



**APPLICATION PACK FOR HEADTEACHER OF
Millfield First and Nursery School**



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Letter from our Chair of Governors

Dear Applicant,

Thank you for expressing an interest in being the Headteacher at Millfield First and Nursery School. We are delighted that you are considering applying for this exciting opportunity to lead a truly outstanding school. Please do take time to read through this information pack, and browse through the school's website. We also recommend you visit in person; you will be warmly welcomed and have the opportunity to discover our wonderful school environment, staff, children and facilities for yourself.

The Millfield School leadership team continuously builds on successes and effectively manages challenges. Judgements from external consultants reflect the school's drive to provide the highest standards of education and environment for children, with outstanding provision, outcomes and progress throughout the school. Evolving this requires a proactive, rigorous and well-organised Headteacher.

The Headteacher's role has strong support from a highly capable team of senior leaders, one representing each of the Key Stages, and a very proficient administration and finance team.

Financially, the school is in excellent shape, with a healthy surplus despite the challenging economic climate, and last year we were able to fund building an extension and refurbishment of the school's office and meeting room facilities. Despite this, the school has been preparing for anticipated funding cuts and increasing costs, and the new Headteacher will need to negotiate through financial challenges all schools expect. The school is one and a half form-entry, and the number of children is growing as a result of new homes in the area. Although it can't be confirmed yet, we expect the school to convert to two-form entry in the near future. This provides a financial benefit to the school and, in terms of the Headteacher position, an opportunity for career progression.

The school has excellent relationships with parents, who are very supportive. In a recent parent survey 100% of respondents said they would recommend the school.

The PTA organises several fund raising events across the year, and parents are always happy to lend a helping hand.

If you have any questions about this post please do get in touch. We look forward to receiving your application via the method detailed in the job advert, and meeting you through the interview process. We will be inviting those applicants short-listed to attend an interview day on 22nd February 2017

Thank you again for your interest.

Yours faithfully,

Saylesh Nakum

Chair of Governors, Millfield First & Nursery School



What We Are Looking For

A new chapter in our school's journey...

Our two part time Headteachers are retiring at the end of the summer term and we are looking for a truly outstanding individual with vision, drive, and a caring nature, to sustain and develop our school, pupils and staff. The successful candidate will lead with strength and confidence and be able to influence the outcomes of the opportunities the school will face on its journey, whilst maintaining continuous improvement and outstanding results.

In return we can offer you:

- ▶ A supportive, committed and highly motivated team
- ▶ An active, strategic, challenging and supportive governing body
- ▶ Wonderful children who love to learn
- ▶ Commitment to support your development
- ▶ Well-resourced classrooms and attractive modern building

We welcome the opportunity to show you our wonderful school, meet our outstanding children and great team. Please call the school office on 01763 271717 to arrange a suitable time to visit.

Easily accessible with great transport links, Buntingford is perfectly located for job seekers from parts of Essex, Herts, Beds, Cambs, North London and Suffolk.

Millfield School is one and a half form entry and, being part of a three-tier system, ends at year 4.

Our School's greatest strength is its caring nature where children are happy and secure in their learning, and build confidence and respect as they develop towards their full potential. We are very proud of this ethos. Parents and visitors often comment on the strong sense of family and community, as well as the exemplary behaviour. Children have equal access to all aspects of school life.

Our children, staff, parents and governors are proud to be a part of Millfield First & Nursery School and have prepared a video to tell you what it is that they like about belonging to this School and about their experiences. Please view our video which we are sure you will enjoy. We look forward to welcoming you to our School.

<http://www.millfield.herts.sch.uk/our-school/welcome-video>



Our School

Millfield is part of a successful three-tier system of education, and hence we collaborate with leadership and staff of other schools in Buntingford and nearby villages. Millfield is one of the five First Schools in the area that feed into two Middle Schools (ages 9–13) which then feed into the Upper School (ages 13–19). The schools currently work together on a range of areas such as curriculum coverage, transition, moderation as well as several extra-curricular activities, and we continue to develop these links.

Millfield First and Nursery School is a one and a half form entry school from Nursery to Year 4. The pre-school provision is offered through 'Little Stars' for children from the age of 2, it is an integral part of Millfield, and works together with the main school on many areas, but also has its own manager. There are currently 306 children on the school roll. When last inspected in 2009 and 2015 respectively the school and pre-school were judged outstanding by Ofsted.

