school, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the school governing body to understand 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 across the school, 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.

## Domain 4 - Self-improving School System

1. Create an outward-facing school 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 public services 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

A candidate will only be considered for shortlisting and move forward in the remaining person specification criteria if they meet the first 7 of the Qualifications, Knowledge and Experience and Professional Development sections. It is important to provide examples using the STAR acronym (situation, task, action, result) relating to the person specification criteria. Ensure to evidence additional aspects such as training, qualifications together with your background and experience within the personal statement.

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Qualifications and Knowledge				
Qualified Teacher Status	E	✓		
Degree or Equivalent	E	✓		
Recent successful leadership as a Head, Deputy or School Improvement Lead	E	✓		
Has current training for Child Protection and Designated Safeguarding Lead and has successfully undertaken the role within the school setting	E	✓		
Professional Development				
Evidence of appropriate professional development for the role of Headteacher	E	✓		
Evidence of recent leadership and management professional development	E	✓		
Has successfully undertaken approved safer recruitment training	E	✓		

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Leadership Skills				
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	E	✓	✓	
Ability to build effective relationships with staff, parents, governors and other stakeholders	E	✓	✓	



Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Whole School Leadership and Management Experience				
Recent successful leadership as a highly successful Head, Deputy or school improvement lead	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 parents	E	✓	✓	
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 of working with 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	✓	✓	✓
Knowledge and experience of working with children with SEND	E	✓	✓	✓

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Whole School Leadership and Management Experience				
An ability to understand the needs of children with challenging behaviours	E	✓	✓	✓
Successful track record of developing the performance of staff through effective performance management	E	✓		
Personal Qualities				
A genuine passion for educating young children, 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 strong communicator who is able to listen and engage with all stakeholders, (including listening to and inspiring children, staff, parents and the wider community)	E		✓	✓
Adaptable leadership style, being ‘hands on’ when required balanced with knowing when to delegate	E	✓	✓	✓
Demonstrates a capacity for sustained hard work with energy and enthusiasm	E		✓	✓
Able to take a dynamic approach to the changing needs of the school population	E	✓	✓	✓

# Important Dates and Information

Leadership range	L16 – 22
Pay range	£59,040 - £68,115
Start date	1 <sup>st</sup> September 2019
Closing date	Monday 29 <sup>th</sup> April 9am
Shortlisting date	Wednesday 1 <sup>st</sup> May
Interview date	Thursday 9 <sup>th</sup> May 2019
To arrange a visit contact our Chair, Katherine Richardson	krichardsongovernor@grovejm.herts.sch.uk
Visit the School website	<a href="http://grovejm.herts.sch.uk/">http://grovejm.herts.sch.uk/</a>
Visit the Teach in Herts website	<a href="http://www.teachinherts.co.uk">www.teachinherts.co.uk</a>
Send your completed Application Form to	leadership.recruitment@hertsforlearning.co.uk
Any questions, call the Leadership Recruitment Team	01438 845785

*The Grove Junior School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. This post will require an Enhanced Disclosure and Barring Service check (DBS).*

# Completing your Application Pack

*Please ensure that you provide evidence relating to the person specification.*

## Application Form

Using the standard application form provided (CVs are not accepted) please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. Include all the 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 responses it is really important you address each of the requirements in the person specification.

Ensure to evidence additional aspects such as training, qualifications together with your background and experience within the personal statement.

## Covering letter

You may also wish to include a covering letter of no more than two sides of A4 paper and at a font size of no less than Arial size 11.

## References

Please make sure your referees are aware of your application and that they are able to provide a swift turn round. Preferred referees are your last two employers and you should provide their official organisation email address for us to contact. One referee is likely to be your last Headteacher or Chair of Governors.





