



# Arnett Hills School

Headteacher Candidate Pack  
March 2021



Where every child is a success story: safe, happy and learning.

# Contents

---

<b>Information for Candidates</b>	Page 3 – 4
<b>Letter from the Chair of Governors</b>	Page 5 – 6
<b>Our School</b>	Page 7
<b>Our Aims</b>	Page 8
<b>Our New Headteacher</b>	Page 9
<b>We can offer you</b>	Page 10
<b>Job Description</b>	Page 11 – 16
<b>Person Specification</b>	Page 17 - 21



Where every child is a success story:safe, happy and learning.

## Information for Candidates

<b>Pay Range</b>	£60,000 - £70,000
<b>Start Date</b>	September 2021
<b>Closing Date</b>	Monday 12 <sup>th</sup> April 2021 at 9am
<b>Shortlisting Date</b>	Tuesday 13 <sup>th</sup> April 2021
<b>Interview Date</b>	Thursday 22 <sup>nd</sup> April 2021
<b>Visits to the school</b>	To arrange a visit to the school, please contact the Chair of Governors on <a href="mailto:ashpatil@arnethills.herts.sch.uk">ashpatil@arnethills.herts.sch.uk</a> or the school telephone number 01923 720507
<b>School website</b>	<a href="https://www.arnethills.herts.sch.uk/">https://www.arnethills.herts.sch.uk/</a>
<b>Teach in Herts website</b>	<a href="https://www.teachinherts.com/">https://www.teachinherts.com/</a>
<b>Applications to be sent to</b>	<a href="mailto:Leadership.recruitment@hertsforlearning.co.uk">Leadership.recruitment@hertsforlearning.co.uk</a>

*Arnett Hills 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).*





Where every child is a success story: safe, happy and learning.

## 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 and qualifications together with your background and experience within the personal statement.

### Covering letter

You may 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 will be your last Headteacher or Chair of Governors.



Where every child is a success story: safe, happy and learning.

# Welcome from the Chair of Governors

Dear Applicant

Thank you for your interest in the Headteacher role at Arnett Hills JMI School in Rickmansworth. I hope you find this information pack a useful introduction to our school. We are delighted that you see Arnett Hills as a school where you can make an impact to improve the life chances of our pupils.

The vacancy has arisen as a result of the retirement of our current Head after 19 years of dedicated work and contribution to make this a good school very attractive to and popular with the local community.

My fellow governors and I feel privileged and are proud to be part of this 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, someone who has the enthusiasm, drive and energy to move our school forward and take it to the next stage of its development.

The closing date for applications is Monday 12th April 9am. Shortlisting will be taking place on Tuesday 13th April and interviews on Thursday 22<sup>nd</sup> April 2021.

Cont.../



Where every child is a success story: safe, happy and learning.

## Welcome from the Chair of Governors

For further information about our school, please visit our website <https://www.arnethills.herts.sch.uk/>

If you wish to discuss the role please contact me, [ashpatil@arnethills.herts.sch.uk](mailto:ashpatil@arnethills.herts.sch.uk) to arrange a time.

To arrange a visit to the school, please contact me by email or the school telephone number 01923 720507.

Thank you for your interest in our 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 faithfully

Ash Patil  
Chair of Governors





Where every child is a success story:safe, happy and learning.

## Our School

Arnett Hills School is situated in Rickmansworth, Hertfordshire approximately 5 minutes drive from J18 of the M25. There is good commuter access to London and the school is accessible from the Buckinghamshire border.

At our school every individual is treated as a valued member of the community and teachers teach pupils to care for each other and to love learning. Our pupils support each other and enjoying sharing their learning.

We want our pupils to look back on their days at Arnett Hills with love, affection and happy memories.

Please see link below for a virtual tour of our school.

[Arnett Hills - Virtual Tour](#)

<b>Ofsted Rating:</b>	Good
<b>Age Range:</b>	4 – 11 years
<b>Number of children:</b>	206
<b>% children with SEND:</b>	9.7%
<b>% children with EAL:</b>	14%
<b>% children entitled to FSM:</b>	3.4%
<b>% children in receipt of PP:</b>	5.8%





Where every child is a success story: safe, happy and learning.

## Our Aims

- To work with families to maximise their children's potential and to ensure high standards of achievement in a supportive, safe and caring environment.
- To provide all the children with equal access to a broad and balanced curriculum, which caters for their intellectual, physical, social, emotional, moral and spiritual development.
- To develop in all the children self-respect, self-discipline and pride in their endeavours and in their surroundings.
- To teach the children how to behave well, respect each other and learn tolerance for other races, religions and ways of life.
- To maintain and develop our links with the community.
- To ensure that our pupils develop the knowledge, skills and understanding to play an effective role in school and the wider community.





## Our New Headteacher

- An innovative and visible leader with the proven ability to communicate and work effectively with all stakeholders creating a mutual trust and respect for everyone in our school community.
- Ambitious for our school and its values with the ability to maintain our strong reputation for catering for our diverse range of children including SEN and EAL.
- Forward thinking and flexible to adapt to the changing educational landscape.
- Passionate about developing the full potential of every child and building on the schools existing caring and inclusive ethos so that our children look back on their days at Arnett Hills with love, affection and happy memories.





