



High Wych CE Primary School

Headteacher Candidate Pack

Autumn term 2024



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Welcome from the Chair of Governors

Dear Applicant,

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

I started as a Parent Governor at the school 7 years ago, however my two eldest children have now moved on to a local secondary. You will find me and my colleagues on the Governing Board to be a very engaged and supportive team, who are committed to delivering the school's vision; ensuring all children have a positive experience whilst realising their potential. The Board also comprises a broad range of skillsets and experience, including Law, Education, Finance, Consulting and Media.

The school itself is in the centre of a strong community and the site has both historic merit and a bucolic outlook. It is a tremendous place to live, work and learn; and our facilities are strong.

The vacancy has arisen as a result of the retirement of our current Head after 24 years; 21 in post. Under the leadership of Mrs West, the school has enjoyed considerable success; winning numerous awards and accolades and receiving multiple strong Ofsted reports, including a Good as recently as last November. Additionally, Mrs West has worked hard to make the school a friendly, caring place where our children can thrive. Mrs West therefore leaves our school in a very strong position.

However, whilst it would be easy to therefore search for a new Head who will merely continue to deliver as before; we believe change can be a positive for an organisation and we encourage applicants to bring fresh eyes to the role. We know there are things that we can do even better.

Additionally, you will be aware of the contemporary challenges facing the Education sector – and it is fair to say that High Wych has not been immune to some of these. We have had to make some difficult decisions in recent years, but the Board has been integral in supporting this path and although we are now in a stable strategic and financial position, we believe there is further progress that can be made with the right applicant working alongside us.

Hopefully this pack will provide you with further detail on all of the above. I would encourage you to come and visit the school; please contact me via email at mittlewood@highwych.herts.sch.uk and I'd be delighted to arrange a time for one of us to show you around.

Yours faithfully,

Matt Littlewood

Chair of Governors



Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the position of Headteacher at High Wych CE Primary School. I hope this letter provides you with helpful information and an insight into the wonderful school and community that the Headteacher of High Wych CE Primary School is lucky enough to be part of.

Being the Headteacher at High Wych CE Primary School is a privilege and means that you are part of a supportive school community; one where pupils, families, staff and governors work hard together. It is a school that we are all very proud of.

At High Wych CE Primary School, you are a member of a hard-working and dedicated staff team that supports and believes in the shared vision, values and strategic direction of the school. Staff are committed to achieving the best outcomes for all pupils and collaborate effectively to create a safe, happy, positive working and learning environment.

Governors work closely with school leaders and provide effective and necessary challenge and support for the Headteacher. They are pro-active, supportive and committed to working well with the school to achieve the best outcomes for all pupils, promote the school's good reputation and ensure the continued effective management of the school's finances.

The pupils at High Wych CE Primary School are the school's best asset. As the Headteacher, you are lucky enough to experience, first hand, every day, pupils who love coming to

school. Pupils value and enjoy their relationships with staff; appreciate and make the most of the support and opportunities they experience; and they love a challenge.

The school community is warm, supportive and diverse. I am sure that the new Headteacher will be made to feel as welcome as I was. Families value and appreciate the close relationship between school and home; the opportunities to get involved; and the staff's commitment to providing their children with a broad education. Pupils at High Wych CE Primary School are well taught, supported and nurtured and we think about each child as an individual and work hard to meet all of their needs.

I have thoroughly enjoyed and appreciated the privilege and responsibility of working as the Headteacher of High Wych CE Primary School for the last twenty-one years. Although I am retiring, I am excited for what the next phase is for the school with its new Headteacher – I know that it will go on to even bigger and better things.

I encourage you to visit High Wych CE Primary School to see for yourself what an amazing school it is.

I wish you the very best of luck with your application.

