



YEW TREE  
PRIMARY SCHOOL

Headteacher Candidate Pack

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# Welcome from the Chair of Governors

Dear Applicant

We are delighted that you are interested in becoming Headteacher of Yewtree Primary School. We hope you are the experienced and committed professional looking to make your next career move and help shape our future and take us forward on the next stage of our journey.

Yewtree Primary School aspires to develop ambitious children who will grow into confident, resilient individuals with a love for learning and strive to be the very best they can. Our school is situated in a residential area on the edge of Hemel Hempstead town centre where we have wonderful, enthusiastic children and a dedicated team of staff, governors and parents.

Yewtree Primary has separate two-form entry KS1 and KS2 buildings with an Early Year Foundation Stage unit, all of which have been refurbished with new window walling. We have large, airy classrooms throughout the school and excellent, modern facilities in which we can develop and grow. We have two large halls and a separate dining room with access to a range of additional teaching spaces for extra learning to take place. There are extensive grounds at Yewtree, with a play trial and many opportunities for creative and physical play, which together with the buildings provides an exciting opportunity for development.

In May 2018 Ofsted recognised that the school 'Requires Improvement' and since then our dedicated teachers and staff have been working hard to move forward in addressing our focus areas for improvement. As Governors; we are excited about working towards achieving 'Good' in our next inspection. We are now looking for an excellent Headteacher to work with our SLT and lead us forward in making the vision a reality. This really is an exciting opportunity to lead in shaping the future of our school.

Cont..../

# Welcome from the Chair of Governors Cont.../



We hope you will find the information pack informative, helpful and a useful introduction to our school.

The closing date for applications is Wednesday 9<sup>th</sup> September at 9am. Shortlisting will be taking place on Tuesday 15<sup>th</sup> September 2020 with interviews being spread over two days on Wednesday 23<sup>rd</sup> and Thursday 24<sup>th</sup> September.

For further information about our school, please visit our website at <https://www.yewtree.herts.sch.uk/> If you wish to discuss the role, please contact Chair of Governors at [jugovernor@yewtree.herts.sch.uk](mailto:jugovernor@yewtree.herts.sch.uk)

To arrange a visit to the school, please contact [admin@yewtree.herts.sch.uk](mailto:admin@yewtree.herts.sch.uk) or contact the school office on 01442 424920. During the school holidays please contact the Chair of Governors.

Thank you for your interest in Yewtree Primary School. My colleagues and I look forward to meeting and interviewing motivated candidates interested in taking on this important and exciting new challenge. We wish you the best with your application and look forward to meeting you.

Governors know that becoming a Headteacher is as much a personal decision as a professional one and we value and support effective work life balance.

Yours faithfully  
*Miss Jenny Underwood*  
Chair of Governors

# Our School

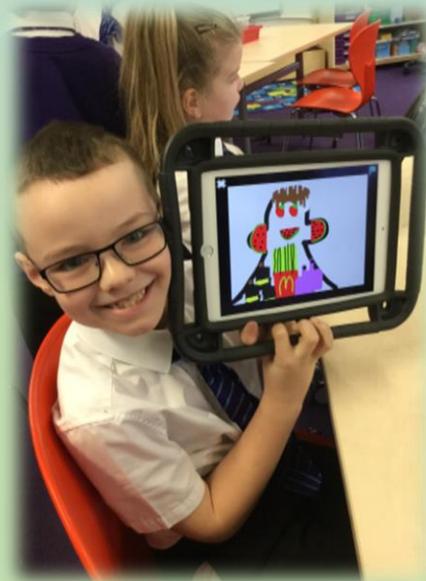


- Yewtree Primary School was newly formed in September 2008. We are a two form entry school taking a maximum number of 60 children each year group. We have children from 3 and half years old to 11 years old.
- Children at Yewtree are encouraged to become independent, confident learners with an understanding and appreciation of the world around us, together with a sensitivity for others.
- Emphasis at Yewtree is placed upon presenting an exciting and stimulating learning environment to all, caring about the needs of the individual as well as the whole school community.
- The school itself sits in extensive well-maintained grounds and has phenomenal outdoor space surrounding the buildings offering pupils plenty of opportunity to learn and grow in the fresh air as well as in the classroom.

# Mission Statement



Aspiration and Achievement  
Learning and Laughter  
Safety and Security  
Everyone doing the very best they can





# Aims and Values

## Vision

Yewtree Primary School aspires to develop ambitious children who will grow into being able to lead us forward into the future by being confident, resilient individuals with a life long love of learning and the drive to be the very best they can be.

