



Little Gaddesden
Church of England Primary School

Headteacher Candidate Pack

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Welcome from the Chair of Governors

Dear Applicant,

Thank you for your interest in the Headteacher role at Little Gaddesden Church of England Primary School. We are delighted that you see Little Gaddesden as a school where you can make an impact. The vacancy has arisen as a result of the retirement of our current Headteacher.

Little Gaddesden is a small village primary school, located in the Chilterns, which is a designated Area of Outstanding Natural Beauty.

The Governors are proud to be part of an “outstanding” school. We believe that a key part of this success is the strong links and relationships that have been developed between staff, pupils, parents, the church, and the broader school community. We were recently commended for our outstanding Vision and Strategy by the National Governance Association; in recruiting a new Headteacher, we are seeking someone who can share our vision, strategy and ethos.

We are also mindful that the new emphasis within the 2019 Ofsted framework on the curriculum provides a different set of opportunities and challenges for schools. We would look forward to working with the new Headteacher to lead and further develop the work that is underway.

The closing date for applications is Wednesday 8th January 2020 at 9am. Shortlisting will be taking place on 9th January 2020, with interviews on 17th January 2020.

For further information about our school, please visit our website

<http://www.littlegaddesden.herts.sch.uk/>

If you wish to discuss the role please contact Chair of Governors, Briony Sutcliffe at

chair@littlegaddesden.herts.sch.uk to arrange a time.

To arrange a visit to the school, please contact the Headteacher, Charis Geoghegan, on 01442 842464

or at head@littlegaddesden.herts.sch.uk

Thank you for your interest in Little Gaddesden Primary School. We wish you the best with your application and look forward to meeting you.

Yours faithfully,

Briony Sutcliffe

Chair of Governors

About our School

Little Gaddesden Primary School is a Church of England village school founded in 1854. Originally based in a back room at the nearby Bridgewater Arms, the school moved to its current site in 1858. Since then our buildings have grown considerably, and we are now a fully-equipped, modern primary school, with just over 100 children aged between four and eleven.

The school is situated in Little Gaddesden, which is 3 miles from Berkhamsted. The village adjoins the National Trust Ashridge Estate, on Hertfordshire's borders with Buckinghamshire and Bedfordshire.



Our Golden Rules

Golden Rules

Do be gentle **don't** hurt anybody.

Do be kind and helpful **don't** hurt people's feelings.

Do be honest **don't** cover up the truth.

Do work hard **don't** waste time.

Do look after property **don't** waste or damage things.

Do listen to people **don't** interrupt.



Vision and Values

Little Gaddesden Primary School enables children to perform to their full potential – as curious and creative thinkers, independent and enthusiastic learners and confident individuals. It sets up children’s attitudes for learning as citizens of the future; encouraging them to be versatile, giving them confidence to try new challenges and helping them develop resilience when things don’t go as planned. This is underpinned by excellent teaching, delivering strong academic results.

Children are valued as individuals and as much for their endeavours as their achievements. They are encouraged to play a full part in school life, both in the classroom and through the many other activities that make up the day including sport, music, drama and creative activities. Children are regularly encouraged to both work and play in mixed age groups. This develops respect and responsibility, as part of a nurturing and caring ethos.

The school sets high academic standards in literacy, maths and all other subjects and supports them in developing positive attitudes to healthy lifestyles. It gives children access to a wide range of engaging and exciting learning opportunities, both inside and outside the classroom. It enables them to develop an awareness of the wider world, including local, national and global communities.

The school is all about people; pupils come first. They are taught by highly professional teachers who are passionate about what they do. The school recognises its dual responsibility with parents for the development of the children. Staff are approachable and easily accessible to parents; parents play an active role in school life.

As a Church School, Little Gaddesden fosters a strong sense of place and belonging at the heart of the community. The school’s “Golden Rules”, which are based on Christian values, give children an enduring moral compass. Pupils leave equipped with robust academic skills, self-confidence, respect for each other, and a sense of community.

