

BIRCHWOOD AVENUE PRIMARY SCHOOL

Educating hearts and minds



HEADTEACHER CANDIDATE PACK

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LETTER FROM OUR CHAIR OF GOVERNORS

Dear applicant,

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

The Governors at Birchwood Avenue are proud to be part of a 'good school'. We believe that a key part of this success is the strong links and relationships that have been developed between staff, pupils, parents and the broader school community. We love the fact that our children feel free to speak to senior staff about anything that is on their minds and know they will be listened to and encouraged.

In recruiting a Headteacher we are seeking someone to shape and share our vision and caring ethos. We recognise that there are many challenges in the education system and that there are further changes ahead. By working together, we want to ensure that Birchwood Avenue maintains its wonderful learning environment and its pastoral care for every pupil while proactively preparing each child to thrive in an uncertain future.

If you think you have what it takes to lead Birchwood Avenue forward then please come and visit us on one of our open mornings, speak to the current Head and talk with the children.

To arrange a visit to the school please contact admin@birchwoodavenue.herts.sch.uk or call 01707 262503.

We will be inviting those applicants shortlisted to attend an interview day on Friday 17th May 2019.

LETTER FROM OUR CHAIR OF GOVERNORS

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

Yours faithfully,

Dawn Clarke

Dawn Clarke
Chair of Governors

Visits to the school are warmly welcomed but we realise this will be tricky over the Easter holiday period.

We have therefore arranged to hold open mornings shortly after the Easter holidays to help you plan your time out from school. These are being held on:

- **Friday 26th April from 9am to 11am** and also
- **Wednesday 1st May from 9am to 11am**

Our current Headteacher Joanna Di-Bella will look forward to showing you her lovely school.

Please call the school office to arrange on our return from the Easter break on Wednesday 24th April on 01707 262503.

Any other queries, please email leadership.recruitment@hertsforlearning.co.uk or call 01438 845785.



OUR SCHOOL

Birchwood Avenue Primary School, Hatfield is centrally located within Hertfordshire. It sits within the original Hatfield Garden Village designated by the New Town council in 1948.

Hatfield lies on the A1M just 20 miles north of London. The A1M is hidden below The Galleria Shopping Centre and Leisure complex which houses a 7 screen cinema as well as many cafes and restaurants. The train station is just 20 minutes walk from the school and is on the mainline from London to the North.

Hatfield is once again a fast growing town with lots of new business, industry and housing as well as the University of Hertfordshire on the doorstep. There is a huge regeneration project underway which is making the area very attractive for individuals and families to move to and enjoy.

The school sits within ample grounds which the children really enjoy and is located next to Mid-Herts music school. The school has had investment in new window walling, roofs and windows making for a very comfortable working environment.

We would encourage you to visit us and see how warm and welcoming our school environment is, how ethnically diverse our population is and how unique the setting feels.

Our open door policy, indoor and outdoor club at lunchtime ensures our children feel safe at break and lunchtime and have access to support when needed.





OUR MISSION STATEMENTS AND GOALS

To nurture and motivate lifelong learners with a curiosity about the world around them.

To work in partnership with parents, carers and the wider community.

To provide a range of stimulating and memorable experiences.

To value and respect the diversity of our communities.

To deliver a rich, challenging and creative curriculum tailored to the needs of the individual.

To collaborate with a range of extended services to support the Birchwood family.

