



# THE GREENFIELD AND HURST DRIVE FEDERATION



## EXECUTIVE HEADTEACHER RECRUITMENT PACK

Spring Term 2025





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# WELCOME FROM THE CHAIR OF GOVERNORS



Dear Applicant

A warm 'hello' from the Governing Board. Thank you for your interest in the post. We hope you find the information in this pack a useful introduction to the Federation of Greenfield Nursery School and Hurst Drive Primary. We have tried to illustrate some of its unique features, but more than that, we want you to get a sense of the core values and beliefs that underpin both what we do and how we do it.

The vacancy has arisen as the result of our current Executive Headteacher of four years , making a move into educational research. She has led the formation of the Federation with skill, passion, vision and great commitment. The new Executive Head will inherit a federation based on a very firm foundation; a federation ready for its next stage of development.

The Greenfield and Hurst Drive Federation is situated on the edge of Waltham Cross. A vibrant, young, multi ethnic community which is changing all the time. It is within easy reach of the extensive Lea Valley Park which includes The White-Water Rafting Centre and The Royal Gunpowder Mills. The area around Waltham Cross and Broxbourne is being regenerated by several projects and there is a lot of new build in the area.

The Governing Board are proud about the achievements and excited about the opportunities afforded by the Federation. Both Greenfield Nursery School and Hurst Drive Primary School carry an Ofsted grading of Good – and there were many aspects where, informally, inspectors shared their view that they had seen innovative and exceptional practice.

The post offers a unique opportunity to shape the educational experience of children from age 2 – 11. This is a 'big canvas', and that needs to excite you. 'Learning through play', creative learning and collaboration are central to the pedagogy of both schools. The aim being to foster a joy for learning that will stay with the children for ever.

Both schools have access to large outdoor spaces including a wooded area and an outdoor classroom; these are used to support all aspects of the curriculum.

Involvement of everyone in their own learning is key at all levels: **children** have spent time identifying learning behaviours, **parents**, children, staff and **governors** considered and voted on what they thought were the most important features of effective learning. **Staff** mentor each other and reflect on their own learning through a coaching model. The successful candidate will demonstrate a commitment to this open, collaborative approach.

We are seeking someone with drive, energy and insight; someone who can look inwards with a commitment to raising standards across both schools, someone who can look outwards, fostering strong links for the benefit of children and the wider community.

The closing date for applications is 15<sup>th</sup> April 2025. For further information about our school, please visit our website at <http://www.greenfieldandhurstdrive.co.uk/> If you wish to discuss the role, please contact Chair of Governors, Diane Croston at [cog@greenfieldandhurstdrive.co.uk](mailto:cog@greenfieldandhurstdrive.co.uk) to arrange a time. We would encourage interested applicants to visit the school. Please contact Cetta Guglielm to arrange a time by emailing [PA@greenfieldandhurstdrive.co.uk](mailto:PA@greenfieldandhurstdrive.co.uk).

We hope you find the contents of the pack useful. But to quickly get a real picture of the schools we suggest you dip into the weekly newsletters ([here](#)) – where you will see so much more.

We wish you the best with your application and thank you for your interest.

Diane Croston  
Chair – on behalf of the Board of Governors







# ABOUT THE FEDERATION



The Greenfield and Hurst Drive Federation was established with the primary objective of ensuring strong leadership and a shared vision for early years and primary education

The federation operates with a unified improvement plan, ensuring consistency across both schools. Policies, strategic documents, and operational procedures are increasingly developed at the federation level, reflecting a cohesive approach to governance.

By working together, Greenfield and Hurst Drive continue to strengthen their shared commitment to high-quality education, fostering a nurturing environment where children, staff, and the wider community benefit from a collaborative and forward-thinking approach.





# KEY FACTS AND STATISTICS



## Greenfield Nursery School

 117  
on  
roll

 2 – 4  
years

 Good  
October 2024

40%  
EAL

12.5%  
SEND

35%  
EYPP

## Hurst Drive Primary School

 392  
on  
roll

 5 – 11  
years

 Good  
March 2024

56%  
EAL

12.5%  
SEND

32.5%  
FSM

31%  
PP



# ABOUT GREENFIELD NURSERY SCHOOL



Greenfield Nursery School is a highly regarded early years setting known for its child-centred approach and strong community involvement. From the moment parents step into the nursery, they are welcomed and encouraged to participate in their child's learning journey. The school places a strong emphasis on parental engagement, with visible displays inviting feedback and reinforcing their role as key partners in education.

