

THE FEDERATION OF ALBURY AND PULLER NURSERY AND PRIMARY SCHOOLS

Executive Headteacher
Recruitment Pack

Spring term 2024



Encourage one another and build each other up



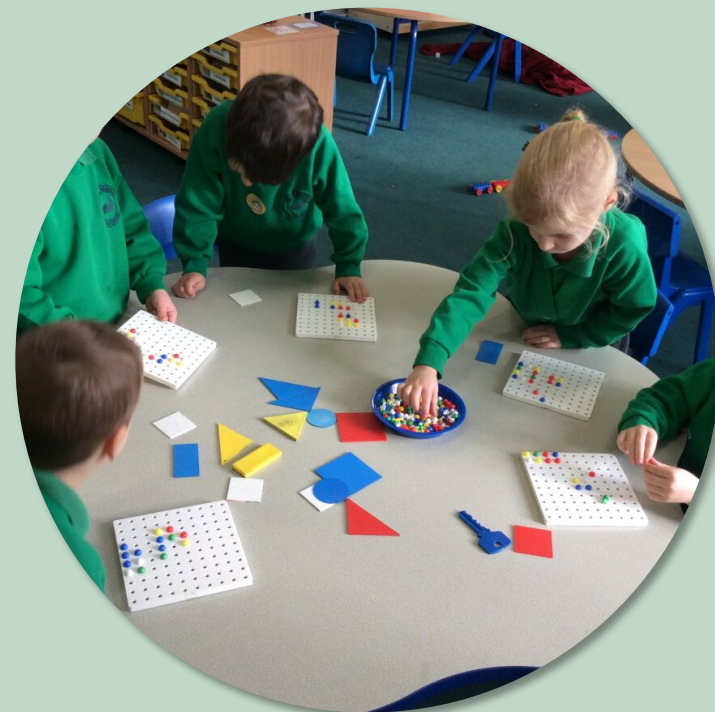
Albury & Puller

Nursery & Primary Schools



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WELCOME FROM THE CHAIR OF GOVERNORS

Dear Applicant,

Thank you for your interest in becoming our Executive Headteacher at Albury & Puller Federation of schools.

We are incredibly proud of the schools in our federation and the children in our schools. We hope that this pack shows you what fantastic schools we have and reveals the opportunities for you to build your career and make a difference to the lives of so many children. Each school is unique and we value their individual identities and culture within our shared ethos of “Encourage one another and build each other up.”

Our Federation was formed in 2020 and is a partnership between two Church of England schools situated in the countryside of Hertfordshire, the schools are located either side of the A10. Since then our schools, pupils and staff have benefitted from working together, sharing the same vision, developing common good practice and providing school leaders and staff with opportunities to network and learn from each other.

Albury Primary School was most recently inspected by Ofsted in 2023 and achieved a “Good” rating. Puller was most recently inspected in 2022 and was graded as “Good”. While our schools represent those of all faiths and none, the Christian ethos underpins our values and we are proud that Albury Primary has a ‘Good’ grade in its most recent SIAMS, whilst Puller is expecting a SIAMS inspection at any time.

Sam Squires, our Interim Headteacher, is leaving to have a baby, we are looking for a permanent head to lead the schools into a larger, sustainable federation.



Our new Executive Headteacher will be ambitious for our federation, looking to develop and enhance the culture that we have built over the last four years. You will value the unique characteristics of each school and bring energy and empathy to drive our schools forward. Our schools have been through great change, and some instability in recent years and we are keen to hear how you will provide appropriate stability to them while driving them to ever better outcomes for our pupils and growing the federation. You can trust in your team of leaders in both schools. We are looking for someone who can ensure the schools deliver, through partnership and collaboration, integrated and outstanding teaching and learning experiences for all children so they thrive and flourish in learning and life.

The closing date for applications is 9 am on Monday 13th May. Shortlisting will take place on Thursday 16th May. For further information about our school, please visit our website at www.alburyandpullerschools.co.uk

For an informal chat about the post please contact the current Interim Headteacher, Mrs. Sam Squires via head@albury.herts.sch.uk.