Buntingford is a small but growing market town in north east Hertfordshire on the A10 (Ermine Street). It is approximately midway between Ware/Hertford to the south and Royston to the north, and Bishop's Stortford to the east and Stevenage to the west, and has good road links to the A120, A1, A505 and M11. It serves as a hub to a largely rural community of villages in the surrounding countryside. The town has a vibrant community spirit which engenders a generally caring attitude amongst the population. The schools in Buntingford support this caring ethos and are very well regarded locally.

Millfield was opened in 1969 as part of the expansion of Buntingford when Sainsbury's supermarket opened a new distribution centre on the site of the Royal Army Ordnance Corps depot. More recently the distribution centre has closed and is being redeveloped for residential use and forms one of several large developments on the edge of the current town which, when they are all completed, will increase the population of Buntingford from around 5000 (2011 census) by more than 50% which will have an effect on local schools and services in the near future.



Our School

The Governing Body fully expects the Local Authority to increase the intake of the school to a two form entry in the near future and has been in discussion with them. We have plans on how this expansion could be accommodated and would expect new classrooms to be provided by the County Council.

The schools Governing Body has twice since the 2009 Ofsted inspection committed to and obtained the Governor Mark to ensure we have external confirmation of our outstanding practices. The school is continually looking to ensure it maintains high standards in all areas and this attitude helps the governors, the staff and the children to always strive for the best they can achieve. The staff have adapted well to the delivery of the new national curriculum via a creative topic based curriculum which the children enjoy. Progress and achievement continues to be outstanding as judged by our independent improvement partner.

The governors and school leadership always try to take a strategic view on changes and will embrace change where it is required or seen as beneficial to the outcomes for our pupils. In recent years with the move to academy status by many larger schools the governors have concluded that whilst sufficient schools remained with the local authority there was no advantage for Millfield to form or join an academy. However, with the reduction in funding to the local authority and increasing push from government for schools to become an academy the governors are looking at this more seriously.





Aims and Values

Our school provides a broad, balanced, relevant education, based on the National Curriculum. All of our children, whatever age, sex, race, ability, cultural background or religion, are guided to achieve full potential in the areas of knowledge, skills and personal development.

At Millfield First & Nursery School we aim to help all our children to:

- ▶ Have a love of learning and try their best
- ▶ Be confident in themselves
- ▶ Have respect for themselves, others and the world we live in
- ▶ Achieve their full potential
- ▶ Have a strong sense of family and community
- ▶ Have equal access to all aspects of school life





Aims and Values

The aims and purposes of learning in our school are to:

- ▶ Provide all our children with a safe and happy school in which learning is valued as an enjoyable experience.
 - ▶ Enable each child to achieve their full potential through a broad balanced, differentiated and interesting curriculum, including the requirements of the National Curriculum and life skills.
 - ▶ Provide a stimulating and well resourced environment so that high standards can be reached.
 - ▶ Encourage children to feel part of the school and foster links with the local community and show concern for their environment.
 - ▶ Work with children to develop an awareness of self, sensitivity and tolerance towards others, respecting and appreciating each other's feelings, views and capabilities.
 - ▶ Create an environment where children appreciate the satisfaction to be gained from hard work, persistence and personal achievement.
- ▶ Encourage children to extend their range of interests and natural enthusiasm, allowing them to develop as individuals, with confidence and self-esteem.
 - ▶ Promote and strengthen the bonds between school and home, believing that children's needs are best served by close co-operation between staff, parents and children.
 - ▶ Help children develop the social skills required to establish good relationships with other children and adults, in work and play situations, working co-operatively together.
 - ▶ Ensure that all children have access to equal learning opportunities and, through example, are encouraged to form ideas that are not based on pre-judgement or stereotyping





What our Parents say...

"...I chose Millfield for my children because it was clear, even on that initial visit, that each child was valued as part of a very happy community..."

"...what really impressed us during our school visit was the focus on continuous improvement, a sense of not resting on ones laurels but rather a continued effort to make sure that Millfield was delivering the very best for the benefit of all of the children..."

Everyone is always polite and happy to assist with any queries or issues I have and I would not think twice about my younger son enrolling when he is old enough.