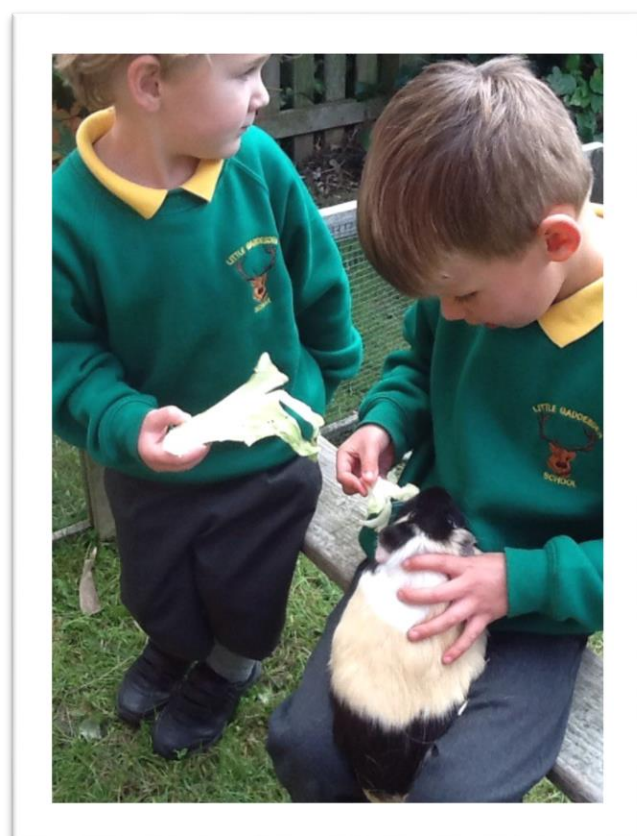
Key facts and statistics

- ❖ **Type of school:** VA Church of England, Maintained
- ❖ **Location:** Berkhamsted, Hertfordshire
- ❖ **Age Range:** 4 – 11 years
- ❖ **Ofsted Rating:** Outstanding (March 2014)
- ❖ **SIAMS Rating:** Good (March 2019)
- ❖ **Number of Children:** 105
- ❖ **% of children with SEND:** 6%
- ❖ **% of children with EAL:** 2%
- ❖ **% of children on Free School Meals:** 5%
- ❖ **% of children in receipt of Pupil Premium:** 1%



Our new headteacher

- Proactive and forward thinking
- Embrace all areas of school life
- Act as an inspirational leader to staff and pupils alike
- Able to build and maintain relationships with key stakeholders
- A resilient and strong leader able to deal with all aspects of school life
- Passionate and caring
- Able to harness the culture of goodwill already within the school
- Sustain the culture of continuous improvement
- Share our Christian ethos and be passionate about promoting and continuing to improve standards of teaching and learning at our school.



We can offer you

- Knowledgeable and professional staff
- Access to the New Headteacher Induction programme or tailored CPD for an experienced Head
- Well behaved children eager to learn
- A learning community atmosphere in an inclusive, aspirational school
- A committed and hardworking governing body
- A village school with easy access to London and all it has to offer





Job Description

Main Purpose of Role

The Headteacher will create, inspire and embody the Christian ethos and culture of this Church school, 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 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 Little Gaddesden Church of England Primary School.

Job Description

Domain One

Qualities and knowledge

Within the school's Christian ethos, the Headteacher will:

1. Hold and articulate clear Christian values and moral purpose focused on providing a world-class education for the pupils they serve and reflecting the Church foundation of the school.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, Governors and members of the local Church and wider 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 that reflects the needs of a Church of England school.
5. Work with political and financial astuteness, within a clear set of principles centred on the school's Christian vision, ably translating local, national, Diocesan policies 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

Within the school's Christian ethos, the Headteacher will:

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' wellbeing, taking full account of the school's Church of England foundation.
3. 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.
4. Create an ethos based on Christian values 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.

Job Description

Domain Three

Systems and process

In a Church school, the relationship between the mission statement and the provision of effective governance, organisation and management should reflect the school's Christian aims. In order to provide an efficient, effective and safe Christian learning environment, the Headteacher will:

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 within a Christian context.
2. Within the school's Christian ethos, 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, 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, the school's sustainability and its Christian character.
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 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. Within the school's Christian ethos, 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 especially within a Christian context.

Person Specification and Personal Statement

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			
		Application	Interview	References
Qualifications, Knowledge and Experience				
Qualified Teacher Status	E	✓		
Degree or Equivalent	E	✓		
Commitment to and experience of working with Early Years Foundation Stage, KS1 and KS2	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	✓		
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	E	✓	✓	
Ability to build effective relationships with staff, parents, governors the Church and the wider school community	E	✓	✓	

Person Specification and Personal Statement

Criteria	Essential or desirable			
		Application	Interview	References
Whole School Leadership and Management Experience				
Have taken an active involvement in effective 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	✓	✓	
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	✓	✓	
Knowledge and understanding of strategic financial planning and budgetary management and their contribution to school development and pupil outcomes	D	✓	✓	
Have had responsibility for whole school policy development and implementation	D	✓	✓	
Experience of working with stakeholders including governors, school improvement partners and external agencies / companies	E	✓	✓	
Absolute commitment to safeguarding	E	✓	✓	✓
Evidence of clear commitment to promoting health and safety and the welfare and well-being 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	✓	✓	
Supportive and encouraging of continued professional development (CPD) and well-being of staff and their own CPD and well-being	E	✓	✓	
Knowledge and experience of working within a Christian environment	D	✓	✓	✓

Person Specification and Personal Statement

Criteria	Essential or desirable			
		Application	Interview	References
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 demonstrates resilience	E	✓	✓	✓
Visible and approachable, empathetic and enjoys engaging and inspiring children, staff, parents, the Church 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		✓	✓
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		✓	✓
A commitment to preserve and develop the distinctive Christian character and ethos of the school	E		✓	✓

Completing your application

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.

Important dates and information

Pay Range	Circa £50,000 to £60,000
Start Date	April 2020
Closing Date	Wednesday 8 th January at 9am
Shortlisting Date	Thursday 9 th January
Interview Date	Friday 17 th January

Visits to the school	Please contact the Headteacher, Charis Geoghegan, on 01442 842464 or at head@littlegaddesden.herts.sch.uk
Visit the school website	http://www.littlegaddesden.herts.sch.uk
Visit the Teach in Herts website	https://www.teachinherts.com/
Send your completed application form to	leadership.recruitment@hertsforlearning.co.uk

Little Gaddesden Church of England 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).

