

ST ANDREW'S CHURCH OF ENGLAND (VC) PRIMARY SCHOOL

Headteacher recruitment

Summer term 2024



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LETTER FROM THE CHAIR OF GOVERNORS

Dear Applicant,

Thank you for your interest in the Headteacher role at St Andrew's Church of England (VC) Primary School, Stanstead Abbots. I hope that you find this pack helpful, as an introduction to our school. Our current Headteacher is taking retirement at the end of this academic year, and this offers an exciting opportunity for a strong and inspirational leader who shares our passion for learning to join our school.

St Andrew's is a village school and is set in the heart of Stanstead Abbots, in East Hertfordshire, on the River Lea, close to the Essex County border. We have the benefit of lovely grounds and a variety of play areas, which we make full use of throughout the year following an OPAL (Outside Paly and Learning) approach. Our classrooms and other learning areas are well equipped and attractive; The pupils are respectful of all members of the school community and the environment.

Helen Gillingham, our current head teacher has led the school forward extremely successfully through a SIAMS inspection (Jan 2023) with an Excellent outcome and an Ofsted inspection (Nov 2023) in which we were deemed to be at the "high end" of Good. We are looking for a new headteacher who will drive the school forward with an open and honest approach, working closely with the governors, the church, all members of our

experienced staff, our parents and wider family members. We have close links to local businesses, who help the school and we have the staunch support of our parents (Friends of St Andrews – FOSTA) who arrange many social and fundraising events.

Our vision is to see all our children 'Love to learn and Learn to Love that in 'God's love each one will shine.' I encourage you to visit St Andrew's to experience for yourself the warm and caring environment in which every one of our children can reach their full potential. To make an appointment please contact the school office on 01920 870097, or email admin@standrews323.herts.sch.uk. We will be happy to show you around.

Yours sincerely,

Anne Pulford
Chair of Governors



KEY FACTS & STATISTICS

Location:

Stanstead Abbotts

Age range:

3-11 years

Number on roll:

208

**24%
SEND**

**16%
Pupil
Premium**

**14% Free
School
Meals**

**6%
EAL**



Ofsted Good, November 2023



**THE CHURCH
OF ENGLAND**

SIAMS Excellent, January 2023



ABOUT OUR SCHOOL

St Andrew's is a popular, one-form entry Church of England Primary School, situated close to the Essex border, in the village of Stanstead Abbots. Our location, approximately two miles from Ware, four miles from Hertford, and five miles from Harlow, along with the close proximity to the M11 motorway and Stanstead St Margarets train station, make it conveniently accessible, offering easy connections to London and destinations further north.

We are situated at the end of the high street on a large plot. Our school consists of two main buildings: the older one accommodates nursery, reception, and year 1, while the newer building is home to year 2 and KS2. Our pupils have plenty of space to play, including a large playing field, forest school, and various outdoor equipment, using OPAL resources. This creates a vibrant and stimulating environment for both learning and play.

Renowned for our strong academic standards and nurturing ethos rooted in Christian Values, we are highly regarded in the community and have a strong connection with St. Andrew's Church. We extend a warm welcome to children from all backgrounds, regardless of their faith, ensuring that each child is cherished and treated with respect.

We're committed to equipping our students with the tools they need not just to survive, but to thrive. Our Values education programme serves as a compass, guiding our pupils through life's twists and turns. It gives them the confidence to make their own decisions, grounded in a sense of self-respect and strength.

Through this programme, pupils learn to articulate their thoughts, empathise with others, and navigate complex issues with grace and understanding. It's about more than just academics; it's about nurturing wisdom and inner confidence in a supportive and non-judgemental environment.

We believe in fostering reflective learners who aren't afraid to fail, knowing that mistakes are opportunities for growth. Our aim is to instil in our pupils a sense of social responsibility, independence, and a clear moral compass.

As a Church of England school, our values are rooted in the principles displayed by Jesus Himself – values like trust, compassion, and forgiveness, which resonate across all faiths and backgrounds. These values serve as a moral code for our entire school community, guiding our interactions and shaping our experiences.

Through various activities like Collective Worship, PSHE, and Circle Times, our pupils engage with these values on a deep level, learning to embody them in their daily lives. This holistic approach ensures that Values Education permeates every aspect of school life, from the classroom to the playground and hopefully on to family life.

