

KILLIGREW PRIMARY & NURSERY SCHOOL

Headteacher Recruitment Pack

Spring Term 2025



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WELCOME FROM THE CHAIR OF GOVERNORS

Thank you for your interest in the Headteacher role at Killigrew Infant & Primary School. I hope you find this information pack a useful introduction to our school. We are delighted that you see our particular school, as the one where you can make a positive impact and build on the solid foundations that we have worked hard to put in place.

The vacancy has arisen as a result of the current Head working over 22 years at this school and wanting to spend more time with her family. She leaves on a high, with a full complement of dedicated, professional well-trained staff, and a pupil base of well-behaved and hard-working, happy children.

Killigrew is situated on the outskirts of the leafy suburban city of St Albans, famed for its Abbey and connection with the Roman Empire. Queen Boudica and Stephen Hawking are just two of its famous citizens.

One of Killigrew's greatest strengths is its exceptional team of teachers, teaching assistants, office staff, and support staff, who work collaboratively with passion, dedication, and warmth to create a nurturing and inspiring environment for our children.

The Governors are proud to be part of a 'good' school, with another full inspection due in the next 18 months to test for "Outstanding". 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 a Headteacher with the enthusiasm, drive and energy to move our school forward and take the school to the next stage of its development. We believe that our recent expansion of the Nursery Hours, could be an opportunity to extend further and develop this area of the school. This appointment is huge for our school.

The Governors and myself remain a solid and constant "North Star" to assist the New Head and support them fully in this next exciting chapter.

The closing date for applications is Friday 21st March. For further information about our school, please visit our website at www.killigrew.herts.sch.uk.

If you wish to discuss the role, please contact Chair of Governors, Giles Fry at g.fry@killigrew.herts.sch.uk to arrange a time. We would encourage interested applicants to visit the school. Visits will be scheduled by appointment. Please contact the Admin at the school at admin@killigrew.herts.sch.uk or call 01727 774200 to arrange a time.

Thank you for your interest in Killigrew. My colleagues and I really look forward to meeting and interviewing motivated candidates, interested in taking on this important and exciting new challenge.

Yours sincerely

Cllr. Giles Fry

Chair of Governors



SCHOOL STATISTICS

11.9%
EAL

8%
FSM

15%
SEND

8.5%
Pupil
Premium



Two form entry community school



Age Range:
3 – 11 Years



Number on Roll:
409



Rated Good in July 2024



ABOUT OUR SCHOOL

Welcome to Killigrew Primary and Nursery School, nestled in a beautiful, green park in St. Albans. Our school, originally two separate institutions, now offers a wealth of facilities including two libraries, two halls, and three playgrounds. With three entrances, parents can easily access the school.

We pride ourselves on our inclusive atmosphere, welcoming children from a variety of cultural backgrounds. This diversity enriches our learning environment and fosters a strong sense of community. Our dedicated and professional teaching staff, supported by strong leadership, ensures a robust and committed team.

At Killigrew, we offer a dynamic curriculum that is regularly updated and enhanced by learning from other schools. We have embraced technology, utilising iPads, computers, and platforms like Google Classroom to support learning. This integration of technology, accelerated by the pandemic, benefits both our pupils and teachers.

We provide a wide range of extracurricular activities, including sports, music, and various clubs. These activities, a mix of free and paid options, ensure inclusivity for all our pupils. Additionally, we offer extended provision with breakfast and after-school clubs,

Our parents are highly supportive and engaged, contributing to a strong Parent-Teacher Association (PTA) that actively supports the school. We maintain excellent communication with parents, ensuring a collaborative approach to education.

Our school is well-maintained, with recent investments in updating our facilities. We have a dedicated music room and strong sports provision, leading to impressive results in various sports competitions. Our growing nursery provision serves as a feeder into our reception classes, with plans to expand and improve these facilities to accommodate more children and enhance the early years' experience.

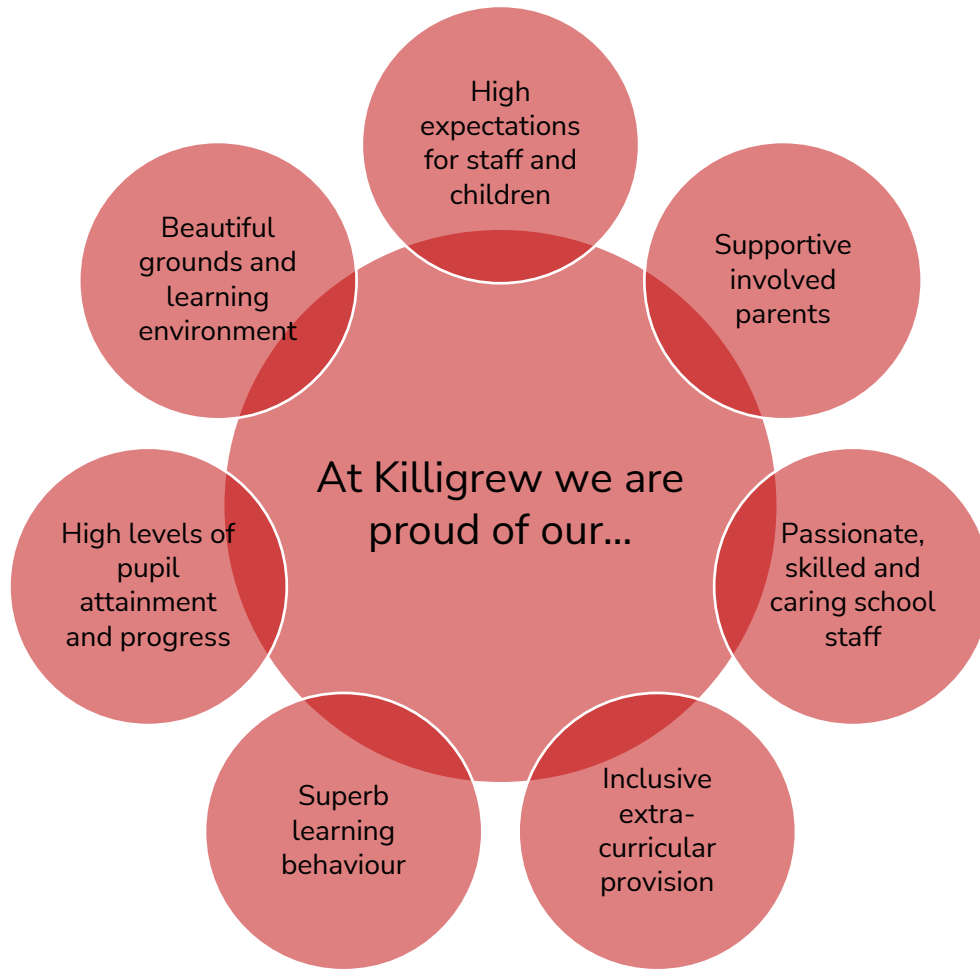
We place a strong emphasis on cultural capital, organising regular trips and residential that enrich the curriculum. These experiences broaden our pupils' horizons and reinforce their learning. Our motto, "to give children wings to grow or to fly," reflects our commitment to academic excellence. Pupils from Killigrew are well-prepared for secondary education, often ranking in the top 25% of achievers in their subsequent schools.