KEY FACTS

Type of school: Community

Location: Birchwood Avenue, Hatfield, AL10 0PS

Age range: 4 to 11 yrs

Number of students: 213

% of children with SEND: 23%

% of children with EAL: 54%

% of children on Free School Meals: 19%

% of children eligible for Pupil Premium: 25%



WHAT WE ARE LOOKING FOR

- ♦ An innovative and dynamic leader with the ability to motivate and inspire others with clear and decisive leadership
- ♦ Able to articulate a vision and take the wider school community with them on the journey
- ♦ A proven track record of developing Teaching and Learning in a diverse primary school setting
- ♦ Able to use CPD opportunities imaginatively to develop the wider staff team creating succession planning from within and a love for training
- ♦ Is good at building rapport with children, parents, staff and governors to create an inclusive and aspirational learning culture for all
- ♦ An open door policy for children to feel welcome, safe and supported
- ♦ Commercially and socially astute and able to grow links which will benefit the school
- ♦ Come with a wide range of experiences to draw on
- ♦ Exudes enthusiasm and a 'can do' attitude



WHAT OUR CHILDREN ARE LOOKING FOR

Our children are looking for their new Headteacher to:

- Be approachable
- Listen to children
- Smile with their eyes
- Be positive and encouraging
- Good sense of humour
- Organise fun learning activities
- Provide a safe environment
- Support us at break and lunchtime



WHAT WE ARE ABLE TO OFFER YOU

- A role where the Headteacher is at the heart of the school and wider community
- A warm, welcoming inclusive school community
- Wonderful children who enjoy being part of their school
- A remuneration package reflecting the calibre of candidate we are looking for
- Continuing Professional Development to ensure your appointment is successful and rewarding
- Supportive parents and strong partnerships in the community where everyone pulls together
- A committed, enthusiastic and active governing body
- Good local links with the Welwyn and Hatfield headteacher cluster of schools
- An outward-facing approach to working





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 children and improved standards of teaching and learning in line with statutory requirements.

This Job Description reflects the national standards of excellence for Head Teachers 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.

DUTIES AND RESPONSIBILITIES

The National Standards of Excellence for Headteachers are set out in four domains:

- Qualities and knowledge
- Students and staff
- Systems and process
- The self-improving school system

There are four 'Excellence as Standard' domains. Within each domain there are six key characteristics expected of the nation's Headteachers; some of these have been expanded to give a more comprehensive description of the role.

KEY RESPONSIBILITIES

Domain One:

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 children 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 children and staff to excel.

Domain Two:

Children and staff

1. Demand ambitious standards for all children, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on children's outcomes.
2. Ensure each and every child is given the opportunity to achieve their full potential and make a positive contribution to society.
3. Secure excellent teaching through an analytical understanding of how children learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and children's well-being.
4. 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.
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. In a culture of professional reflection and of celebrating success.
6. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
7. Hold all staff to account for their professional conduct and practice.

KEY RESPONSIBILITIES

Domain Three:

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 children and staff, focused on safeguarding children 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 to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for childrens', 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 childrens' 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 Four:

The self-improving school system

1. Create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all children.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all children.
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.

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PERSON SPECIFICATION

Important information for candidates who are thinking of applying for this Headteacher post. Application process and candidates are requested to respond accordingly.

Please ensure that you provide evidence relating to the person specification. A candidate will only be considered for shortlisting and move forward for the subsequent person specification sections if they meet the first 7 areas within the person specification criteria grid.

It is important to provide examples using the STAR acronym (situation, task, action, result/impact) relating to the person specification criteria. This will be evidenced via Application (A), Interview (I) and/or References (R)

| Criteria | Essential or Desirable | A, I, R |
|---|------------------------|---------|
| Qualifications & Knowledge | | |
| Qualified teacher status | E | A |
| Degree or Equivalent | E | A |
| Commitment to and experience of working with Early Years Foundation Stage, KS1 and KS2, | E | A |
| Recent successful leadership as a Head, Deputy or School Improvement Lead | E | A, I |
| Has current training for Child Protection and Designated Safeguarding Lead and has successfully undertaken the role within the school setting | E | A, I |
| Professional Development | | |
| Evidence of appropriate and recent professional career development for the role of Headteacher | E | A, I, R |
| Evidence of recent leadership and management operational training and development | E | A |
| Has successfully undertaken approved safer recruitment training | D | A, I |

