



SHENLEY PRIMARY SCHOOL

Headteacher Recruitment Pack



CONTENTS

Welcome from the Chair of Governors	3
Key facts & statistics	4
About our school	5
Our vision & values	6
Our new Headteacher	7
Job description	8-12
Person specification	13-15
Important information	16
Application process	17



WELCOME FROM THE CHAIR OF GOVERNORS

Dear Applicant,

Thank you for your interest in the Headteacher role at Shenley Primary School. I hope you find this information pack a useful introduction.

We are a friendly school offering a wide range of opportunities for our pupils. We are on a journey of continuous improvement striving to raise the academic and social standards that they achieve.

We believe that pupils should enjoy their learning, and we aim to create an atmosphere of mutual respect and trust within which pupils can flourish and achieve their full potential.

We foster an ethos of high expectations for our whole community and believe that by working together we can contribute to raise standards and create lasting, happy memories for everyone involved with Shenley Primary School.

In recruiting a new Headteacher, we are seeking someone who shares our vision and ethos. The successful candidate will have the drive, enthusiasm and relevant experience to move our school to the next stage of its development.

The closing date for applications is 28th April and interviews will be held on 9th May.

For further information about our school, please visit our website, or get in touch to arrange a time to come and look around.

If you wish to discuss the role, please contact me at jamie@shenley.herts.sch.uk

We look forward to hearing from you and wish you the best with your application.

Yours faithfully,

Jamie Dean Stockwell
Chair of Governors

KEY FACTS & STATISTICS



Good
September 2023

Quality of education	Good
Behaviour and attitudes	Good
Personal development	Good
Leadership and management	Good
Early years provision	Good

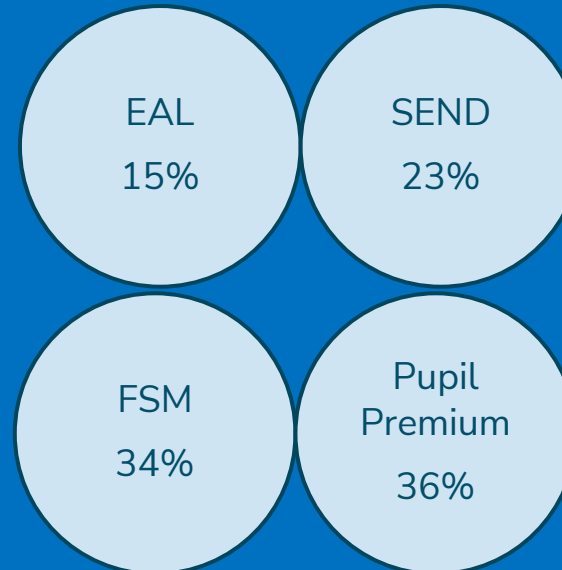


Type of school:
**Community
Primary School**

Location:
Shenley

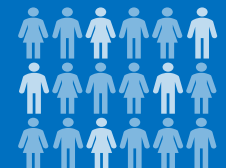


Age Range:
3-11 Yrs



Number on Roll:

138



ABOUT OUR SCHOOL

Welcome to Shenley Primary School, a friendly village school with approximately 140 children on roll, between the ages of 3 and 11 years. We firmly believe that if children feel safe, secure, valued and supported, they will thrive in all that they do and the sky will be the limit for what they can learn and achieve.

The children are at the centre of everything we do here, and we have no doubt that reaching and surpassing potential is accomplished through a close and trusting relationship between home and school. By working together at all times, we can promote and uphold the vision and ethos of Shenley Primary School, fostering an inclusive, high quality, engaging learning journey, where children are valued and success is celebrated.

We are very proud of the inclusive, community feel in our village school. Threaded throughout the school, you will find a strong sense of mutual respect and tolerance for the differences we have. As a team, we are very proud of our high standards as celebrated in our GOOD Ofsted report September 2023.

We have an ambitious curriculum and offer many opportunities for our children, not just in academic subjects, but also in the wider curriculum; Forest School, Sport and Music, are just a few examples of what the children experience during their time with us. We value each and every child, and believe that we provide an education that encourages many core learning values, including creativity, independence and resilience.

We have high expectations for everyone and as a result our pupils behave well and enjoy learning. They enjoy the opportunity to take on extra responsibility through leadership roles such as house captains and play leaders.

Here at Shenley Primary School, we are all very proud of our children and of our dedicated, professional team. As a community, we all work very well together, from staff to parents and Governors, and we are proactive in seeking support from external agencies where necessary, in order to ensure that we provide the very best for the children and families in our school.



OUR VISION & VALUES

Our vision

- Children are eager to succeed in their learning.
- Children are valued, feel safe, are nurtured and happy.
- Everyone strives to be a productive citizen of the school and wider community.
- Children are encouraged to be active and healthy learners.

