



**Positively Working Together to Succeed**

# Head Teacher Candidate Pack

# Contents

Welcome from the Chair of Governors	Page 3-4
Our School	Page 5
Our Vision and Aims	Page 6
Learning Powers	Page 7
Key Facts and Statistics	Page 8
Our new Head Teacher	Page 9
What we can offer	Page 10
Job Description	Page 12
Person Specification and Personal Statement	Page 15-18
Completing your application	Page 19
Important dates and information	Page 20



Welcome from the Chair of Governors

Dear Applicant,

Thank you for your interest in the Head Teacher role at Priors Wood Primary School. We hope you find this information pack a useful introduction to our school.

Priors Wood is well regarded within Ware and has a long-standing reputation for being a happy, nurturing school. We are a GOOD school (OFSTED 2016) starting from strong EYFS provision that builds the foundation to provide a well-rounded education to all our pupils, including children with a range of learning and behavioural needs.

Set on the outskirts of Ware, bordering fields, we have well maintained single storey buildings within grounds designated for outdoor educational provision. Currently the school is a one form entry school, with a potential opportunity (2022-27) to expand to meet the needs of the Ware Housing Development as part of the East Herts District plan.

Our current Head Teacher is leaving to use her experience and skill set to fulfil a new role within the education sector. We are looking for a person with the drive, enthusiasm and relevant experience to move our school to the next stage of its development. In recruiting a new Head Teacher, we are seeking someone who shares the school vision and

Cont.../

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

ethos for fostering a supportive, creative, collaborative and active learning culture and who can continue the strong school leadership with a committed team of teachers, support and administrative staff, and supportive Governing Body.

The closing date for applications is Thursday 24<sup>th</sup> September 2020 at 9 am. Interviews will be held on Thursday 8<sup>th</sup> and Friday 9<sup>th</sup> October 2020. For further information about our school, please visit our website <http://www.priorswood.herts.sch.uk/>

We are keen that all candidates can have an opportunity to visit, and would like to encourage you to come and see the school. Appropriate arrangements can be made for a safe visit, this will need to be in the week beginning 14<sup>th</sup> September. To arrange a visit to our school please make an appointment by contacting the Priors Wood School office on 01920 464135 or via email [admin@priorswood.herts.sch.uk](mailto:admin@priorswood.herts.sch.uk). One of our recruiting Governors will be happy to show you around our lovely school.

We wish you the best with your application and look forward to meeting you.

Yours faithfully,

Louise Rudd & Carrie Lewis

Co-Chairs of Governors

# Our School

Priors Wood is well regarded within Ware and has a long-standing reputation for being a happy, nurturing school. We are a GOOD school (OFSTED 2016) starting from strong EYFS provision that builds the foundation to provide a well-rounded education to all our pupils, including children with a range of learning and behavioural needs. We have high expectations of our pupils offering them leadership opportunities and encouraging them to make decisions about their own learning and the relationships they develop. Pupils in Year 6 are well prepared for their next stage in education, confident that they will settle quickly and continue to do well.

Set on the outskirts of Ware, bordering fields, we have well maintained single storey buildings within grounds designated for outdoor educational provision.



# Our Vision and Aims

## **VISION** “Positively Working together to Succeed”

- Our vision is to be a happy, self-motivated school
- Our vision is to believe in ourselves no matter what
- Our vision is to respect ourselves and each other
- Our vision is to embrace new challenges and opportunities
- Our vision is to reflect on our experiences as we grow
- Our vision is to support each other in all we do to create a learning environment where we exceed our goals

## **AIMS**

- To provide a welcoming, supportive and secure environment in a school which values the individual attributes and qualities of each child, and which ensures equal opportunities for all.
- To enable children to benefit from the school curriculum through experiencing success and developing confidence; to encourage children to respond positively to high expectations in their learning and achievement.
- To promote a close working relationship between home and school.
- To encourage courteous and considerate behaviour based on self discipline and appreciation for one another and different cultures.
- To increase every child’s knowledge and understanding of the world about them, and foster a concern for its future.
- To prepare children for the opportunities and responsibilities which lie ahead through achieving their full potential.



# Learning Powers

The school embraces a holistic approach to pupil learning and uses the learning power model to support this. This has resulted in a supportive, creative, collaborative and active learning culture.