A key feature of Greenfield is its extensive outdoor learning environment, which supports play-based learning and hands-on exploration. Unusually for a nursery so close to Enfield and London, Greenfield boasts a large outdoor space, providing children with valuable opportunities to connect with nature in an urban setting. The nursery has a free-flow setup, allowing children to move seamlessly between indoor and outdoor spaces, engaging in activities that promote independence, creativity, and collaboration. Staff members are actively involved in play, observation, and ensuring children's well-being and safety.

The nursery fosters an inclusive and welcoming atmosphere, celebrating the diverse backgrounds of its children. Each child's home language is acknowledged, with multilingual welcome signs displayed to create a sense of belonging. The leadership team carefully manages admissions and transitions, ensuring smooth integration for new children and maximizing capacity while maintaining high-quality provision.

Greenfield offers a broad range of experiences, including a Forest School led by trained staff, a quiet reflective garden, a greenhouse, and dedicated areas for construction, mud play, and outdoor literacy activities. These rich learning opportunities mirror aspects of Reception provision, supporting a smooth transition for children continuing their education at Hurst Drive.

The nursery also plays a crucial role in supporting children who are new to formal education, particularly those from multilingual backgrounds or with limited prior experience in structured settings. This focus on early intervention and well-planned transitions ensures that all children have the best possible start to their education.







# ABOUT HURST DRIVE PRIMARY SCHOOL



Hurst Drive Primary School is recognised for its strong focus on learning and inclusivity. The school fosters a culture where both pupils and staff are encouraged to continuously develop their learning. A key aspect of this is the school's approach to pupil leadership with an emphasis on accountability.

The school council plays a key role in ensuring diverse representation, including that of SEND pupils. This commitment to inclusivity extends beyond leadership opportunities, as SEND pupils are fully supported in the classroom with tailored resources that empower their success. The school fosters an environment where all children, regardless of ability, feel valued, engaged, and actively involved in their education.

Hurst Drive has also successfully transformed its school culture, which has led to a stronger emphasis on fostering confidence and enthusiasm for learning. Creativity is at the heart of the school's curriculum, with staff adopting engaging and innovative teaching methods. This approach has increased pupils' engagement in learning, making Hurst Drive a desirable choice for families.







# OUR VISION AND VALUES



At The Greenfield and Hurst Drive Federation we have high expectations for all our children and seek to provide the highest quality of education for every child to enable them to be successful in life.

At Hurst Drive Primary School, our motto is 'Success for All' and at Greenfield it is 'Grow Together, Succeed Together'.

Our vision is that all children at The Greenfield & Hurst Drive Federation will be successful academically. We consider it of equal importance that they are successful in their social, emotional, cultural and cognitive development.

Our five Values describe the type of people we want to help our children to be in order to succeed. They are also the values we model as adults in the schools and expect all of our parents and carers to support us in upholding them.

## Our Values

At Greenfield and Hurst Drive, we are:

Respectful

Confident

Kind

Inclusive

A Community





# WHAT WE ARE LOOKING FOR IN OUR NEW EXECUTIVE HEADTEACHER



We are seeking an inspiring, visible and forward-thinking Executive Headteacher to build on our successes and drive the federation into the next phase of its development. This is a unique and exciting opportunity for an existing Headteacher or Executive Headteacher to lead two schools that are deeply embedded in their local community, fostering a culture of collaboration, inclusion and excellence.

## Key Qualities and Experience

- Is an experienced Headteacher or Executive Headteacher with a proven track record of success.
- Is highly visible and approachable, building strong relationships with pupils, staff, parents, and governors.
- Has a deep understanding of early years education and the importance of a strong foundation in learning.
- Can uphold and further develop the positive culture across the federation, ensuring a professional and aspirational environment.
- Demonstrates resilience and a growth mindset, approaching challenges with a solution-focused attitude and fostering the same approach in others.
- Possesses strong HR and organisational management skills, ensuring the development and well-being of staff while maintaining high standards of education.
- Understands the unique needs of our community, supporting families from diverse backgrounds, including those for whom English is an additional language.
- Can effectively manage change and drive improvement while respecting and building upon the existing strengths of both schools.
- Has experience with instructional coaching or a similar professional development model and can explore how this approach can be tailored for the nursery setting.



