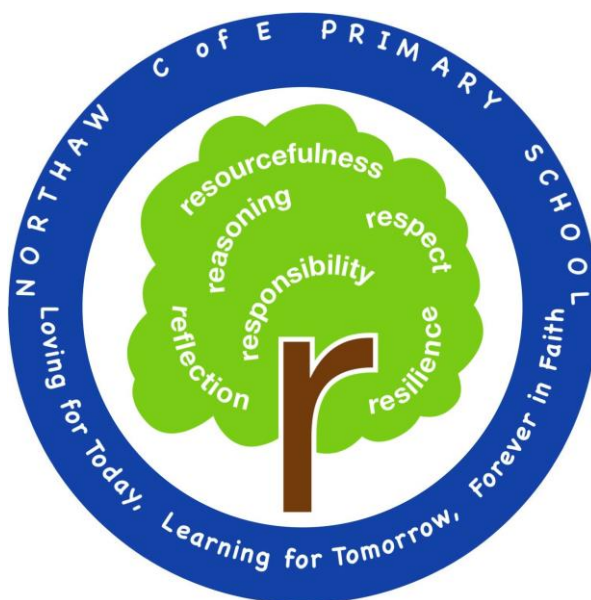




Northaw C of E Primary School

**Loving for Today,
Learning for Tomorrow,
Forever in Faith**



**Headteacher Candidate Information Pack
September 2021**

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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 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 is likely to be your last Headteacher or Chair of Governors.



Information for Candidates

Pay Range	£48,901 - £65,310 (L6 – L18)
Start Date	Summer Term 2022 (April 2022)
Closing Date	Wednesday 6 th October 2021 at 9am
Shortlisting Date	Monday 11 th October 2021
Interview Dates	Monday 18 th and Tuesday 19 th October 2021

Visits to the school	<p>Potential candidates are very welcome to come and visit the school to find out more about us.</p> <p>Please contact the school Office on 01707 652869 or admin@northaw.herts.sch.uk to book a time to visit.</p> <p>Appointments can be offered on Monday and Tuesday mornings .</p> <p>To book an appointment to speak with the Chair of Governors about the position please email governor@northaw.herts.sch.uk</p>
Visit the school website	http://www.northawschool.org/
Visit the Teach in Herts website	https://www.teachinherts.com/
Send your completed application form to	Leadership.recruitment@hertsforlearning.co.uk

Northaw C of E 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.



Letter from Chair of Governors

Dear Applicant

Thank you for your interest in the Headteacher role at Northaw Church of England Primary School. I hope you find this information pack a useful introduction to our school.

Founded in 1879, Northaw is a small, friendly school located in a beautiful environment with a dedicated team of staff committed to delivering the vision at the heart of our school - 'Loving for Today, Learning for Tomorrow, Forever in Faith.'

Every child matters to us and the strong pastoral support we provide for our children, ensures pupils develop their academic, personal, social, moral, spiritual and cultural skills.

The Governors are proud to be part of a SIAMS rated 'outstanding' and OFSTED rated 'Good' school. In recruiting a new Headteacher we are seeking someone who can drive forward our school vision and ethos to move our school to the next stage of its development, further raising standards and achievements for our children.

For more information about our school, please visit our website and also see our school prospectus (link on the website home page). We also encourage you to visit the school.

To book a time to visit please contact the school Office on 01707 652869 or admin@northaw.herts.sch.uk Visits are available on Monday and Tuesday mornings.

Cont..../

If you wish to discuss the role with myself, Chair of Governors, please do not hesitate to contact me at governor@northaw.herts.sch.uk to arrange a time to speak.

Thank you for your interest in our school. We wish you the best with your application and look forward to meeting you.

Yours faithfully

Catherine Williams

Chair of Governors



Our School

The School has a long history dating back to 1879 and the Trust deed, which is the School's Christian foundation, continues to remain integral to the ethos and beliefs of the School community. The present church was consecrated in 1882 and is the third church building on the school site.

We are a Voluntary Aided School and are part of the family of the Diocese of St Albans. We are situated in the very pleasant village of Northaw, where the school is an integral part of the community and the Church.

We work closely with our church, St Thomas a Becket, as well as with our local community. We value the contribution that everyone makes to school life and place particular importance on the welfare of individuals.

It is our aim that at the end of our pupils' time at Northaw Church of England School they will have developed a sense of achievement and self-esteem as a result of their experiences here, and leave us for secondary school as happy, effective learners, with a positive attitude to life-long learning.



Our Christian Vision

Northaw CE Primary School has a deeply embedded inclusive Christian vision which expresses its mission of Christian service to its diverse community. This is based on the biblical teaching of the value and potential of every-one, each being precious to God. Through insightful accurate self-evaluation by all stakeholders, its Christian foundation is kept consistently to the fore.

