

Hollybush Primary School

Headteacher Candidate Pack

Spring/Summer term 2025



Contents

Welcome from the Chair of Governors	3
Key Facts and Statistics	4
About Our School	5
Our School Values	6
Our New Headteacher	7
What We Can Offer	8
Person Specification	9 – 13
Job Description	14 – 18
Application Process	19
Important Information	20



Welcome from the Chair of Governors

Dear Applicant,

Thank you for your interest in the Headteacher role at Hollybush Primary School. We hope you find this information pack a useful introduction to our school.

Hollybush is an inclusive community school, where we value children's all-round personal development, and we help prepare them for the world into which they are growing up. There are a lot of solid foundations and real strengths at Hollybush. Our staff are experienced, dedicated and collaborative. Our pupils feel safe, and they are well-behaved, engaged and happy. And of course, our ducks and chickens are always cheerful!

Our Head of eight years has recently left Hollybush, and we are looking for someone with the passion, dedication and vision to build on those foundations and take the school on to the next stage of its development.

Our new Head will:

- Shape and share the school's vision and ethos
- Ensure that a well-planned, relevant curriculum is delivered consistently and successfully.
- Operate an effective leadership structure
- Demonstrate a commitment to helping all children be the best they can be
- Continuously develop themselves and their staff

Hollybush is a school where you can make a real impact. We encourage you to read the rest of this information pack to see if this is the opportunity for you.

The closing date for applications is Thursday 27th March . For further information about our school, please visit our website at www.hollybush.herts.sch.uk.

If you wish to discuss the role, please me at craddock@hollybush.herts.sch.uk to arrange a time. We would encourage interested applicants to visit the school. Please contact Charley Tilbury at sbm@hollybush.herts.sch.uk to arrange a time.

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

Yours sincerely,

David Craddock
Chair of Governors



Key Facts and Statistics

Location:
Hertford
East Hertfordshire

Age Range:
3-11

Number on roll:
203

27.1%
SEND

30%
Pupil
Premium

27.1%
EAL

30%
Free
School
Meals



Ofsted rating:
Good June 2019
2025 report pending

About Our School

Hollybush Primary School is a small, vibrant community school with a strong reputation for inclusivity, support, and high-quality pastoral care. As a school at the heart of its local community, many pupils walk to school, and our size allows us to build meaningful relationships with both pupils and families. Every child is known as an individual, and we are proud to offer a welcoming, nurturing environment where all pupils feel valued and included.

We have a strong commitment to ensuring that every pupil thrives, whatever their starting point. Families choose Hollybush not only for its warm and inclusive atmosphere but also for the high level of care and support available to help every child engage fully in school life. Our dedicated staff work closely with pupils and parents to create an environment where everyone can achieve their best.

Our early years provision is a particular strength, providing pupils with an outstanding foundation for learning. With a thoughtfully designed nursery and reception space that has been praised by Ofsted and other schools, we are proud to offer an inspiring and engaging environment where our youngest learners can flourish.

Academically, we have a well-structured curriculum that supports strong personal development and fosters a love of learning. Our focus is on ensuring high-quality teaching across all subjects so that every pupil makes excellent progress and reaches their full potential. We are committed to empowering our staff through effective leadership and professional development, ensuring a dynamic and engaging learning experience.

Like many schools, we have challenges, but we face them with determination and a strong community spirit. While maintaining an older school building requires ongoing attention, we are resourceful and proactive in ensuring our pupils have a positive and engaging learning environment.

With a strong foundation in place, Hollybush Primary School is well-positioned to continue building on its successes. We are proud of our dedicated staff, supportive community, and the positive impact we have on our pupils' futures. Our focus remains on providing an enriching education that enables every pupil to flourish academically, socially, and emotionally.



Our School Values

Our 6 school values underpin everything we do and are used throughout the curriculum, to help our children to become the thoughtful, independent people we know they have the potential to be. We live our values every day through everything that we do, and we try to remember them at home as well as at school.

Our values are:

We will learn together.

We will develop enquiring minds.

We will be excited.

We will be kind.

We will be generous.

We will be courageous.

Our New Headteacher

We're looking for an inspiring and determined leader who is ready to build on our school's strong foundations and take us to the next level.

- ✚ Confident & Proactive Leadership – Someone who leads with clarity, tackles challenges head-on, and brings a calm, steady approach to leadership.
- ✚ Passionate About Excellence – A leader who is ambitious about driving high-quality teaching and learning, ensuring the best outcomes for every child.
- ✚ Committed to Positive Behaviour & Culture – Behaviour is good and well-managed through an established approach, so we're looking for someone who understands the importance of consistency and ongoing improvement.
- ✚ Resilient & Supportive – The right candidate will be able to advocate for the school with confidence while fostering a supportive and inclusive environment.
- ✚ Experienced or Ready for the Next Step – We welcome applications from experienced headteachers as well as outstanding deputy heads ready for their first leadership role.
- ✚ Collaborative & Strategic – Our next headteacher will work alongside a dedicated and experienced Senior Leadership Team, ensuring a strong and unified approach to school development.

What We Can Offer

We know that attracting an exceptional leader means offering an environment where you can truly thrive. Here's what makes our school a fantastic place to lead:

- 🌿 A strong, supportive leadership team – Our SLT is experienced, dedicated, and has worked together for many years, providing stability and a shared commitment to excellence.
- 🌿 Experienced and passionate staff – Our teachers and support staff are committed to delivering high-quality education and ensuring every child receives the support they need.
- 🌿 A collaborative and committed Governing Board – Our governors are fully devoted to the school's mission and success, providing both challenge and support to the leadership team.
- 🌿 A chance to make a real impact – This is an exciting opportunity to build on the school's strengths, enhance its offering, and take it forward into the future, particularly in the areas of academic performance and quality of education.
- 🌿 Continued Professional Development & support – We are committed to your growth as a leader, offering CPD opportunities.
- 🌿 If you're new to headship, we offer support through HFL Education and the Moving to New Headship Programme. This includes a professional partner — an experienced Headteacher who serves as a mentor, along with a supportive network of local Headteachers and fellow new Headteachers.



Person Specification

Please see the Person Specification on the following pages.

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” (see page 11).

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.	D	✓	✓
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 and 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.	E		✓

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.	E		✓
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		✓
Operates with a high degree of integrity and demonstrates consistently high standards of principled and professional conduct both within and outside school, upholding the Seven Principles of Public Life.	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.

The post holder is expected to have regard to the [National Standards of Excellence for Headteachers](#) at all times.



Section 1: Ethics and Professional Conduct

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

Headteachers should uphold and demonstrate the Seven Principles of Public Life at all times:

Selflessness, integrity, objectivity, accountability, openness, honesty, leadership.

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 or contact us on leadership.recruitment@hfleducation.org or 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:	L15 – L21 Fringe (£71,665 - £82,006)
Start date:	September 2025 or sooner
Closing date:	Thursday 27 th March 2025 at 9am
Shortlisting date:	Thursday 3 rd April 2025
Interview date:	Friday 25 th April 2025
Visiting the school:	Please contact Charley Tilbury, School Business Manager at SBM@hollybush.herts.sch.uk
School website link:	https://www.hollybush.herts.sch.uk/

Hollybush 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 2024).

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.