"...we are so pleased to see our son develop such a love of learning..."

The senior leadership team take an active interest in all of the children and are very present in the day to day activities of the school.

Every member of the school is respected and in return the children live up to the standards of behaviour that are expected of them.



Headteacher Job Description

- Responsible to:** Governing Body
- Grade:** L16–L22
- Key relationships:** Governing Body, Senior Leadership Team, teaching and non-teaching staff, Local Authority representatives, partner professionals, parents, pupils, local community and professional associations.
- Location :** Millfield First and Nursery School, Buntingford
- Working pattern:** Full-time and to the agreed standards for school senior leaders in the most recent version of the School Teachers' Pay and Conditions Document.
- Disclosure level:** Enhanced

Job purpose:

The Headteacher is responsible to the Governors and the LEA for providing effective leadership and management of the school in order to provide a secure foundation from which to achieve high standards in all areas of the school's work.

Responsibilities:

- ▶ Work with the Governing Body to develop a collaborative school vision, which embraces excellence, high standards and inclusion. Translate the vision into a development plan and implement it successfully.
- ▶ Secure excellent teaching to achieve high standards of learning and attainment across the school.
- ▶ Hold all staff to account for their professional conduct and practice
- ▶ Ensure inclusion, diversity and access.
- ▶ Lead by example to foster an open, transparent and equitable culture.
- ▶ Provide effective internal organisation, management and control of the school.
- ▶ Manage finance and resources astutely to maximise their use and value.
- ▶ Develop and sustain effective relationships with the Governing Body to ensure effective governance of the school, and the discharge of Governing Body responsibilities.
- ▶ Build, develop and maintain effective relationships with parents and all members of the school and wider community to enhance the education of all pupils.
- ▶ Create an outward-facing school to work with other schools, organisations and partners to champion best practice.
- ▶ Manage the 'Little Stars' Day Care and Before and After School Care effectively. Ensure the highest standards are maintained by managing the staff and resources in a sustainable way.



Key Responsibilities

Qualities and Knowledge

1. To hold and articulate clearly the school's values and moral purpose and ensure the school continues to provide a world class education for the children of families from Buntingford and the surrounding villages.
2. Demonstrate optimistic personal behaviour and promote positive relationships and attitudes to all children, staff, parents, governors and members of the local community.
3. Lead by example – with integrity, creativity, resilience and clarity – drawing on your own, scholarship, expertise and skills, and that of those around you.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally. Ensure the school maintains current best practice and policy and to actively pursue continuous professional development.
5. Work with political and financial astuteness, within principles centred on the school's current aims and vision, ably translating local and national policy into the context of our school.
6. Compellingly communicate the school's vision, and drive its strategic leadership, empowering all children and staff to excel. Work with school governors and leadership to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement through times of change.

Children and Staff

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on children's outcomes. Create and foster a happy environment that inspires life-long learning. Ensure there is a culture and ethos of challenge and support where all children can achieve success and be engaged in their own learning. Maintain and further develop the strong partnership with parents and carers to support achievement and personal development.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to a rich exciting curriculum, which engages children, whilst maintaining their well-being. Ensure the school continues to provide a wide range of extra-curricular activities and parents are empowered to understand and support their children's learning.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other. Manage and encourage a working environment conducive to excellent staff relations and high staff morale.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice. Ensure that all staff recognise that they are accountable for the school's successes and achievements and that individual staff's responsibilities are clearly defined, understood, agreed and regularly reviewed.



Key Responsibilities

Self-improving school system

1. Create an outward-facing school which work with other schools and organisations in the community – in a climate of mutual challenge – to champion best practice and secure excellent achievement for all children. To continue to work with other schools within the Rib Valley network to provide shared opportunities for children and staff.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all children.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and a self improving school. To maintain the culture of high expectations for self and others taking decisive action when required.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff. In partnership with governors and school leadership team, continue to recruit and retain staff, who are high quality, able and willing to contribute to the ethos of the school.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others – within and beyond the school – to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Systems and process

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity. Produce and implement clear evidence based improvement plans and policies to develop the school and its facilities.
2. Provide a safe, calm and well-ordered environment for all children and staff, focused on safeguarding children and developing exemplary behaviour in school and in the wider community. Ensure the school maintains and develops the current best practice and positive ethos with regards to behaviour management and support for more vulnerable children.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the Governing Body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for children, staff and financial performance. Present coherent information and account for the school's performance to a range of audiences, including governors, the local authority, community and Ofsted.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of children's achievements and the school's sustainability. Be proactive in procuring additional funding and grants for specific target areas. To keep children's learning and well-being, at the centre of all financial decisions made at Millfield School.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making. Acknowledge the responsibilities and celebrate the achievements of individuals and teams.