## Aims

Yewtree Primary School will reach this vision by:

- Building a safe and secure environment which nurtures the happiness and interests of all children
- Providing children with opportunities to be proactive and take pride in their achievements; to recognise and celebrate success in everyone
- Promoting a curiosity and love of learning through a broad and balanced forward looking curriculum that gives children the tools they need to succeed
- Encouraging a positive liaison between home, school and the local community
- Teaching fun and enjoyable lessons in a global context to motivate and inspire children to have aspirations
- Providing pupils with the best learning opportunities and experiences in a climate where they feel safe, valued and supported to help them achieve the very best they can
- Encouraging emotionally literate, confident individuals who promote the best for their community and society through honesty and integrity

# Key Facts and Statistics

- Type of school: Maintained Co-educational
- Age range: Nursery to Year 6
- Year school established: 2008
- Ofsted rating: Requires Improvement
- Number on Roll: 351
- % of children with SEND: 20.9%
- % of children in receipt of Pupil Premium: 44.2%
- % of children on Free School Meals: 37.9%
- % of children with English as an additional language: 27.1%



## Our New Headteacher will be:

- A dynamic and inspiring leader craving a fresh challenge to make an impact on teaching and learning
- Passionate about motivating children to achieve their highest potential and achieve the best in all areas
- Self-assured in their knowledge of what good and outstanding schools look like and ready to take innovative steps to move up.
- A caring and collaborative staff leader willing to guide and encourage, but prepared to make tough decisions when needed
- Confident in working effectively with staff, parents and governors and being a pivotal part of the school community.



## What we can offer:

- Wonderful enthusiastic children who are ambitious to learn.
- A dedicated team of staff, parents and governors
- A well-resourced and spacious setting with modern facilities and extensive grounds
- Commitment to your own professional development and supportive of your wellbeing and work life balance
- An exciting opportunity to lead in shaping the future of our school.





# 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

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 Yewtree Primary School.



## 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. Develop and drive pupil, parent and stakeholder engagement with the wider community and empowering all to play an active part in growing a collaborative social mindset.
4. Lead by example - with integrity, creativity, resilience and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
5. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
6. 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.
7. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils to excel.
8. Ability to engage and motivate staff to deliver exceptional outcomes for children and authentically live by the school's values.

## 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.
7. Foster a culture of wellbeing and resilience to support the challenge of rapidly evolving and disparate pupil needs.
8. Maintain and further empower a 'whole child' approach to learning.



### **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.
7. Engage and provide direction as a member of the leadership team within onsite, not-for-profit facility providing pre-Nursery and wrap-around care. Provide educational knowledge and skill to other leadership team. Act as Ofsted nominated person.

### **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 achievement for all pupils.
2. Demonstrable ability to support and further develop an existing high level of parental engagement and participation in school life.
3. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
4. 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.
5. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
6. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
7. 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	Determination from		
		Application	Interview	References
<b>Qualifications, Knowledge and Experience</b>				
Qualified Teacher Status	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 experience in a School	E	✓		
Has current training for Child Protection and Designated Safeguarding Lead and has successfully undertaken the role within the school setting	E	✓		
<b>Professional Development</b>				
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	✓		

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
<b>Leadership Skills</b>				
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	✓	✓	
<b>Whole School Leadership and Management Experience</b>				
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	✓	✓	

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
<b>Whole School Leadership and Management Experience Cont..../</b>				
Absolute commitment to safeguarding, promoting health and safety and the welfare of children	E	✓	✓	✓
Absolute commitment to inclusion, along with the 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	✓	✓	

<b>Personal Qualities</b>				
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, approachable, empathetic and enjoys engaging 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		✓	✓



# 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	£62,562 - £72,718
Start Date	January 2021
Closing Date	Wednesday 9 <sup>th</sup> September 2020 at 9am
Shortlisting Date	Tuesday 15 <sup>th</sup> September 2020
Interview Date	Wednesday 23 <sup>rd</sup> & Thursday 24 <sup>th</sup> September
Visits to the school	To arrange a visit to the school please contact <a href="mailto:admin@yewtree.herts.sch.uk">admin@yewtree.herts.sch.uk</a> or 01442 424920. For visits during the school holidays please contact the Chair of Governors at <a href="mailto:jugovernor@yewtree.herts.sch.uk">jugovernor@yewtree.herts.sch.uk</a>
Visit the school website	<a href="https://www.yewtree.herts.sch.uk/">https://www.yewtree.herts.sch.uk/</a>
Visit the Teach in Herts website	<a href="https://www.teachinherts.com/">https://www.teachinherts.com/</a>
Send your completed application form to	<a href="mailto:Leadership.recruitment@hertsforlearning.co.uk">Leadership.recruitment@hertsforlearning.co.uk</a> or apply online via Teach in Herts

*Yewtree Primary 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).*