# WHAT WE CAN OFFER



As the Executive Headteacher of The Greenfield and Hurst Drive Federation, you will have the opportunity to lead two thriving schools with a strong foundation and a dedicated team. In return, we offer:

- **A stable and committed staff team** – Both schools benefit from a well-established and dedicated team, creating a supportive and collaborative working environment.
- **Professional development opportunities** – We are committed to ongoing professional growth, with a strong focus on coaching, instructional leadership, and innovative CPD tailored to leadership development.
- **The Freedom to Innovate** – If you have a vision for education and a desire to trial new approaches, this is a federation that welcomes fresh thinking. You will have the autonomy to shape the next phase of development while being supported by a culture that values innovation.
- **A supportive and knowledgeable Governing Board** – Our governing board is engaged, informed, and committed to supporting leadership while also providing challenge in a constructive and strategic manner.
- **A strong and positive school culture** – The federation has already developed an ethos of inclusivity, high aspirations, and a child-centred approach to learning, meaning you will be leading in an environment that aligns with progressive educational values.
- **An area undergoing regeneration** – Our schools are located in a developing area with a growing community, providing exciting opportunities to enhance the federation's role within this changing landscape.
- **A unique leadership opportunity** – This is a chance to take on the executive leadership of two schools, further strengthening their collaboration and creating a lasting impact on the children and families we serve.



# 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.

		Essential/ Desirable	Application form	Assessment stage
Qualifications, knowledge and experience	Degree and qualified teacher status	E	✓	✓
	Wide experience and understanding of learning from nursery to KS2	E	✓	✓
	Recent successful leadership experience as a Headteacher	E	✓	✓
	Thorough understanding of Child Protection and Safeguarding and experience of leading safeguarding in a school/schools.	E	✓	✓
School culture	Demonstrates an awareness of the wider education context.	E	✓	✓
	Able to articulate a clear vision for the future and provide strategic direction for staff, pupils, parents/carers and the wider community.	E	✓	✓
	Proven record of inspiring, enabling and motivating others, promoting positive and respectful relationships within and/or across schools	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, higher attainers and EAL.	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 Executive Headteacher.	E	✓	✓
	Has successfully undertaken approved safer recruitment training.	E	✓	✓
	Committed 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	Has had active involvement in effective school self-evaluation and development planning.	E	✓	✓
	Has had responsibility for whole school policy development and implementation.	E		✓
	Experience of leading change effectively and successfully.	E		✓
	Clear commitment to promoting health and safety and the wellbeing of children and staff.	E		✓
	Able 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.	E		✓
	Able to assimilate and manage financial and other data to achieve sound financial decision-making.	E		✓
Personal Qualities/ Ethics and professional conduct:	Demonstrates 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 two schools (containing Greenfield Nursery School and Hurst Drive Primary School) 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 schools/federation 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](#) at all times.



# IMPORTANT INFORMATION



Pay range: L18 – L27 Fringe (£77,051 - £94,758)

Start date: September 2025

Closing date: Tuesday 15<sup>th</sup> April 2025

Shortlisting date: Tuesday 22<sup>nd</sup> April 2025

Interview date: Tuesday 29<sup>th</sup> April 2025

Visits to the school: To arrange your visit please email Cetta Guglielm at [PA@greenfieldandhurstdrive.co.uk](mailto:PA@greenfieldandhurstdrive.co.uk)

School website [www.greenfieldandhurstdrive.co.uk](http://www.greenfieldandhurstdrive.co.uk)

School address Hurst Drive, Waltham Cross, Hertfordshire. EN8 8HD



*The Greenfield and Hurst Drive Federation 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 fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.*





# 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](mailto: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 Executive 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.



# THE GREENFIELD AND HURST DRIVE FEDERATION



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