Our aims

- Be resilient, independent, confident and willing to take educated risks.
- Celebrate diversity, respect and accept one another.
- Aim for outstanding achievements.
- Apply positive community values.
- Develop a knowledge rich, challenging and inspiring curriculum.
- Promote a positive climate where supportive relationships and friendships grow.
- Be a highly dedicated, committed and professional team.

Our values

- Be safe.
- Be respectful.
- Be kind.
- Be engaged in learning.
- Listen when others are talking.



“ Happy, united and inspired. ”

OUR NEW HEADTEACHER

We are looking for a strong and inspirational leader who can work well under pressure and who will be able to adapt to challenging circumstances, taking robust decisions in the best interests of pupils and the school.

Our new Headteacher will:

- Be absolutely committed to ensuring outstanding teaching and learning for every child.
- Have the vision, energy, leadership and resilience to drive our school forward.
- Demonstrate a rigorous approach to identifying pupil achievement gaps and implementing solutions to ensure positive progress for every child.
- Have a proven track record of leading change successfully, with the ability to turn challenging situations into positive outcomes.
- Be a visible and approachable presence around the school, with the passion and inspiration to empower staff, fostering a collegiate spirit throughout the community.
- Have an understanding of the financial aspects of running a school.

You will be leading an enthusiastic and hardworking team, who are proud of their school and open to new and creative ideas and who believe passionately in the potential of every child in their care.

We can offer:

- A positive, inclusive and welcoming school where your career development will be championed.
- A dedicated, talented and experienced team of staff and governors, who are enthusiastic about helping the school continue to grow.
- Inquisitive, happy and well-behaved children who love to learn.
- A school that is committed to safeguarding and promoting the well-being of everyone in our community.
- A fantastic opportunity to make a difference in shaping a positive future for all at Shenley.



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 of 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.
- 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.

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: 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 1: HEADTEACHERS' STANDARDS

Additional & special educational needs:

- 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.

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 1: 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



SECTION 2: 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.

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	✓	✓
	Appropriate training for senior leadership.	E	✓	✓
	Experience of working with Early Years Foundation Stage, KS1 and KS2 pupils and staff.	E	✓	✓
	Recent experience of senior leadership as a Headteacher or Deputy Headteacher with a proven track record of continuous improvement and outstanding impact.	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.	E	✓	✓
School culture:	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 professional standards	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 using the tools available.	E		✓
	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/ school improvement:	Have had active involvement in effective school self-evaluation and development planning.	D	✓	✓
	Have had active involvement in whole school policy development and implementation.	D		✓
	Involvement in leading change effectively and successfully.	D		✓
	Clear commitment to promoting health and safety and the wellbeing of pupils 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 effectively with stakeholders including the Governing Board, 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.	D		✓
Personal qualities/ Ethics and professional conduct:	Passion for education, coupled with ability and enthusiasm to see every pupil fulfil their potential.	E		✓
	Excellent communication skills, including written communication.	E	✓	✓
	Effective organisational skills.	E		✓
	Team player, with a solution focused style.	E		✓
	Adaptable leadership style, knowing when to delegate.	E		✓
	Committed to developing themselves and their practice.	E		✓
	Approachable and committed to the well-being and development of the 'whole child' and staff.	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		✓



“ The school has in place an **ambitious** curriculum. It is clearly **sequenced** so that pupils can **build** new knowledge on the **foundations** that have been laid before ”



IMPORTANT INFORMATION

Pay range:	L11-L18 (£65,188-£76,289)
Start date:	September 2025 or January 2026
Closing date:	Monday 28 th April 09:00
Shortlisting date:	Friday 2 nd May
Interview date:	Friday 9 th May
Visits to the school:	To make an appointment, please contact the school office on 01923 855864 or email us at admin@shenley.herts.sch.uk
School website:	www.shenleyprimary.co.uk
School address:	London Road, Shenley, Radlett, WD7 9DX

Shenley 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 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. 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.

"Pupils are proud of their school."

"Pupils behave well because leaders have set high expectations."

"The school has in place an ambitious curriculum."

"Pupils are now performing well because they are able to quickly recall their knowledge to help them interpret new ideas."

"Pupils enjoy learning because they study a broad and exciting curriculum."

"Pupils with additional needs, including special educational needs and/or disabilities (SEND), receive effective support so that they take part in all aspects of school life alongside their peers."



SHENLEY PRIMARY SCHOOL

London Road, Shenley, Radlett,
Hertfordshire WD7 9DX

01923 855864

admin@shenley.herts.sch.uk

www.shenleyprimary.co.uk