

Woolenwick Junior School

Headteacher Application Pack



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Letter from the Chair of Governors

Dear Applicant,

Thank you for your interest in the Headteacher role at Woolenwick Junior School. I hope you find this information pack a useful introduction to our school. / We are delighted that you see Woolenwick Junior as a school where you can make an impact.

The vacancy has arisen as a result of our Head leaving the school for personal reasons after 2 years.

Woolenwick Junior School is a friendly, happy place where everyone is valued and recognised as an individual. We believe that every child has the ability to shine given the right care and support and that our similarities and differences are things we celebrate with pride. Situated in Stevenage on Bridge Road West, SG1 2NU.

The Governors are proud to be part of this school as we are helping to shape up 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.

On 12th February 2020 Ofsted judged our school to be 'requires improvement' but we are making great strides to addressing our focus areas for improvement.

We are seeking a Headteacher who has the enthusiasm, drive and energy to move our school forward.

The closing date for applications is 16th November 2020. Shortlisting will be taking place on 26th November 2020. For further information about our school, please visit our website.

If you wish to discuss the role, please contact Chair of Governors, Getrude Acheampong at gacheampong@woolenwickjm.herts.sch.uk to arrange a time.

To arrange a visit to the school, please contact the school administrator, Justine Terry on Justine@woolenwickjm.herts.sch.uk

Thank you for your interest in Woolenwick Junior 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.

Yours sincerely,

Getrude Acheampong

Chair of Governors

Welcome from the Governors

The governors of Woolenwick Junior School are seeking to recruit an ambitious, proactive and caring Headteacher to start Easter 2021 (or earlier if available). We are a close school community, nurturing, inspiring and celebrating all individuals. Through creative learning and nurture we encourage greatness by developing potential without limitations. We work closely with the Infants School on the same site.

Could you be the person we need?

As our Headteacher you will lead us on our journey to excellence, providing outstanding, dynamic and inspirational collaborative leadership to keep teaching and learning at the heart of our school.

We are hoping very much that you take a look at our website and consider being part of our school next year. We are a very committed and loyal board and we take the welfare of all of school community very seriously. Whilst some of us are very new to the school, we are proactive and seek to give a good balance of challenge, but also support to the school and school leaders. We want Woolenwick Junior School to do well and we have the pupils and their success and welfare at the heart of everything we do.

We know you are out there!

Please apply and come and visit us!

Kind regards,

The Governors of Woolenwick School



Ethos and Values

Our ethos and values are at the core of everything we do. They underpin our teaching and learning and provide an environment which prepares our children as confident, happy citizens.

Children are involved in a wide range of activities to promote British and school values. This is reinforced with linked Music of the Week and a moment of reflection.

School Vision

At Woolenwick Junior School we provide a safe and secure learning environment where children feel valued and happy and have a thirst for learning. We promote a positive and caring approach where children are encouraged, praised and taught to be responsible citizens and take an active role in the community in which they live. We are proud of our school and do our very best to provide a high quality service to our children and their parents.

We expect children to show a sense of responsibility and self-discipline towards learning and develop knowledge, skills, attitudes and values which will help prepare them and enable them to be successful in their life and the community in which they live.

We teach the children to learn about the importance of moral values such as honesty, respect, tolerance, sincerity, trust and personal responsibility. We aim to prepare our children for life in a modern democratic and ever-changing society, where we actively celebrate diversity and ensure equality of opportunity. All children are accepted and respected at Woolenwick. We actively celebrate and embrace the different cultural and socio-economic backgrounds represented in our school and community in order to promote harmony.

At Woolenwick we believe that all children are capable of achieving very highest standards in both their behaviour and their learning. In addition, we aim to inspire them by offering an exciting and broad curriculum experience. We seek to make a real difference to children's lives by providing them with the skills they require to be successful in the future.

Mission Statement and Ethos

Our mission statement at Woolenwick Junior School is to enable all children to achieve their full potential in a safe, welcoming and happy

learning environment. We expect children to always do their best and make the most of all of their learning opportunities and experiences. We strive to create responsible citizens who are independent and confident lifelong learners, equipped to meet the challenges of a changing future and world within which they live.

Woolenwick is an inclusive school that values every individual and celebrates the diversity of our community. We provide a warm, happy and stimulating environment that promotes an enjoyment and love of learning. Our goal is to enable and empower children to reach their full potential, both as learners and as members of our school family and local community, so that they can make a positive contribution to the world.

There are four 'Core Elements' of life at Woolenwick:

Learning: Children know that school is a place of learning and this is the main reason why they are here;

Respect: We expect our children to show respect to others and themselves. We guide them to work and live in harmony together and look after each other, regardless of their ability, gender, race or religion;

Manners: Children are expected to use their good manners at all times. They are a gift to others, and it is a fundamental value that we promote. Integrity is key.

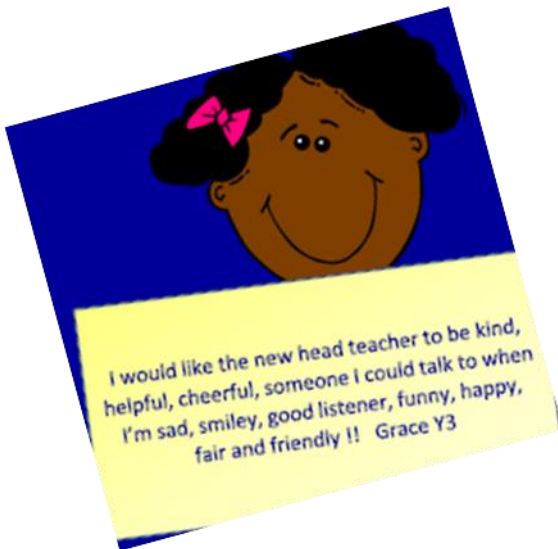
Achievement: We celebrate success, however small, and are proud of our achievements and other peoples.

Woolenwick Junior School Aims

We are committed to developing and maintaining a close relationship between home and school, working in partnership with our parents and the community. We seek to ensure that all our children:

- are happy, healthy, confident, independent and motivated learners;
- have high expectations, so that they can achieve to the best of their ability;
- develop a love of learning and always strive to do their very best;
- receive an excellent and rich education;
- are developed as individuals and that their diverse strengths, cultural backgrounds, gifts and aspirations are shared and celebrated;
- have good manners, show respect at all times and have strong values that will help them to make informed choices.

We Would Like a Headteacher who...



Job description for Headteacher at Woolenwick Junior School

Pay range £52,643 to £61,808, Group Two School (mid range)

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 Head Teachers 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 Woolenwick Junior 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. 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.

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

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 KS2.	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	✓		
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	✓	✓	
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	✓	✓	
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		✓	✓



Application Process



Please come and visit the school. We will be delighted to meet you, to show you around and to answer any questions that you may have. Please make an appointment by contacting the school administrator, Justine Terry on Justine@woolenwickjm.herts.sch.uk

To apply please send your completed application form (CVs will not be considered) to: leadership.recruitment@hertsforlearning.co.uk

If you are downloading the application form please ensure your computer has the latest version of Adobe Acrobat.

Woolenwick Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2020).

Please be advised of the following important dates:

Closing date: 16th November

Shortlisting: 26th November

Interview: 3rd December (first interview); 11th December (second interview)

Please note late applications will not be considered.

