

Hobletts Manor Infants' and Nursery School



Post of Headteacher

Information for Candidates
September 2020



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Information for Candidates

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.





Information for Candidates

Pay Range	£56,340 - £65,109
Start Date	April 2021
Closing Date	Monday 12 th October 2020 at 9am
Shortlisting Date	Wednesday 14 th October 2020
Interview Date	Tuesday 20 th and Wednesday 21 st October 2020 Remote and Onsite

Visits to the school	Please contact g.taylor@hoblettsinfants.herts.sch.uk or r.surridge@hoblettsinfants.herts.sch.uk by email to arrange a suitable time.
Visit the school website	https://www.hoblettsinfants.com/
Visit the Teach in Herts website	https://www.teachinherts.com/
Send your completed application form to	Leadership.recruitment@hertsforlearning.co.uk

Hobletts Manor Infants' and 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 2020).



Letter from Chair of Governors

Dear Applicant

Thank you for your interest in the Headteacher role at Hobletts Manor Infants' and Nursery School. I hope you find this information pack a useful introduction to our school. We are delighted that you see yourself at our school where I'm sure you can continue to uphold the current high standards we have and I'm trusting you can make a positive impact for years to come.

The vacancy has arisen as a result of the retirement of our current Head after 23 years at Hobletts and 15 years as headteacher.

Our school is situated in Hemel Hempstead, where we share a large school site with our Junior school opposite the shared driveway. The two schools operate independently, having two Head Teachers and two governing bodies, work well together and share resources in a few areas and often share best practices especially when year 2 transitions to year 3 for example.

The Governors are proud to be part of an Ofsted rated 'Good' school with outstanding qualities within many areas of the 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.

The closing date for applications is 12th October 2020. Shortlisting will be taking place on 14th October 2020 and interviews on Tuesday 20th and Wednesday 21st October (remote and onsite).

Cont.../



Hobletts Manor Infants' and Nursery School
Achievement for all

Letter from Chair of Governors Cont..../

For further information about our school, please visit our website at www.hoblettsinfants.com.

If you wish to discuss the role please contact me at m.botha@hoblettsinfants.herts.sch.uk with your mobile number so we can arrange a good time.

To arrange a visit to the school, please contact g.taylor@hoblettsinfants.herts.sch.uk or r.surridge@hoblettsinfants.herts.sch.uk by email to arrange a suitable time.

Thank you for your interest in Hobletts Manor Infants' and Nursery 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.

Kind regards

A handwritten signature in black ink, appearing to be 'M Botha', written over a circular scribble.

Martin Botha
Chair of Governors



Hobletts Manor Infants' and Nursery School

Achievement for all

Our School

At Hobletts we all work as a team to make learning fun and successful, and we aim everyday for our children to achieve great things. Our website will give you a snapshot of what we do, and how well our children learn, but of course a visit during the school day will enable you to find out more about us.

Our school is a very happy and supportive place where we work together to ensure that we can all enjoy success regardless of our starting points. Our curriculum is creative and topic based and our children excel in different ways. We have achieved the Artsmark accreditation from the Arts Council of England, a Level 5 Award from the Royal Horticultural Society (RHS) and the Inclusion Quality Mark. We use Forest School principles to teach our children about the world around them, and we have a Music Mark accreditation in recognition of our commitment to providing our children with high quality musical experiences.

Visitors to Hobletts always comment on the quality of the children's work that is on display, and on the lovely outdoor spaces that we are lucky enough to have.





Key Facts and Statistics

- **Type of school:** Co-educational Maintained
- **Location:** Adeyfield Road, Hemel Hempstead, Hertfordshire
- **Ofsted Rating:** Good
- **Age Range:** 3- 7 years
- **Number of Children:** 221 (including Nursery)
- **% of children with SEND:** 7.6%
- **% of children with English as an additional language:** 17.5%
- **% of children in receipt of Pupil Premium:** 17.5%





Our New Headteacher will:

- Have a collaborative and distributive approach to leadership along with the skills and experience to steer our school through the next stage of its development.
- Act as an advocate of inclusive, value driven education and be committed to building upon our excellent standards and 'achieving the best for all'.
- Be able to engage, inspire and work within a well-established and great team of teachers, support and administrative staff.
- Continue to obtain the best performance for and from our children regardless of their background or ability and maintain our strong reputation for supporting children with a range of needs.
- Embrace opportunities for further development and build on existing links with schools, parents and the local community.



