



Headteacher Candidate Pack



St Mary's C of E Primary School

'Excellence Together, Learning Through Faith'



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Letter from the Chair of Governors



ST.MARY'S C of E PRIMARY SCHOOL
NORTHCHURCH
BERKHAMSTED
HERTS
HP4 3QZ

Dear Applicant

Thank you for your interest in the Headteacher role at St Mary's C of E Primary School, Northchurch. I hope you find this information pack a useful introduction to our school.

The vacancy has arisen as a result of the retirement of our current Head after 5 years exemplary service.

St Mary's is a caring, community centred, voluntary aided Church of England School, set in a lovely, semi rural environment.

The Governors are proud to be part of the school which was recently graded by OFSTED as good, with elements of outstanding. 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.

In recruiting a new Headteacher we are seeking someone who can shape and share our vision and ethos and who has the enthusiasm, drive and energy to move our school forward. The closing date for applications is 17th June. Shortlisting will be taking place on 19th June. For further information about our school, please visit our website <http://www.stmarys916.herts.sch.uk>.

If you wish to discuss the role please contact the Chair of Governors, Mr Alan Kemp at akemp@stmarys916.herts.sch.uk to arrange a time. To arrange a visit to the school, please contact the school office at admin@stmarys916.herts.sch.uk or telephone 01442 389040.

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

Yours faithfully,

Alan Kemp
Chair of Governors

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About St Mary's C of E Primary

St Mary's Church of England Primary School is a good, one-form entry school situated in a semi-rural setting on the outskirts of Berkhamsted, Hertfordshire. We benefit from an extended building, beautiful grounds and have excellent transport links.

St Mary's is a caring school and very special place, where every child's personal development and well-being is important. Through our Christian values, a rich and exciting creative curriculum, extra curriculum activities and close relationships with the Parish and other local schools we are able to provide a good education which meets the interests and needs of each individual child.

The staff, governors, parents and pupils are fully committed to our vision of *'Excellence Together, Learning through Faith'*, ensuring each child is valued and reaches their full potential and the ethos of St Mary's is at the heart of all they do.

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Our School Prayer

Dear Lord

Thank you for our lovely school and its beautiful environment.

Please help everyone at St Mary's School be kind and helpful to each other and to always try their best.

Amen



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Key Facts and Statistics

- **Type of school:** Voluntary Aided Church of England School
- **Location:** New Road, Northchurch, Berkhamsted, Herts, HP4 3QZ
- **Age Range:** 3-11
- **Number of Children:** 225 (including Nursery)
- **% children with SEND:** 7.6%
- **% children with English as an additional language:** 0.9%
- **% children on Free School Meals:** 3.1%
- **% Pupil Premium:** 4.4%



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Our Vision Statement

To be a caring, inclusive, Christian environment, nurturing a life-long love of learning where we can work together to learn, to grow, to serve. We are proud to support the whole community and by collaborating will enable all children and adults within it to live fully whilst 'shining brighter and brighter' *Proverbs 4:18*.



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Our Strategic Aims

With a whole-hearted commitment to putting our Christian faith and spiritual development at the heart of St Mary's we aim to:

- Achieve excellence in all that we do for the children and adults within our community.
- Deliver the highest standards of academic excellence, through awe-inspiring teaching and learning through love and faith.
- Create an environment where everyone in the school can flourish and reach their full potential and where everyone shall know success.
- Inspire all children to use their talents and skills to serve and care for each other, the wider community and the environment of which we are part.
- Develop happy, confident children.
- Encourage mutual respect, acceptance and tolerance throughout our community based on a firm foundation of Christian and British values.
- Foster a true partnership between the School, Parents, the Parish, Governors, the Diocese and the local community.

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Our new Headteacher will:

- Share our vision and values to maintain and further develop the Christian ethos of our school.
- Be passionate about promoting and continuing to improve standards of teaching and learning at our school.
- Provide a caring atmosphere to bring out the best in everyone so we can achieve our goals and reach our full potential.
- Have a proven track record with high expectations to move our school to outstanding.
- Have the ambition, experience and skills to provide high quality leadership and management and steer our school through the next stage of its development.