## We can offer

- A welcoming and positive school with children who are respectful and willing to learn.
- A dedicated and hard-working staff team who are motivated to provide our children with fun, stimulating and memorable learning experiences.
- Wonderful indoor and outdoor facilities and outside space including a wildwood den, orienteering course, outdoor apparatus, large field and much more, providing thriving learning experiences and a vast variety of Club and afterschool activities for all.
- A strong and supportive PTA who have provided numerous resources to enable enriching curriculum and extracurricular experiences for our children.
- An experienced and supportive group of governors.
- A commitment to your continued professional development and wellbeing.





Where every child is a success story: safe, happy and learning.

# Job Description

## Main Purpose of Role

Overall responsibility for providing leadership to 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 2020.

<https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020>

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.

## Section 1: Ethics and professional conduct

Headteachers are expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

Headteachers should uphold and demonstrate the [Seven Principles of Public Life](#) at all times;

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership





Where every child is a success story: safe, happy and learning.

Headteachers uphold public trust in school leadership and maintain high standards of ethics and behaviour both within and outside school:

- build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law

As leaders of their school community and profession, headteachers:

- serve in the best interests of the school's pupils
- uphold their obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for their own continued professional development, engaging critically with educational research
- make a positive contribution to the wider education system





Where every child is a success story: safe, happy and learning.

## Section 2: Headteachers' standards

### 1. School culture

- establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- create a culture where pupils experience a positive and enriching school life
- uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- ensure a culture of high staff professionalism

### 2. Teaching

- establish and sustain high-quality, expert teaching across all subjects and phases
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment

### 3. Curriculum and assessment

- ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum





Where every child is a success story: safe, happy and learning.

#### 4. Behaviour

- establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school model and teach the behaviour of a good citizen

#### 5. Additional and special educational needs and disabilities

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

#### 6. Professional development

- ensure staff have access to professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school





Where every child is a success story: safe, happy and learning.

## 7. Organisational management

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- ensure rigorous approaches to identifying, managing and mitigating risk

## 8. Continuous school improvement

- make use of effective processes of evaluation to identify and analyse problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

## 9. Working in partnership

- forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils



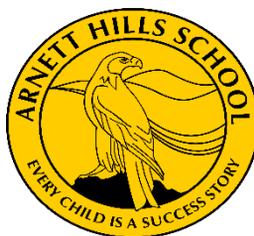
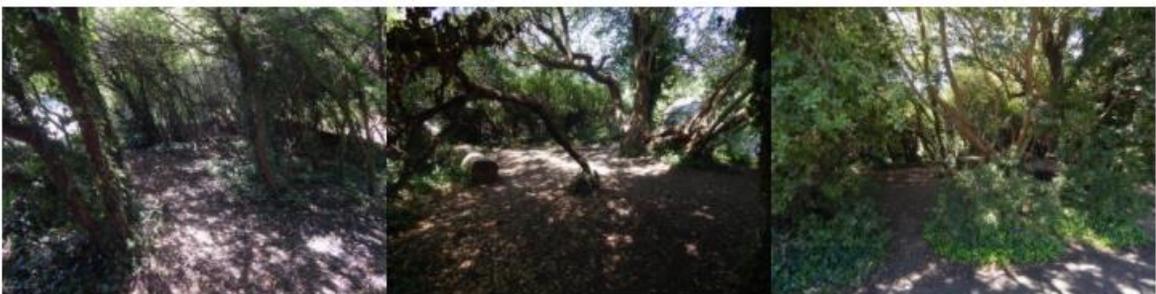


### 10. Governance and accountability

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- establish and sustain professional working relationship with those responsible for governance
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties



Our Wildwood Den was built in August 2019. We love it. The wooded area was trimmed back so the children can play inside here and build dens.





Where every child is a success story: safe, happy and learning.

# 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	Tasks	References
Qualifications, Knowledge and Experience					
Qualified Teacher Status	E	✓			
Degree or Equivalent	E	✓			
Commitment to and experience of working KS1, KS2 and KS3 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	✓			



Criteria	Essential or Desirable	Determination From			
		Application	Interview	Tasks	References
<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	✓			
<b>Leadership Skills</b>					
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	✓	✓	✓	✓





Where every child is a success story: safe, happy and learning.

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





Where every child is a success story: safe, happy and learning.

Criteria	Essential or Desirable	Determination From			
		Application	Interview	Tasks	References
<b>Whole School Leadership and Management Experience Cont..../</b>					
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	✓	✓		
<b>Personal Qualities</b>					
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	✓	✓	✓	✓





Where every child is a success story: safe, happy and learning.

Criteria	Essential or Desirable	Determination From			
		Application	Interview	Tasks	References
Personal Qualities Cont .... /					
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	✓	✓	✓	✓





Arnett Hills JMI School  
Berry Lane  
Rickmansworth  
Hertfordshire  
WD3 4BT