What we can offer

- A welcoming school with well-behaved children from a diverse range of backgrounds.
- A well-established and experienced staff team with a strong leadership team and a supportive governing body.
- Strong engagement between staff and parents and a close knit community.
- A well-resourced school with excellent outdoor facilities enabling opportunities for children to enjoy the outdoors, access to a wide range of extra-curricular activities and a rich and diverse curriculum.
- Opportunities for continued professional development and the new Heads induction programme through Herts for Learning (HfL).



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 Hobletts Manor Infants' and 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

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	Determination From			
		Application	Interview	Tasks	References
Qualifications, Knowledge and Experience					
Qualified Teacher Status	E	✓			
Degree or Equivalent	E	✓			
Commitment to and experience of working with Early Years Foundation Stage / KS1 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	✓			



Person Specification and Personal Statement

Criteria	Essential or Desirable	Determination From			
		Application	Interview	Tasks	References
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	✓			
Leadership Skills					
Ability to articulate a clear vision for the future	E	✓	✓	✓	
Proven record of inspiring, enabling and motivating others to succeed in an inclusive environment	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 the wider school community	E	✓	✓	✓	✓



Person Specification and Personal Statement

Criteria	Essential or Desirable	Determination From			
		Application	Interview	Tasks	References
Whole School Leadership and Management Experience					
Have taken an active involvement in effective school self-evaluation and development planning	E	✓	✓		
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	✓	✓		
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 wellbeing 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	✓	✓		



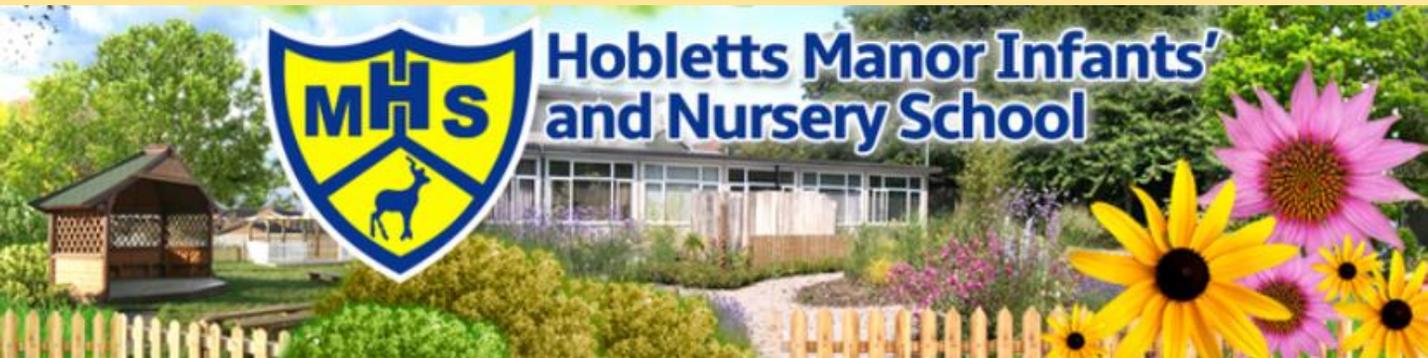
Person Specification and Personal Statement

Criteria	Essential or Desirable	Determination From			
		Application	Interview	Tasks	References
Whole School Leadership and Management Experience Cont..../					
Supportive and encouraging of continued professional development (CPD) and wellbeing of staff and their own CPD and wellbeing.	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	✓	✓		
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	✓	✓		



Person Specification and Personal Statement

Criteria	Essential or Desirable	Determination From			
		Application	Interview	Tasks	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 an ability to challenge people and resolve performance and relationship 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	✓	✓	✓	✓



**Hobletts Manor Infants' and Nursery School
Adeyfield Road
Hemel Hempstead
Hertfordshire
HP2 5JS**