

Kenilworth Primary School Headteacher Candidate Pack





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Letter from our Chair of Governors



Dear Applicant,

Thank you for taking an interest in the forthcoming post of Headteacher at Kenilworth Primary School. I hope you may see Kenilworth as a school where you could make an impact through continuing excellent leadership skills.

The governors at Kenilworth are rightly proud to be part of the leadership of the school and are committed to fully supporting the successful candidate in their role. The school has strong links with the local community, and excellent relationships with parents and pupils. The staff are hardworking and totally committed to the ongoing development of the school.

We believe this post presents a brilliant opportunity for a Headteacher who is passionate about education, keen to innovate in teaching and learning and who can develop an ambitious vision and strategy for the future of Kenilworth Primary.

Whilst we place a high value on previous experience, we are open-minded about who our new leader will be and are eager to find somebody with exceptional leadership skills, energy and commitment.

If you believe that you are the right person for this exciting post then I warmly encourage you to visit our school, meet the current Headteacher, governors, staff and pupils.

Please contact Jenny McGarty on 020 8953 3549 to arrange a suitable date and time or during the school holidays please contact Anil Mepani, Chair of Governors at a.mepani@Kenilworth.herts.sch.uk

We wish you all the very best with your application.

Yours faithfully,

Anil Mepani
Chair of Governors



About Kenilworth School



Location

Kenilworth Primary School is located on the south east side of Borehamwood, very close to the A1 and just south of the A1 M25 interchange. Borehamwood itself is a diverse community well known for its film and TV history. Kenilworth is a well subscribed 1 form entry primary school with pupils from a wide range of backgrounds and variety of cultures.

The School

Kenilworth School opened in 1953 and for the past 64 years has been serving the local community.

Community is at the heart of what makes us a good school. Children, staff, parents and governors work together to create a very special school.

The whole child is at the heart of what we do, physical skills, emotional learning and developing a love of learning are equally important in this school. The staff aim to do this by working with a creative curriculum which makes the best use of the environment around us.

The school was significantly extended in 1999 when it changed from a First School to a Primary School. The school is well resourced and maintained with excellent facilities, including a Nurture Room. There is both before and after school provision.



About Kenilworth School



The Staff Team

Kenilworth benefits from a dedicated, hard working and talented staff team who are proud to be associated with the school. All staff actively contribute to the ethos and caring atmosphere of our community.

The school provides a broad and balanced curriculum which aims to offer each child the widest range of opportunities to develop as confident and independent learners ready for the challenges of the world ahead of them.

Leadership Team

The headteacher will be supported by a full time deputy headteacher and part time SENCo. There are also currently 3 teachers on the leadership team, the Foundation Stage, Key Stage 1 and Key Stage 2 leads.

Governing Board

The school has a full governing board who bring a wide range of skills and experiences to the role. The board is committed to fulfilling its roles of strategic oversight, critical friend and ensuring financial security.



Key School Information



Age range	3 – 11 years
Location	Borehamwood, Herts
Type of School	Community
Leadership Structure	1 headteacher, 1 full time deputy headteacher, 1 part time SENCo
Number on roll	217
Average class size	28
Attendance 2018/19	94.9%
Awards	Enhanced Healthy Schools Status, Gold Modeshift STARS award, School Games Bronze Award.

% of children with SEND: 10.3%

% of children with English as an additional language: 30.6%

% of children on Free School Meals: 25.9%

% of children in receipt of Pupil Premium: 26%

Key Stage 1 results (2019) 70% Expected Standard in Reading
(19% at Greater Depth)

59% Expected Standard in Writing
(11% at Greater Depth)

70% Expected Standard in Maths
(26% at Greater Depth)

Key Stage 2 results (2019) 55% Expected Standard in Reading
(10% at Higher Standard)

62% Expected Standard in Writing
(21% at Higher Standard)

76% Expected Standard in Maths
(14% at Higher Standard)

Our Vision



- Our shared vision for the school is to support children to succeed academically and be happy, confident, resilient individuals, who are able to embrace the challenges of modern life.
- This means that we need to raise attainment for all groups of children.
- It is essential that this is achieved without compromising the children's mental health.
- The values of the school (Empathy, self-belief, moral courage, resilience, kindness, celebration of differences and respect) support this.
- We have an ethos of safeguarding and support.
- British values and our school values are threaded throughout our broad and balanced curriculum.
- Nurture and well-being are at the heart of the school.
- As a school community we work together to support all members (children, parents, staff and governors) so that the children can thrive at home as well as at school.

What we are looking for



The governors of Kenilworth Primary School are seeking to appoint an inspirational headteacher to lead the continuing development of our school.

Kenilworth was judged as being requires improvement in our last Ofsted Inspection in June 2018. We have made good strides since our last inspection, to learn more about our school please arrange a tour to visit our school and/or take a moment to visit our website.

Borehamwood is a diverse and growing community. Our school is justly proud of its place in the heart of the local community and has been successfully educating children for over 60 years. The school has a strong, well led team of staff, many of whom are long serving, who are committed to ensuring their pupils achieve their potential whatever their starting points. The children in the school develop into happy, confident, socially aware independent learners who leave the school well prepared for the next stage of their journey in education.

The school supports a range of extra-curricular activities as well as before and after school provision.