Ultimately, our goal is to nurture confident, responsible learners who are equipped not just for academic success, but for life itself.

OUR ETHOS

“ *Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the church of England and in partnership with the Church at parish and diocesan level.*

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice.

It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils. ”



OUR VISION

Learn to love and love to learn; in God's love each one will shine.

"Come, follow me," Jesus said, "and I will send you out to fish for people." (Matthew 4: 19)

St Andrew was a fisherman in Galilee, the brother of Simon Peter. Jesus invited Andrew to follow Him and learn from Him and to be one of His disciples. Jesus invited Andrew to learn to love, love to learn and shine. Jesus is also inviting us to learn to love, love learning and to shine. Jesus also told St Andrew that he would fish for people, which he did. (Matthew ch.4 v.18-20). Andrew shared what he had learnt from Jesus about love and caring for others and this is what Jesus is inviting us to do too.



Learn to Love: Love and respect for ourselves and others.

To achieve our vision, we:

- live the values
- understand that there is no 'I' in team, together we succeed.
- create school policies which develop a caring, community atmosphere in which teaching and learning can take place in a safe and happy environment.
- promote and encourage healthy lifestyles through our PSHE and PE curriculums, Collective Worship and phase meetings.
- work collaboratively with our parents, (Friends of St Andrews), governors and other stakeholders to help our pupils be the very best that they can be.
- have a behaviour policy which is developed to help pupils make correct choices and treat others with respect. Our school rules ask three questions which help develop our pupils' personal sense of responsibility towards their behaviour. These are:
 - Is it respectful?
 - Is it safe?
 - Are you ready to learn?
- look outwards towards our local community, supporting events and issues to help develop our pupils' sense of being a good citizen.
- actively promote the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs, and thereby prepare our pupils for life in modern Britain.

OUR VISION

Love to learn: Learning without limits, learning for life.

We:

- encourage positive self-esteem. Jesus knows you better than you know yourself, and He loves you and values you.
- encourage our children to “Strive to be the best we can be at all times”.
- promote a Growth Mindset whereby we advocate “learning without limits.” We encourage the challenging of fixed opinions. Through our “You can, toucan” awards our pupils learn that anything is possible. We foster perseverance and a passion for achieving long term goals. “I cannot do it YET!” “If you can dream it, you can do it!”.
- offer an enriching curriculum which engages and challenges.
- track the progress of each child and adapt our curriculum to their needs.
- model and value a love of learning.
- communicate with all stakeholders about the progress and needs of our pupils and constantly strive to do better wherever we can.
- create a safe, nurturing environment which helps our children thrive.

In God’s love each one will shine.

His love provides the firm foundations for growth.

We:

- understand that we thrive in the light of God.
- maintain strong links with the local Parish Church of St Andrew’s and the St Alban’s Diocese, who support and guide us.
- develop an awareness and understanding of God’s love and of Christian values in all that we do.
- provide a nurturing, inclusive, Christian environment where our children can develop their relationship with God.
- have daily collective worship
- have a spiritual area in all classrooms
- teach Christian values which permeate all aspects of school life.

Our values include: respect (for all, for self, for the environment), thankfulness, perseverance, being trustworthy, courage, justice, forgiveness, truthfulness, friendship, generosity, compassion, service, and many more. Values advocates are recognised and rewarded weekly.