We believe these key aspects make Killigrew Primary and Nursery School a special place for both pupils and staff, providing a nurturing and dynamic environment for learning and growth



OUR VISION AND VALUES

It is our vision that Killigrew Primary & Nursery is a school where we prepare our pupils for lifelong learning.



OUR NEW HEADTEACHER

We are seeking a headteacher who can build on the strong foundation left by our current Headteacher.

- The ideal candidate will embrace technology, integrating it into the school's operations and curriculum, and will be innovative and brave, open to trying new approaches and making changes that could improve the school's performance.
- They should possess the tenacity to tackle challenges head-on and persistently strive for improvement, even when faced with obstacles.
- Effective communication with parents is crucial, to foster a more collaborative environment.
- We appreciate a leader who understands the importance of mental health and well-being, creating a supportive environment for staff and themselves.
- Our new headteacher should be commercially savvy, open to exploring opportunities for generating additional income through the use of school facilities, which can support curriculum development and other school needs.
- Additionally, we seek a leader who can build relationships with other local schools and headteachers, sharing valuable insights and experiences to benefit our staff and pupils.



WHAT WE CAN OFFER

- A strong, stable team: You will join a dedicated and professional team of staff, including a supportive Senior Leadership Team (SLT) and engaged support staff.
- Well-behaved pupils: Our pupils are well-behaved and eager to learn, creating a positive and productive learning environment.
- Supportive parents: We have a highly supportive parent community and a strong Parent-Teacher Association (PTA) that actively contributes to the school.
- Flexible working options: We are open to discussing flexible working arrangements to support your work-life balance and well-being.
- Financial stability: The school is in a strong financial position, allowing for continued investment in resources and facilities.
- Opportunities for innovation: You will have the freedom to implement new ideas and approaches to enhance the school's performance and pupil outcomes.
- Community and collaboration: You will be part of a collaborative and inclusive school community that values diversity and fosters a sense of belonging.



PERSON SPECIFICATION

		Essential/ Desirable	Application form	Assessment stage
Qualifications, knowledge and experience:	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 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:	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		✓



		Essential/ Desirable	Application form	Assessment stage
Teaching, curriculum & assessment:	Clear understanding of the 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:	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:	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.	E	✓	✓
	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	✓	✓



		Essential/ Desirable	Application form	Assessment stage
Working in partnership/ Governance & accountability:	Experience of working with stakeholders including governors, school improvement partners, other schools and organisations to improve outcomes for pupils.	E	✓	✓
	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:	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		✓
	Visible, approachable, ability to listen to parents in a caring way.	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 pupils.
- 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.



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

Main purpose:

- 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.

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.

Curriculum & 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.

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.



SECTION 2: HEADTEACHERS' STANDARDS

Additional SEN & 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.

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.

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.

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.



SECTION 2: HEADTEACHERS' STANDARDS

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.

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



IMPORTANT INFORMATION



Pay range:	L15 – L24 Fringe (£71,665 - £88,150)
Start date:	September 2025
Closing date:	Friday 21 st March 2025 at 9am
Shortlisting date:	Thursday 27 th March 2025
Interview date:	Thursday 3 rd April 2025
Visits to the school:	To make an appointment, please contact the school office on 01727 774200 or email us at admin@killigrew.herts.sch.uk
School website:	Killigrew.herts.sch.uk
School address:	West Avenue, Chiswell Green, St Albans, Herefordshire

Killigrew Primary & Nursery 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 2024).

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



APPLICATION PROCESS

How to apply

This recruitment is managed by HFL Education, in line with the latest guidance on safer recruitment. Please apply on the Teach in Herts website, using the standard online application form. CVs will not be considered. Should you need support, please contact leadership.recruitment@hfleducation.org. Please ask us if you require information about this vacancy in an alternative format.

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, explaining any gaps since leaving school education, and include any relevant 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

In line with safer recruitment guidance, we normally request references after shortlisting. Please make sure your referees are aware of your application and are able to provide a swift turn around if needed. 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.





KILLIGREW PRIMARY & NURSERY SCHOOL

West Avenue, Chiswell Green, St Albans. Hertfordshire

01727 774200 | Killigrew.herts.sch.uk