Thank you for your interest in Albury and Puller Federation. We wish you the very best with your application and look forward to meeting you.

Yours sincerely,

Victoria Clayden Smith

Chair of Governors



KEY FACTS & STATISTICS

Albury Church of England Voluntary Aided Primary School

Location: **Albury** Age range: **2-11yrs** Number on roll: **54**



Good June 2023



Good October 2019

Puller Memorial, Church of England, Voluntary Aided Primary School

Location: **Ware** Age range: **3-11yrs** Number on roll: **61**



Good May 2022



Requires Improvement
July 2019



ABOUT OUR FEDERATION

'Encourage one another and build each other up' Thessalonians 1 chapter 5 verse 11.

Whilst we are a partnership of schools, each of our schools retain their own unique identity whilst sharing a single vision and several core values.

We strive to ensure that every child in our care is happy at school, thrives in our school environment and builds knowledge and understanding of core Christian values to help underpin the whole of their future life. Our vision to lay the foundations for life through encouraging one another and building each other up in our daily life at school.

At both of our schools you will find committed, experienced teaching and support staff. We are pleased to also offer specialist teaching in PE, music and art as well as a wide range of additional activities. Children can join the federation aged 2 at Albury and then from 3 at Puller and at both school sites can stay with us until they are 11.

Whilst the schools are not neighbouring, there is a lot of collaboration across the Federation through combined sports teams and joint events, trips and residential camps as well as collaborative teaching. Pupils benefit considerably from the small, nurturing class sizes together with the opportunity to interact and engage with children outside of their immediate classroom. As a result of this exposure to a wider peer group, pupils generally leave at the end of Year 6 as well-rounded and confident individuals ready to take on the challenge of secondary education.

We are also delighted to be 'stormbreak schools'. Through being involved in stormbreak we aim to improve children's mental health through movement, equipping them with sustainable, transferable skills and coping strategies to thrive during the complex demands of growth into adult life.



ABOUT ALBURY



Albury Primary School is situated in a small rural village, five miles from Bishop's Stortford, next to the Parish Church of St Mary the Virgin. The school consists of the original Victorian building and a relatively new school hall and kitchen which opened in July 2008. The school is set in attractive grounds encompassing a hard-playing area, a brand new adventure play trail, sports field, pond and natural wildlife environment.

Our children are here for up to nine years, including Seedlings pre-school. This enables us to get to know the children and understand them very well. There is a high standard of teaching in all areas of our school delivered within a warm, caring and friendly atmosphere.

Albury is one of 16 primary schools in the Bishop's Stortford area who work within a strong partnership called Envision. Strong collaboration between schools contributes to school improvement and pupil success ensuring continual improvement and the development of practice for all the pupils in the Bishop's Stortford area.

“The school is extremely inclusive and all families feel welcome. There is a respect for difference and a culture of care.” SIAMS 2019

“Members of staff have successfully preserved the caring, supportive ethos of this very small school which is valued by pupils, parents and carers.” Ofsted 2023



ABOUT PULLER

Puller Memorial School is a small, Church school, located in the village of High Cross, near Ware, Hertford and Buntingford.

We expect everyone to try hard in everything they do and reward hard work and achievement. We closely monitor children's academic achievement and progress as well as their social and emotional well-being. Through discussions with children, parents/carers and staff we continually appraise the progress of children.

At the heart of everything that we do is the belief that all children at Puller Memorial should be happy. Happy children are successful children. We work hard to help the children to be able to 'self-regulate' their behaviour and encourage children to act pro-socially for the benefit of all.

Our class sizes are small with a teacher and a learning support assistant in each class. Our enthusiastic and experienced staff, as well as this adult to child ratio, enables us to give all children the support they need. Add to this specialist teachers for PE, Music and art we have almost the perfect mix for early childhood education.