OUR NEW HEADTEACHER

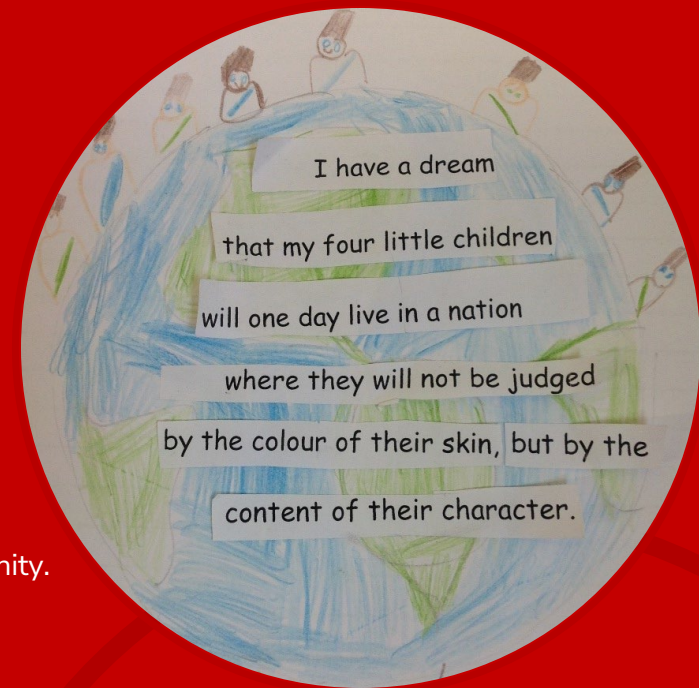
We are seeking an inspiring leader with a passion for education to join our vibrant primary school community. Someone who will.

- Embrace inclusivity, openness, and honesty as core values, fostering a culture where every voice is heard and respected.
- Demonstrate a whole school approach to decision-making, ensuring effective engagement with staff, pupils, parents, the church, and governors.
- Strong communication skills are crucial to facilitate collaboration and cooperation.
- Excellent organisational abilities are needed to manage school operations and resources efficiently.
- Commitment to continuous improvement and innovation in teaching and learning is essential.
- Proven leadership experience is required to guide and motivate staff and students towards academic excellence.
- Sound knowledge of educational policies, procedures, and regulations is expected.
- Building positive relationships within the school community and beyond is a priority.
- Emotional intelligence and empathy are necessary to support the well-being of pupils and staff.
- Resilience and adaptability are key in navigating challenges and driving positive change.
- Dedication to fostering a safe, inclusive, and nurturing learning environment for all is paramount.



WHAT WE CAN OFFER

- A compassionate, experienced and dedicated team of staff, who tirelessly ensure that every child relishes their school experience and receives ample support.
- Respectful and compassionate children, eager to learn and grow.
- A school with a sound reputation and an influential presence within our local community.
- A Governing Body devoted to the school's mission and success.
- A constructive partnership with parents, the Church, and our local community.
- A well maintained and resourced school
- Engaged parent community with successful and enthusiastic PTA - FOSTA
- Opportunities for continual professional growth through HFL Education and the Headteacher Induction Programme for new Headteachers, designed to support and enrich your journey as a school leader.
- Professional mentor



PERSON SPECIFICATION

A candidate will only be considered for shortlisting and move forward in the remaining person specification criteria if they meet the initial **essential** criteria under qualifications, knowledge and experience.

It is important to provide examples using the STAR acronym (situation, task, action, result) relating to the person specification criteria.

Qualifications, knowledge and experience	Essential/ Desirable	Application form	Assessment stage
Degree and qualified teacher status	E	*	*
Experience of working with/ teaching in Early Years Foundation Stage/ KS1/ KS2	E	*	*
Recent successful leadership experience as a Headteacher, Deputy headteacher, Assistant headteacher	E	*	*
Thorough understanding of Child Protection and Safeguarding and commitment to safeguarding as part of the duty of care.	E	*	*
Experience of leading safeguarding in a school.	D	*	
Be committed to the Christian faith or fully understands the Christian distinctiveness of a Church of England School	E	*	

School culture	Essential/ Desirable	Application form	Assessment stage
Demonstrates an awareness of the wider education context with an understanding on the distinctive nature of R.E and Collective Worship in a church school.	E	*	*
Understands the existing relationship between the school and the church and has the ability to articulate a clear vision and provide strategic direction for staff, pupils and the community	E	*	*
Proven record of inspiring, enabling and motivating others, promoting positive and respectful relationships across the school.	E	*	*
Ensures a culture of high staff professionalism, holds others to account.	E		*
Upholds ambitious educational standards for all pupils.	E		*
Teaching, curriculum & assessment	Essential/ Desirable	Application form	Assessment stage
Clear understanding of curriculum and how to ensure this can be effectively accessed by all.	E	*	*
Reviews and monitors progress against agreed, measurable targets.	E		*
Absolute commitment to inclusion and to ambitious expectations for all pupils including those with SEND and higher attainers.	E	*	*
Knowledge and experience of working with children with SEND across EYFS and on the primary phase.	E	*	*
Able to understand the needs of children with challenging behaviours and develop strategies to successfully manage this.	E		*
Experience of deploying and managing staff to deliver effective outcomes.	E		*