We have six learning powers that are used to encourage all of our children to embrace in their school and everyday lives and as teachers we actively demonstrate and talk about these in the school environment. These are:

- Resilience
- Resourcefulness
- Reflectiveness
- Responsibility
- Risk Taking
- Respect



# Key Facts and Statistics

**Type of School:** Community Maintained

**Location:** Ware, Hertfordshire

**Ofsted Rating:** Good

**Age Range:** 3 – 11 years

**Number of Children:** 200

**% of children with SEND:** 18%

**% of children with English as an additional language:** 8%

**% of children eligible for Free School Meals:** 18%

**% of children in receipt of Pupil Premium:** 17%





# Our New Head Teacher

We are looking for a Head Teacher with the drive, enthusiasm and relevant experience to move our school to the next stage of its development. We are seeking someone who shares the school vision and ethos who will maintain and build on the strong leadership and staff body we have within our school. You will aspire for excellence in the education and growth of those children who we are privileged to call our pupils.

## **To continue to improve our standards, the successful candidate will:**

- Be able to lead and inspire a committed team of teachers, support and administrative staff and work with the Governing Body to set the vision for the next stages in the school's development
- Have a resilient and clear-headed approach which allows for sound and consistent judgment when challenges arise
- Have a collaborative and distributive approach to leadership along with the skills and experience to drive our school forward
- Continue to enable our children regardless of their needs, background or ability to achieve their full academic, physical and social potential
- Build on our school ethos of fostering a supportive, creative, collaborative and active learning culture
- Provide leadership in the meaningful use of school progress and achievement data and provide reports to stakeholders that demonstrate the effectiveness of the school teaching strategies
- Set and manage the budget ensuring that resources are efficiently and effectively used
- Maintain and build upon the effective partnerships with the Governing body, Hertford & Ware Consortium and the local community

# What we can offer

- The opportunity to work in an aspirational and nurturing environment alongside dedicated and skilled staff with a strong leadership team and a knowledgeable and supportive Governing Body
- A school with robust, meaningful and effective pupil progress monitoring processes in place and embedded within everyday practice
- A commitment to your continued professional development and regular evaluation of your wellbeing to ensure you are achieving a healthy work/life balance
- Forecasted opportunity (2022-27) to project manage the school's expansion with East Herts District plan – Ware Housing development





RISK-TAKING

# Job Description

Pay range L13-L19 (Group 2) £56,340 - £65,109

## 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 Priors Wood 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 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 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
<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	E	✓		
Recent successful leadership as a Head, Deputy, School Improvement Lead/Senior Leadership Team	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	✓		

# Person Specification and Personal Statement

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	✓	✓	✓
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 school self-evaluation and school development planning	E	✓	✓	
Experience of implementing a strategic plan across the whole school, identifying priorities and evaluating the impact from a variety of sources	E	✓	✓	✓
Knowledge and understanding of strategic financial planning and budgetary management and their contribution to school development and pupil outcomes	E	✓	✓	✓
Experience of educational data analysis and can explain results effectively and with transparency to staff and governors	E	✓	✓	✓
Experience of leading change effectively and successfully	D	✓	✓	
Able to communicate effectively and engage with all stakeholders and the wider community	E	✓	✓	

# Person Specification and Personal Statement

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Whole School Leadership and Management Experience (cont..../)				
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 the protection and safeguarding in our school, with a knowledge of the relevant legislation and guidance in relation to working with, and protection of, our children	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 SEND across the primary phase	E	✓	✓	✓
An ability to understand the needs of children with challenging behaviours and have the flexibility to continue with or learn existing strategies to successfully manage them	E	✓	✓	✓
Successfully track record of developing the performance of staff through effective and rigorous performance management	E	✓	✓	

# Person Specification and Personal Statement

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 demonstrates resilience, curiosity and motivating others to succeed at the highest level in an inclusive environment	E	✓	✓	✓
Visible and approachable, empathetic and enjoys engaging and inspiring children, staff, parents and the wider community	E	✓	✓	✓
Ability to work effectively with the Governing Body as part of the school team embracing their role as a challenging and critical friend	E	✓	✓	✓
Demonstrates resilience whilst also showing compassion in dealing with 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		✓	✓



# 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	£56,340 - £65,109 (Group 2) L13-L19
Start Date	From January 2021
Closing Date	Thursday 24 <sup>th</sup> September 2020. 9am
Shortlisting Date	Monday 28 <sup>th</sup> September 2020
Interview Dates	Thursday 8 <sup>th</sup> and Friday 9 <sup>th</sup> October 2020

Visits to the school	Please contact Priors Wood School Office ( <a href="mailto:admin@priorswood.herts.sch.uk">admin@priorswood.herts.sch.uk</a> ) 01920 464135
Visit the school website	<a href="https://priorswoodschool.com/">https://priorswoodschool.com/</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>

*Priors Wood 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).*