We are looking now for a full time committed individual with the commitment and vision to lead the school through these uncertain times without losing sight of our key vision and ethos. Whilst, at the same time, offering fresh ideas and insights to ensure the best outcomes for our children.

The school can offer:

- A highly skilled and motivated staff team
- A supportive and knowledgeable governing board
- Wonderful pupils
- An ongoing commitment to your professional development.

If you wish to visit our school please call Jenny McGarty on 0208 953 3549 to arrange a suitable date and time.

What our children are looking for



Kind

Courageous

Brave

Shows empathy

Thoughtful

Caring

Creative

Understanding

Spends time coming
into classrooms

Spends time
looking at work

Joyful



A good listener

Honest

Supportive

Fair

Strict... but only
a little bit strict!

Brings out the
best in everyone

Creative

Enthusiastic

Encouraging

Trustworthy

Fun

What our staff are looking for



Continues to develop parental engagement

Fair

Builds on existing good practice

Good communication

Supportive

Approachable

Positive

Team Player

Shows empathy



Continues to develop the ethos of our school

Understanding

Continue to make links with the local community

Organised

Continues to develop PE and sports clubs

Caring

Assertive

Consistent

Love of reading

A balanced curriculum

Recognises all the fantastic elements of our school and continues to develop them

Team player

Continues to drive the school forward

Recognises all the hard work and improvements that have taken place

What our families are looking for



Has the drive to push the school and all the pupils to best potential

Someone who communicates well and is willing to listen to children and parents

A headteacher who recognises improvements to be made

Has equality, diversity and is open minded

Treats all children as individuals

An innovative leader who will drive the school into the future

Is approachable and visible to speak to

Passionate about pupils development and interested in raising the standard of the school

Is not afraid to challenge the parents or children to do well. Encourage them to strive to the best of their ability. To maintain the friendly and helpful attitude that has already been established at the school

Strong communicator

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 4 domains:
 - Qualities and Knowledge
 - Pupils and staff
 - Systems and process
 - The self-improving school system
- Within each domain there are key characteristics expected of the nation's Headteachers; some of these have been expanded to give a more comprehensive description of the role at Kenilworth Primary School



Domain 1 - Qualities and knowledge

1. Hold and articulate clear values and moral purpose, focused on providing a world-class education setting for EYFS, Key Stage 1 and Key Stage 2 pupils.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors, the diocese 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 2 - Pupils and staff

1. Demand ambitious standards of progress and attainment 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 for this age range.
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.



Domain 3 – Systems and processes

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. Maintain and develop, 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 4 - 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	Determination from		
		Application	Interview	References
Qualifications and Knowledge				
QTS	E	✓		
Degree or Equivalent	E	✓		
Commitment to knowledge and/or understanding of working with EYFS, KS1 and KS2 pupils	E	✓	✓	✓
Professional Development				
Evidence of appropriate professional development for the role of Headteacher	E	✓		
Evidence of recent leadership and management professional development	E	✓		
Has successfully undertaken appropriate Child Protection Training/Designate Safeguarding Lead Training	E	✓		
Has successfully undertaken approved safer recruitment training	E	✓		

Criteria	Essential or desirable	Determination from		
		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	✓	✓	✓
Excellent communication skills, including written and verbal communication skills and experience of different media outlets, including social media for professional use	E	✓	✓	
Ability to build effective relationships with staff, parents, governors and other stakeholders	E	✓	✓	
Ability to demonstrate use of research to inform whole school CPD and develop best practice	D	✓	✓	
Able to demonstrate what a self improving school would look like	D	✓	✓	

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Whole School Leadership and Management Experience				
Recent successful leadership as a highly successful Head, Deputy or school improvement lead	D	✓	✓	✓
Have 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	✓	✓	
Evidence of excellent communication and dialogue with the parent body	D	✓	✓	
Has experience of interpreting whole school data sets and putting systems in place to improve pupil progress and attainment	D	✓	✓	
Knowledge and understanding of strategic financial planning and budgetary management and their contribution to school development and pupil achievement	E	✓	✓	
Have had responsibility for whole school policy development and implementation	D	✓	✓	
Experience or working with stakeholders including governors and school improvement partners	E	✓	✓	
Absolute commitment to safeguarding	E		✓	✓
Evidence of commitment to promoting health and safety and the welfare of children	E		✓	✓
Absolute commitment to inclusion	E	✓	✓	✓

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
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 resilience	E	✓	✓	✓
Visible and approachable, empathetic and enjoys engaging with children, staff parents and the wider community	E		✓	✓
Demonstrates resilience whilst also showing compassion in dealing with issues	E		✓	✓
A people person who actively enjoys communication with the different stakeholders in the school community (including listening to and inspiring children, staff, parents and the wider community)	E		✓	✓
Natural networker able to engage effectively within school and the wider community	E		✓	✓
Flexible 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		✓	✓

Important Dates and Information



Pay Range	£59,118 - £67,648
Start Date	January 2021
Closing Date	Thursday 3 rd September 2020 at 9am
Shortlisting Date	Monday 7 th September 2020
Interview Date	Monday 14 th and Tuesday 15 th September (remote and onsite)

Visits to the school	Please contact Jenny McGarty on 020 8953 3549 to arrange a suitable date and time or during the school holidays please contact Anil Mepani, Chair of Governors at a.mepani@Kenilworth.herts.sch.uk
Visit the school website	https://www.kenilworthprimary.com/
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

Kenilworth 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).

