



Weston Way Nursery School

Headteacher Candidate Pack

Contents

Welcome from the Chair of Governors	Page 3
Our School	Page 5
Our 3 Year Vision	Page 7
Our Aims	Page 8
Key facts and statistics	Page 9
Our new Headteacher	Page 10
What we can offer	Page 11
Job Description	Page 13
Person Specification and Personal Statement	Page 16
Completing your application	Page 20
Important dates and information	Page 21







Welcome from the Chair of Governors

Dear Applicant

Thank you for your interest in the Headteacher role at Weston Way Nursery School. I hope you find this information pack a useful introduction to our school. We are delighted that you see Weston Way as a school where you can make an impact. The vacancy has arisen as a result of the retirement of our current Head after 21 years.



Weston Way Nursery School serves the catchment area of the historical town of Baldock in Hertfordshire. The school is a unique setting enabling all children to flourish and achieve and stands in an acre and a half of mature woodland garden.



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 and the broader school community.

In recruiting a new Headteacher we are seeking someone who can shape and share our vision and ethos. We are seeking a Headteacher who has the enthusiasm, drive and energy to move our school forward.







Welcome from the Chair of Governors contd.

The closing date for applications is Thursday 1st October at 9am. Shortlisting will be taking place on Tuesday 6th October and interviews on Monday 12th and Tuesday 13th October (remote and onsite)

For further information about our school, please visit our website <https://westonway.herts.sch.uk/> If you wish to discuss the role please contact Chair of Governors, at diana.arnold@westonway.herts.sch.uk to arrange a time. To arrange a visit to the school, please contact: admin@westonway.herts.sch.uk or by phone: 01462 892172.



Thank you for your interest in the position of headteacher. 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.

Yours faithfully

Diana Arnold

Chair of Governors







Our School

Weston Way Nursery is maintained Nursery School in Baldock, Hertfordshire offering early years education for 3 and 4 year olds. The school is delighted to have held an Outstanding Ofsted rating since the current system came into being.

Education has been provided on this site since 1942 and in this time we have grown and evolved to meet the needs of our children and the local community. Now as part of the Baldock Cluster of 9 schools Weston Way provides a great start to children as they enter the world of education.





This is a unique environment with access to 1.25 acres of mature woodland enhancing the learning opportunities.



Weston Way works hard to ensure that all children get the opportunity to flourish. At Weston Way, staff, parents and governors all work together to ensure a nurturing community focus. Our team are highly engaged Early Years experts and we are proud of our very proactive 'Friends of Weston Way' parents group and an active and supportive governing body.

We pride ourselves on providing an environment focussed on the ever evolving needs of the children and that each child is known to every staff member working for the school.













Our 3 Year Vision

3 Year Vision

- To use data analysis to continually challenge and improve our teaching and learning.
 - To raise our nursery profile within the Baldock Community through forging closer links with playgroups, schools and other groups and organisations.
 - To endeavour to meet the government expectations to provide extended provision for those children eligible to attend the nursery and their families.
 - To work with other schools in Baldock and the surrounding villages to support the Extended Schools' Agenda and the Children's Centre.
 - To continue to focus on children's positive strengths, which enable them to experience success and develop self-confidence and self-esteem.
 - To maintain the nursery practice of inclusion for all children.
 - To implement the Early Years Foundation Stage, Every Child Matters and Change for Children Strategy throughout the Nursery Curriculum.
 - To encourage and support all members of staff with their professional development.
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Our Aims

- To ensure that the time spent at Weston Way Nursery School is a happy and enriching experience for every child.
 - To provide high quality early years' education through an all-encompassing, developmentally appropriate curriculum in a well planned environment, staffed by suitably qualified professionals.
 - To establish an atmosphere of friendly co-operation where each child can feel safe and secure and can develop the self-confidence to work individually or in a group.
 - To celebrate individuality and develop each child's potential, whilst ensuring that the equality of opportunity is always provided.
 - To welcome parents and promote an open partnership with them and other carers.
 - To maintain and build upon the good links with local pre-school providers and with our linked primary schools.
 - To strive to meet the needs of the families and their children in the local community, offering a widening range of extended provision.
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Key Facts and Statistics

Type of School: Community Maintained

Location: Baldock, Hertfordshire

Ofsted Rating: Outstanding

Age Range: 3 – 4 years



Number of Children: 88

% of children with SEND: 5%

% of children with English as an additional language: 14%


% of children in receipt of Pupil Premium: 16%






Our New Headteacher

We are looking for an outstanding individual with a passion for Early Years Education who can drive the school through the evolution and delivery of the school development plan. The successful candidate will be motivated by securing a good start for our children and care about our place in the heart of the local community.



Good communication skills are critical to success in this role. We have a very established and engaged staff group who are encouraged to add their voices to the direction of the school so it is critical that the new leader of the school can continue to enthuse and inspire and can take a transparent, inclusive and mentoring approach to leadership.





The nature of our school requires that we are able to support the needs of cohorts for the year that they are with. As such, our new Head teacher will also be flexible and adaptable in their approach and able to delegate to the team to ensure these needs are met.

Above all else our ideal Head teacher will be an enthusiastic and relationship focussed leader who is able to embody the community approach that characterises Weston Way and who can continue to maintain continuous improvement and outstanding outcomes for children.





What we can offer

- The opportunity to work with highly committed and trained Early Years professionals
 - A genuine commitment to staff wellbeing.
 - An engaged community and genuinely supportive parents and governors.
 - A collaborative and supportive school cluster.
 - A financially stable school with a healthy budget.
 - To undertake the New Headteacher Induction programme or tailored CPD for an experienced Head.
 - A salary commensurate with skills and experience.
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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 Weston Way Nursery 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


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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.
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Job Description

Domain Three

Systems and process

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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

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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.
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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, Knowledge and Experience				
QTS	E	✓		
Degree or Equivalent	E	✓		
Commitment to and experience of working with Early Years Foundation Stage pupils and staff	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	✓		

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 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	✓	✓	

Person Specification and Personal Statement

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Whole School Leadership and Management Experience Cont..../				
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 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	✓	✓	

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	E	✓	✓	✓
Visible and approachable, empathetic and enjoys engaging and inspiring children, staff parents and the wider community	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	£47,592 - £60,664
Start Date	April 2021
Closing Date	Thursday 1 st October 2021 at 9am
Shortlisting Date	Tuesday 6 th October 2021
Interview Date	Monday 12 th and Tuesday 13 th October 2021

Visits to the school	To arrange a visit to the school, please contact: admin@westonway.herts.sch.uk or by phone: 01462 892172.
Visit the school website	https://westonway.herts.sch.uk/
Visit the Teach in Herts website	https://www.teachinherts.com/
Send your completed application form to	Leadership.recruitment@hertsforlearning.co.uk

Weston Way Nursery 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).