Staff and governors are responsive to the strengths and challenges of school life, making Northaw a forward thinking and outward looking school. We successfully challenge and nurture children's academic and personal development. Consequently, all children, including the most vulnerable, flourish and make very good progress from their various starting points.

LOVING FOR TODAY, LEARNING FOR TOMORROW, FOREVER IN FAITH



Our Aims and Ethos

At Northaw we pride ourselves on the aims and ethos of our school. We believe in the right of each pupil to an education which will allow them to flourish in all aspects of life. It is how we make that journey a happy and rewarding experience for each pupil that sets us apart from other schools.

We have a strong commitment to the traditional values of courtesy and respect not only for our pupils, but also for their environment and the society in which they live.

Our staff are excellent role models by demonstrating care for the pupils and for each other.

*This is the place...
to learn
to be safe
to be healthy and active
to be spiritual
to be creative
and to be happy.*

Our belief is that Northaw Church of England Primary School is about people and that in a Christian community of learners, individual needs are best met by building secure, caring relationships between staff and children. The wellbeing and happiness of the children in our school is central to all we do. Equal opportunities play a big part in the success of our school.



Key Facts and Statistics

- **Type of school:** Voluntary Aided
- **Location:** Vineyards Road, Northaw, Hertfordshire
- **Ofsted rating:** Short inspection December 2018, rating remained 'good' since previous inspection in May 2015
- **SIAMS grade:** Outstanding
- **Age range:** Mixed primary, 3-11 years
- **Faith/religion:** Church of England
- **Year school established:** 1879
- **NOR: 105** (Half form entry (15 children per year group, 30 children per class) plus part-time nursery.
- **% SEND:** 20%
- **% Pupil Premium:** 5.7%
- **% BME:** 5.25%
- **% EAL:** 12.6%



Our New Headteacher will

- Have proven skills and experience to deliver the school's vision for the future
- Be able to embrace, the school's ethos and values
- Bring energy and passion for teaching and learning with an ability to inspire children and colleagues to achieve their potential
- Be committed to leading on the design and implementation of a curriculum and to create a stimulating environment which inspires and engages all pupils, so that our children reach their full potential and the highest possible standards in all area
- Be a confident decision maker who will take the initiative and work collaboratively with all stakeholders
- Be a caring leader willing to guide and nurture the team, but also prepared to make tough decisions when needed
- Work with the Business Manager to identify and secure funding and income opportunities for the school, including submitting successful bids for capital expenditure projects and charitable donations.
- Have a good understanding of the school's finances.
- Have excellent interpersonal skills and emotional intelligence and be able to communicate effectively with children, staff, parents and the PTA.
- Develop an inclusive working relationship with the Chair of Governors and be able to submit succinct monthly reports to the Governing Body.
- Have a commitment to the professional development and wellbeing of staff and children



What we can offer

- The opportunity to join an open minded Governing Body who will support the development of the school and Headteacher
- A happy, safe, welcoming and healthy environment where enthusiastic children learn and are respected and valued
- A dedicated, motivated and positive staff team who are keen to embrace new ideas and strengthen the quality of teaching and learning
- An exciting new challenge to lead Northaw CofE Primary on its journey towards outstanding
- The opportunity to build on relationships with parents and the local community
- Support and commitment with your professional development. Access to the NPQH; HfL new Headteacher induction; the Diocese Headteacher Induction programme, and/or CPD for existing leaders as appropriate



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 Northaw C of E 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 essential points of the Qualifications, Knowledge and Experience and the first 2 in the 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 and KS2, and staff	E	✓			
Experience of teaching classes incorporating more than one school year	D	✓			
Recent successful leadership as a Head, Deputy or School Improvement Lead	E	✓			
Has current training for Child Protection	E	✓			
Has current training for Designated Safeguarding Lead and /or Deputy Designated Safeguarding Lead and has successfully undertaken the role within the school setting	D	✓			
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	✓			



Criteria	Essential or Desirable	Determination From			
		Application	Interview	Tasks	References
Leadership Skills					
Ability to articulate a clear vision for the future embedding the Christian values of the school	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, the Church and the wider school community	E	✓	✓	✓	✓
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	✓	✓		✓



Criteria	Essential or Desirable	Determination From			
		Application	Interview	Tasks	References
Whole School Leadership and Management Experience Cont..../					
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 (e.g. support staff / teaching staff / school leaders) through effective performance management	E	✓	✓		
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	✓	✓		
Knowledge and experience of working within a Christian Environment	D	✓	✓	✓	✓



Criteria	Essential or Desirable	Determination From			
		Application	Interview	Tasks	References
Personal Qualities					
A genuine passion for Christian ethos, coupled with the ability and enthusiasm to embrace the Christian values of a CE school and help 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, the Church 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	✓	✓	✓	✓
A commitment to preserve and develop the distinctive Christian character and ethos of the school	E	✓	✓	✓	







Northaw C of E Primary School

Northaw C of E Primary School
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