“Pupils love coming to school at Puller Memorial. They are treated with kindness and are carefully nurtured. Everyone is made to feel that they are a very valued part of the school”. Ofsted 2022

“Puller Memorial is a very happy and inclusive school with a caring, family ethos. This is because relationships at all levels are supportive”. SIAMS 2019



CHRISTIAN CHARACTER AND VALUES



Albury and Puller schools base their collective worship on Roots and Fruits by Shane Vickery and the [Roots and Fruits team](#) (2014).

Over a two-year rolling program, a range of inherent Christian Values is explored and displayed. Children across both schools may be awarded a value point for displaying these values by any member of staff.

These value points will be collected in each class and at the end of each month.

The class with the most values points may choose a suitable class reward. For example, a half hour golden time within a week, the opportunity to watch a program etc. The child in each class who earns the most values points for each month will receive a personalised postcard home so they may celebrate how they are living these Christian Values.

Each class has a values display to show:

- The value being discovered and debated this month.
- Suitable bible readings, poems or pictures to help children understand the value
- Space for value points



WHAT WE CAN OFFER



Albury and Puller is a federation of two lovely small schools with enormous potential. We can offer a happy and collaborative working environment with good, experienced and dedicated staff, supportive families and wonderful children. We are also fortunate in that both schools are very well supported in their local areas, with a great community feel.

Whilst each school is unique, we already enjoy many opportunities to collaborate, with combined clubs, trips (including residential camp night) and sports teams, as well as joint staff training and development, and we are keen to develop these further.

Our new Executive Headteacher will be joining us at a key moment in our story. Whilst our teaching and learning has remained very good, we have experienced a difficult period of instability in our leadership. We are now seeing improvements in both schools. This is a great opportunity for the right leader, with energy, enthusiasm and long-term commitment, to help us continue this upward trajectory towards outstanding and bring stability and a fresh challenge to our strong, experienced staff.

You will benefit from the full support of HCC and HFL Education, as well as that of an experienced and dedicated team of governors who are 100% committed to supporting you on this journey, and will work with you to ensure your wellbeing and professional development.



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 (**s**ituation, **t**ask, **a**ction, **r**esult) 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 or School Improvement Lead.	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	*	



School culture	Essential/ Desirable	Application form	Assessment stage
Demonstrates an awareness of the wider education context.	E	*	*
Ability to articulate a clear vision for the future 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 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		*
Able to assimilate and manage financial and other data to achieve sound financial decision-making.	E	*	*
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 Executive Headteacher has overall responsibility for providing leadership to the schools to secure their success and continuous improvement, ensuring high quality education for all our pupils and improved standards of teaching, and learning in line with statutory requirements. As the Executive Headteacher you will lead across a group of schools (containing Albury and Puller schools) and build upon the strengths of the Federation, to establish a sustainable vision for the Federation's future, focused on strong collaboration and continuity of education, for all stakeholders.

The Executive Headteacher has overall responsibility for leading the strategic development and school improvement, finance, governance, recruitment, contracts and tenders, policy review, and ensuring the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

To gain this success, the executive headteacher must:

- Demonstrate consistently high standards of principled and professional conduct both within and outside the schools.
- 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 schools' pupils.
- Establish high quality education by effectively managing teaching and learning to realise the potential of all pupils.
- Forge a compelling vision to guide the federation and the schools to the next stage of their 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 federation.

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.



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 01 438 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

For the right candidate we are happy to consider full time, part time and flexible working options.

We would also welcome applications from those who are currently serving Headteachers and who seek to undertake Executive leadership across their own current school and Albury and Puller Federation.

Pay range: L12-18 Fringe (£63,189 - £72,311)
Start date: September 2024/ January 2025
Closing date: Monday 13th May 09:00
Shortlisting date: Thursday 16th May
Interview date: Wednesday 22nd May
Visit to the school: We would be delighted to show you our lovely schools in person.
Please contact Rachel Waight on admin@albury.herts.sch.uk to make an appointment
School website link: www.alburyandpullerschools.co.uk



The Federation of Albury and Puller Nursery and Primary Schools 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).

To help us meet our high standards and aspirations of a diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

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