Professional development	Essential/ Desirable	Application form	Assessment stage
Evidence of appropriate and recent professional career development for the role of headteacher.	E	*	
Has successfully undertaken approved safer recruitment training.	D	*	
Commitment to prioritising the continued professional development of all staff (including themselves) in the best interests of the individual, the team and the school.	E	*	*
Successful track record of developing staff through effective performance management.	D		*
Organisational management/ continuous school improvement	Essential/ Desirable	Application form	Assessment stage
Have had active involvement in effective school self-evaluation and development planning.	D	*	*
Have had responsibility for whole school policy development and implementation.	D		*
Experience of leading change effectively and successfully.	D		*
Clear commitment to promoting health and safety and the wellbeing of children and staff.	E		*
Ability to review and analyse key data to develop evidence-informed strategies for school improvement.	E		*

Working in partnership/ Governance & accountability	Essential/ Desirable	Application form	Assessment stage
Experience of working with stakeholders including governors, school improvement partners, other schools and organisations to improve outcomes for pupils.	D	*	*
Understands and welcomes the role of effective governance, upholds their obligation to give account and accept responsibility.	E		*
Experience of managing school finances effectively, understanding their contribution to school development and pupil outcomes.	D		*
Personal Qualities/ Ethics and professional conduct	Essential/ Desirable	Application form	Assessment stage
Passion for education, coupled with ability and enthusiasm to see every child fulfil their potential.	E	*	*
Excellent communication skills, including written communication.	E	*	*
Visible and approachable, empathetic and enjoys engaging and inspiring children and others.	E		*
Adaptable leadership style, 'hands on' when required, balanced with knowing when to delegate.	E		*
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		*
Demonstrates consistently high standards of principled and professional conduct both within and outside school, upholding the <u>Seven Principles of Public Life</u> at all times.	E		*
Upholds fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.	E		*

JOB DESCRIPTION

The headteacher has 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.

To gain this success, the headteacher must:

- Demonstrate consistently high standards of principled and professional conduct both within and outside school.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Always serve in the best interests of the school's pupils.
- Establish high quality education by effectively managing teaching and learning to realise the potential of all students.
- Forge a compelling vision to guide the school to its next stage of development.
- Develop a strategy with our community and other schools to provide clear educational pathways for our pupils as they grow older.
- Ensure sustainable growth and financial security for the school.

Appointment is subject to the current conditions of employment of headteachers, contained in the School Teachers' Pay and Conditions document, the School Standards and Framework Act 1998 and all other current education, employment and health and safety legislation.

The post holder is expected to have regard to the National Standards of Excellence for Headteachers at all times.

Section 1: Ethics & 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.

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.

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.

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 regarding 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.

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 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 relationships 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.



APPLICATION PROCESS

How to apply

This recruitment is managed by HFL Education, in line with the latest guidance on safer recruitment. Please apply online at www.teachinherts.com

You can also contact us on leadership.recruitment@hfleducation.org 01438 544476.

Application Form

Applicants must use 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 personal statement, it is important you address each of the requirements in the person specification. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turn around. 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.



IMPORTANT INFORMATION



Pay range:	L10-16 fringe (£60,261-£69,705)
Start date:	September 2024
Closing date:	Tuesday 14 th May, 09:00
Shortlisting date:	Friday 17 th May
Interview date:	Thursday 23 rd May
Visits to the school:	To make an appointment, please contact the school office on 01920 870097 or email admin@standrews323.herts.sch.uk
School website:	https://standrews323.herts.sch.uk/
School address:	St Andrew's C of E (VC) Primary School Mill Race, Stanstead Abbots, Ware, Hertfordshire SG12 8BZ

St Andrew's C of E (VC) Primary 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, including an online check, as outlined in Keeping Children Safe in Education (September 2023).

We welcome applications from all suitably qualified individuals regardless of age, gender, ethnicity or religion.