Key Responsibilities

General

Millfield First and Nursery School, including Little Stars Pre-school, is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Terms and Conditions on the Department for Education website.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

This job description may be amended at any time after discussion with you but, in any case, will be reviewed annually, when key tasks related to school priorities should be set against each heading. You are required to carry out your professional duties as set out in the relevant paragraphs of the 'School Teachers' Pay and Conditions Document' (current edition).



Person Specification

Criteria	Essential or desirable	Application	Interview	References
Qualifications				
Qualified teacher status	E	✓		
Degree or Equivalent	E	✓		
Experience				
Recent and successful leadership in a school environment	E	✓	✓	
Leading change effectively and successfully	E	✓	✓	
Previous involvement in financial management or budget responsibility within school	E	✓	✓	
Responsibility for whole school policy development and implementation	E	✓	✓	
Recruitment and management of staff, including performance management	E	✓	✓	
Proven ability to contribute to staff development across the primary range (e.g. coaching, mentoring, INSET for staff)	E	✓	✓	✓
Ability to co-ordinate and work with other professionals	E	✓	✓	
Teaching and Learning				
A leader of learning, demonstrating, promoting and encouraging outstanding classroom practice	E	✓	✓	✓
Secure knowledge of Early Years and Foundation Stage	D	✓	✓	
Experience of using assessment data to inform decision making	E	✓	✓	
Expertise in monitoring and evaluating children's progress to inform teaching and intervention planning	E	✓	✓	
Knowledge, understanding and proven experience of how to maintain and continue to improve school outcomes	E	✓	✓	✓
Commitment to a creative and exciting curriculum, which will engage all children	E		✓	
Ability to engage parents and carers, support their knowledge of the curriculum and empower them to help their children	E	✓	✓	✓

Person Specification Cont.

Leadership Skills				
Proven record of inspiring, challenging, motivating and nurturing others to achieve agreed aims	D	✓	✓	✓
Able to delegate successfully to achieve outcomes and provide development opportunities for staff	E	✓	✓	✓
Excellent communication and listening skills	E	✓	✓	
Ability to build productive relationships with staff, parents, governors and the wider community	E	✓	✓	✓
Effective decision maker	E	✓	✓	
Personal Qualities				
A passion for educating young children, with the aptitude and enthusiasm to ensure all reach their best potential	E	✓	✓	✓
Visible, approachable, warm and empathetic	E	✓	✓	✓
Able to communicate a clear vision, that will maintain Millfield as a highly regarded school in the community	E		✓	
Resilient and flexible leader, able to meet the demands of the post	E		✓	✓
Safeguarding				
Knowledge and understanding of relevant, and current, legislation and guidance in relation to working with, and the protection of, children and young people	E	✓	✓	✓
Display commitment to the protection and safeguarding of children and young people	E	✓	✓	✓
Fully Co-operate and work with relevant agencies to protect children and support families	E	✓	✓	✓
Evidence of commitment to promoting health and safety and welfare of children	E	✓	✓	✓



Application Process

Important Information for Applicants

This position is for a Headteacher, to start September 2017.

The salary will be Leadership scale L16 to L22.

Key dates for your diary

The closing date for applications is: Noon 8th February 2017

Shortlisting date is: 9th February 2017

Interview dates is: 22nd February 2017

Applying

If you would like to apply for this post, we would love to hear from you, please complete the application form by visiting:

https://www.teachinherts.com/find-a-job/view,headteacher_38505.htm

Please return your completed application to las.governors@hertsforlearning.co.uk

For application queries please contact our SPLASH Team on 01438 843465

Visits to the school are warmly welcomed. For further information, and to visit the school, please contact the school office on 01763 271717 or email admin@millfield.herts.sch.uk.

Millfield First and Nursery School is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.