PERSON SPECIFICATION

| Criteria | Essential or Desirable | A, I, R |
|--|------------------------------|---------|
| Whole School Leadership and Management Experience | | |
| Have taken an active involvement in effective school self-evaluation and development planning | E | A, I |
| Experience of implementing a strategic plan across the whole school, identifying priorities and evaluating the impact | D | A, I |
| Experience of leading change effectively and successfully | D | A, I |
| Able to listen and engage with stakeholders including parents in a range of ways on a daily basis or as a lead on specific projects | E | A, I |
| Knowledge and understanding of strategic financial planning and budgetary management and their contribution to school development and pupil outcomes | D | A, I |
| Have had responsibility for whole school policy development and implementation | D | A, I |
| Experience of working with stakeholders including governors, school improvement partners and external agencies / companies | E | A, I, R |
| Absolute commitment to safeguarding | E | A, I, R |
| Evidence of clear commitment to promoting health and safety and the welfare of children | E | A, I, R |
| Absolute commitment to inclusion | E | A, I |
| Knowledge and experience of working with children with SEN (e.g. autism) across the primary and nursery phases | E | A, I, R |
| An ability to understand the needs of children with challenging behaviours and develop strategies to successfully manage this | E | A, I, R |
| Successful track record of developing the performance of staff through effective performance management | E | A, I |

PERSON SPECIFICATION

| Criteria | Essential or Desirable | A, I, R |
|--|------------------------------|---------|
| Leadership Skills | | |
| Ability to articulate a clear vision for the future | E | I |
| Proven record of inspiring, enabling and motivating others to succeed | E | A, I, R |
| Able to delegate and effectively achieve outcomes and provide development opportunities for staff | E | A, I, R |
| Demonstrates excellent communication skills, including written and verbal communication skills | E | A, I |
| Ability to build appropriate and effective relationships with children staff, parents, governors and other stakeholders | E | A, I |
| Personal Qualities | | |
| A genuine passion for educating young children, coupled with the ability and enthusiasm, to see every child fulfil their potential | E | A, I, R |
| Leads by example with integrity and demonstrates resilience | E | A, I, R |
| Visible and approachable, empathetic and enjoys engaging and inspiring children, staff parents and the wider community | E | A, I, R |
| Demonstrates resilience whilst also showing compassion in dealing with issues | E | I, R |
| Adaptable leadership style, being 'hands on' when required balanced with knowing when to delegate | E | I, R |
| Demonstrates a capacity for sustained hard work with energy and enthusiasm | E | I, R |
| Able to take a dynamic approach to the changing needs of the school population | E | I, R |



Completing your application pack

Application Form

Using the standard application form provided or the online application form on Teach in Herts (CVs are not accepted) please complete all aspects of the form fully. Include your full work history **by month and year**, with no unexplained gaps since leaving school education. Include all the professional development 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 organisational email address for us to contact. One referee is likely to be your current or most recent Headteacher or Chair of Governors.

IMPORTANT INFORMATION

| | |
|----------------------|---------------------------------|
| Leadership pay range | £57,535 to £66,496 (L15 to L21) |
| Start date | September 2019 |
| Closing date | Tuesday 7th May at 9am |
| Shortlisting date | Thursday 9th May 2019 |
| Interview date | Friday 17th May 2019 |

| | |
|---|--|
| Visits to the school are welcome | We are holding 2 open mornings, Fri 26 Apr 9 to 11 and Weds 1 May 9 to 11. Bookings can be made via the school office on our return Weds 24 Apr 01707 262503. |
| Visit the school website | www.birchwoodavenue.herts.sch.uk |
| Visit the Teach in Herts website | www.teachinherts.com |
| Send your completed application form to | leadership.recruitment@hertsforlearning.co.uk |
| Any questions, call the leadership recruitment team | 01438 845785 |

Birchwood Avenue Primary 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, including the barred list, as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2018).

