

Almond Hill Junior School



Aiming High in all we do!

Headteacher Candidate Pack



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Almond Hill Junior School



Welcome from the Chair of Governors

Dear Applicant,

Thank you for your interest in the Headteacher role at Almond Hill Junior School, we are delighted that you believe you can help us to make a real impact in our continuing progress.

The vacancy has arisen as a result of the retirement of our current Headteacher after over 20 years of service to our school.

I hope you find the information in our candidate pack helpful and we trust this will be a useful introduction.

The Governors are proud to be part of a local Community Junior School and we consider key to our success, the strong links and relationships between our pupils, parents, staff, and the broader school community.

It is our mission to 'Aim High': to motivate, encourage and help all children reach their full potential, to enable them to experience success and achieve the highest possible standards in that all that they do.

In March 2016 Ofsted judged our school to be 'Good' and we continue to address our focus areas for improvement towards "Outstanding".

In recruiting a new Headteacher, we are seeking someone who can help us shape and share our vision, with leadership and enthusiasm, and the drive and energy to motivate and to move our school forward to the next stage of its development.

The closing date for applications is. **Thursday 10th September by 9am**

Shortlisting will be taking place on **Monday 14th September.**

Welcome from the Chair of Governors cont..../

Interviews are planned to be spread across two days, Friday 18th September and Monday 21st September. For further information about our school, please visit our website and further details about the recruitment process are within this pack.

If you wish to discuss the role please contact Chair of Governors, Andrew Boakes at boakesa@almondhill.herts.sch.uk .To arrange a time to visit the school, please contact admin@almondhill.herts.sch.uk .

My colleagues and I look forward to meeting and interviewing candidates interested in taking on this important and exciting new challenge.

We wish you the best with your application.

Yours faithfully

Andrew Boakes

Chair of Governors

Our School

Almond Hill Junior is a maintained Junior school, situated close to the old town of Stevenage, which offers a variety of leisure facilities and benefits from excellent transport links into London. It is located in a very pleasant environment with fantastic outside amenities and a large playing field adjacent to Barclay Academy and within walking distance of its main feeder infant school, Letchmore Infants and Nursery School.

The school has recently undergone an exciting stage of expansion and gained a new building Acorn House with the school increasing from two form entry to three form entry by September 2020.

At Almond Hill we pride ourselves in providing an inclusive environment which is happy, safe and stimulating to ensure that each child will learn, be respected, valued and reach their full potential.

We value working in partnership with parents and their families and have established strong links with our local schools, infant feeder school, secondary school, local church, St Nicholas and local businesses.





Vision and Values

Almond Hill's mission is to 'Aim High' to motivate, encourage and help all children reach their full potential during their time here, to enable them to experience success and achieve the highest possible standards in all they do. We are a school who knows what we do well and celebrates our successes and who moves forward by evaluating our work to see where can do even better.

Monthly Values

In our everyday school life we discuss, and try to model values to support our aims and the values of life that support respect for each other and care of our community. We look at different values each month and consider what these mean and how we can show them in our actions and behaviours.

We aim to provide an excellent education for all pupils whilst working in partnership with other local schools to provide continuity in learning and pastoral care and with parents and carers to help them support their child's education.

School Aims

- To stay physically and emotionally healthy
- To keep ourselves safe and use common sense
- To learn to interact socially within different groups and cultures and communicate effectively including respecting everybody's views.
- To be literate and numerate and able to apply those skills to solve problems
- To learn about the world and make cross-curricular links and to see the bigger picture
- To take pride in personal appearance and presentation of work
- Develop their capability to use a range of technology for lifelong learning
- To recognise and develop creative skills
- To appreciate that society needs rules and achieving self-discipline
- To provide an excellent education for all pupils whilst working in partnership with other local schools to provide continuity in learning and pastoral care and with parents and carers to help them support their child's education.