We can offer our new Headteacher

- A warm and welcoming school with well-behaved pupils who have a zest for learning.
- A strong SLT and staff team who are committed and dedicated to ensuring the best for our children.
- A supportive governing body and proactive parent association.
- Strong links with the local Clergy and Parish church and wider school community.
- A unique setting in a semirural location in Hertfordshire, with beautiful grounds and excellent transport links.
- A commitment to your continued professional development and chance to develop and grow in the role of Headteacher.





Key responsibilities

Main purpose of role

- Overall responsibility for providing leadership to the school, ensuring success, continuous improvement and high quality education for all our pupils by improving 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.

The Duties and Responsibilities

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

- ❖ Qualities and knowledge
- ❖ Pupils 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 at St Mary's C of E Primary School.

Job Description

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 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 special 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.

Domain Two

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' and learning walks 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.

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 pupils and staff, focused on safeguarding pupils 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 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.

Domain Four

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 public services to improve academic, vocational and social outcomes for all pupils.
3. Challenge current educational practice 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, Knowledge and Experience				
Qualified Teacher Status (QTS)	E	✓		
Degree or Equivalent	E	✓		
Commitment to and experience of working with Early Years Foundation Stage / KS1 and KS2 pupils and staff	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 and recent professional career development for the role of Headteacher	E	✓		
Evidence of recent leadership and management operational training and development	E	✓		
Has successfully undertaken approved safer recruitment training	D	✓		

Person Specification

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Leadership Skills				
Ability to articulate a clear vision for the future embedding the Christian values of the school	E		✓	
Proven record of inspiring, enabling and motivating others to succeed in an inclusive environment	E	✓	✓	✓
Able to delegate and effectively achieve outcomes and provide development opportunities for staff	E	✓	✓	✓
Demonstrates excellent communication skills, including written and verbal communication which will be assessed at all stages of the process	E	✓	✓	
Ability to build effective relationships with staff, parents, carers, governors, the Parish and the wider school community.	E	✓	✓	
Whole School Leadership and Management Experience				
Has 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	✓	✓	
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	✓	✓	
Has taken an active involvement in school self evaluation and development planning	E	✓	✓	
Knowledge and understanding of strategic financial planning and budgetary management and their contribution to school development and pupil outcomes	D	✓	✓	
Knowledge and experience of working within a Christian environment	D	✓	✓	✓

Person Specification

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Experience of working with stakeholders including governors, school improvement partners and external agencies / companies	E	✓	✓	
Demonstrate understanding of and personal commitment to your responsibilities for safeguarding children within a Christian school	E	✓	✓	✓
Evidence of clear 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 SEN (e.g. autism) across the primary and nursery phases	E	✓	✓	✓
An ability to understand the needs of children with challenging behaviours and develop strategies to successfully manage this	E	✓	✓	✓
Successful track record of developing the performance of staff through effective performance management	E	✓	✓	
Personal Qualities				
A genuine passion for Christian ethos, coupled with the ability and enthusiasm to embrace the Christian values of a Church of England School and help every child fulfil their potential	E	✓	✓	✓
Leads by example with integrity and resilience in an inclusive, caring way consistent with our school values	E	✓	✓	✓
Visible and approachable, empathetic and enjoys engaging with and inspiring children, staff, parents, the Parish and wider community	E	✓	✓	✓
Demonstrates an ability to challenge people and resolve performance and relationship issues	E		✓	✓
Adaptable leadership style, being 'hands on' when required balanced with knowing when to delegate	E		✓	✓
Excellent communication skills, including written and verbal which will be assessed at all stages of the process	E		✓	✓
A commitment to preserve and develop the distinctive Christian character and ethos of the school.	E		✓	✓



Completing your application pack

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 qualifications and 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. ***It is important to provide examples using the STAR acronym (situation, task, action, results / impacts)***

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 around. 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.



Important dates and information

Leadership range	L14 – L20
Leadership pay range	£56,169 - £64,915
Start date	January 2020
Closing date	Monday 17 th June, 2019 (9am)
Shortlisting date	19 th June, 2019
Interview date	1 st July, 2019

Visiting the school	Contact the school office at admin@stmarys916.herts.sch.uk or telephone 01442 389040.
Visit the school website	http://www.stmarys916.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

*St Mary's C of E Primary School Northchurch 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).*