Key facts and statistics

Type of School: Junior Maintained

Location: Almond Hill Junior School, Almonds Lane, Stevenage, Hertfordshire, SG1 3RP

Year Established: 1957

Age Range: 7 to 11 years

Co-Educational or Single Sex: Co-Educational

Number of Children: 284 (as at 20th March 2020)

% of children with SEND: 13%

% of children with English as an additional language: 13%

% of children in receipt of Free School Meals: FSM 13%

% of children in receipt of Pupil Premium: 19%

Our new Headteacher

- A dynamic and strong leader with proven strategic skills and a forward thinking attitude.
- Committed to leading on the design and implementation of a curriculum which inspires and engages all pupils, so that our children reach their full potential and the highest possible standards in all areas.
- A high level communicator who can provide clear vision and direction to all, for the schools aspirational future.
- A caring and collaborative staff leader who will be able to take staff on board and continue to raise the profile of wellbeing with both staff and pupils.
- Confident in working effectively with governors and parents and being a pivotal part of the school community.
- Self-assured in their knowledge of what good and outstanding schools look like and ready to take innovative steps to move our school forward into the 20s and 30s.

What we can offer

- Happy, safe, welcoming and healthy environment where children learn are respected and valued.
- An exciting stage of development with the recent expansion of our school that will take our school to three form entry by September 2020.
- A fantastic blend of old with the recent addition of Acorn House, great outdoor amenities and a large playing field.
- A positive staff team who are keen to embrace new ideas and strengthen the quality of teaching and learning.
- The opportunity to embrace and strengthen our links with local schools, businesses and the wider community.
- Participation in the New Headteacher Induction programme or tailored CPD for an experienced Head.



Job Description

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 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 Almond Junior 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 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' 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.

Job Description

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 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 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 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 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 KS2 pupils and staff and knowledge of EYFS and KS1	E	✓		
Recent successful leadership as a Head, Deputy, School Improvement Lead or member of SLT	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 and Personal Statement

Criteria	Essential or desirable			
		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	✓	✓	✓
Demonstrates excellent communication skills, including written and verbal communication	E	✓	✓	
Ability to build effective relationships with staff, parents, governors and other stakeholders	E	✓	✓	
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 improvement 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	✓	✓	✓

Person Specification and Personal Statement

Criteria	Essential or desirable			
		Application	Interview	References
Whole School Leadership and Management Experience (cont..../)				
Evidence of clear commitment to promoting health and safety and the welfare of children	E	✓	✓	✓
Absolute commitment to inclusion and knowledge and experience of working with children with SEN and EAL	E	✓	✓	✓
An ability to understand the needs of children with challenging behaviours and develop strategies to successfully manage this	E	✓	✓	✓
Successfully 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 demonstrates resilience	E	✓	✓	✓
Visible and approachable, empathetic and enjoys engaging and inspiring children, staff parents and the wider community	E	✓	✓	✓
A high level communicator who can provide clear vision and direction to all, for the schools aspirational future.	E		✓	✓
Strong 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		✓	✓

Choir 2018

Our first performance this year:
Letchmore Infant School Christmas Fair
30th November 2018



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	£62,426 - £72,306
Start Date	January 2021
Closing Date	Thursday 10 th September 2020 9am
Shortlisting Date	Monday 14 th September 2020
Interview Date	Friday 18 th September and Monday 21 st September (part remote and part on site)
Visits to the school:	<p>To arrange visits (after 4pm) between now and the end of term, Friday 17th July, please contact the school office at admin@almondhill.herts.sch.uk.</p> <p>To arrange visits when the school is open during the summer holidays from Monday 17th August to Friday 28th August (from 8am -3pm), please contact Chair of Governors, Andrew Boakes at boakesa@almondhill.herts.sch.uk</p>
Visit the school website	https://www.almondhill.herts.sch.uk
Visit the Teach in Herts website	https://www.teachinherts.com/
Send your completed application form to	Leadership.recruitment@hertsforlearning.co.uk or apply online via Teach in Herts

Almond Hill Junior School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2019).