Yours faithfully,

Mrs Mandy West



Key Facts and Statistics

Location:

High Wych, Sawbridgeworth
East Hertfordshire

Age Range:

3-11

Number on roll:

227

4.1%
SEND

16%
Pupil
Premium

15%
Free
School
Meals

4.5%
EAL



Ofsted rating:

Good November 2023

About Our School

High Wych is a popular one-form entry primary school located in the village of High Wych on the outskirts of Sawbridgeworth in East Hertfordshire. We are fortunate enough to be in a beautiful, but easily-accessible, rural setting conveniently positioned between the larger towns of Bishop's Stortford and Harlow. We welcome children from the immediate area as well as from the neighbouring communities.

Originally founded in 1861, our well-maintained school remains legally owned by the Trustees of its Church of England Foundation. Today we are controlled by the Local Education Authority, although we still have close links with St. James' Church which is also represented on our Governing Board.

We are organised into eight year groups – from Nursery through to Year 6 – and benefit from good-sized classrooms, a Hall, IT suite and a separate music room. The Governors are also currently working on the development of a PPA area. Outside, we boast four playgrounds, a sports field, a woodland area and an RE reflection area – providing plenty of space for our pupils to learn and play – all surrounded by acres of undulating farmland. We also offer a variety of extra-curricular clubs and a successful after-school club, with plans to imminently increase provision for wraparound care to further support our families.

High Wych is one of only six feeder schools for Leventhorpe (Secondary), a Business and Enterprise Academy (graded "Good" in April 2024) which is located in Sawbridgeworth. Leventhorpe is one of a number of highly rated secondaries within the Bishop's Stortford Educational Trust (BSET) and to which our leavers can apply.

We are committed to being a caring, inclusive Christian school and our vision statement "*Success and excellence within a caring Christian environment*" reflects this. Our dedicated team of staff want every High Wych pupil to learn in a supportive, caring space that's full of excitement and fun. We aim for each child to achieve their highest potential, living and learning in the fullness of God.

Our mission is to help children build a strong foundation so that they can attain high levels of success in all they do and feel confident going forward into the next phase of their learning. We aim to develop a wide range of skills throughout all areas of the curriculum developing each individual's character and talents to the full.



Our Vision and Values

“SUCCESS AND EXCELLENCE WITHIN A CARING CHRISTIAN ENVIRONMENT”

At High Wych School, our vision to equip every child to:

- ✓ Be a lifelong learner.
- ✓ Work flexibly to reach their full potential across a broad curriculum.
- ✓ Be a reflective, adaptive, resilient and confident individual.
- ✓ Know their own worth, feel safe and be fulfilled.
- ✓ Have a high level of mental, physical and spiritual wellbeing.
- ✓ Have a moral code by which to live, based on Christian values, all developed within caring Christian environment.

We expect our pupils to achieve high levels of success in all they do, be confident in going forward into the next phase of their learning and to be courteous and considerate towards others.

As a Church of England school, we are proud of the Christian values at the heart of all we do. Our aim is to educate the whole child through a balanced curriculum. Each month throughout the academic year, we focus on a “Value of the Month” as an effective way to enrich our pupils spiritual and personal development.



Our New Headteacher

We are seeking a dynamic and inspiring Headteacher who can build on the school's excellent accomplishments and lead it into the future. The ideal candidate will:

- ✓ Demonstrate strong communication skills with pupils, parents, staff and the local community.
- ✓ Create an open dialogue to ensure effective collaboration and cooperation.
- ✓ Exhibit tenacity and commercial acumen in order to navigate challenges, overcome obstacles and drive positive change.
- ✓ Have entrepreneurial flair and the ability to find new ways to improve the school's offering.
- ✓ Bring a tremendous energy when embracing new challenges and opportunities.
- ✓ Bring distinctive experience – or fresh ideas – for leading a Church school.
- ✓ Embrace inclusivity, openness and honesty with all stakeholders.
- ✓ Provide a whole school approach to decision-making, ensuring effective engagement with staff, pupils, parents and governors.
- ✓ Have excellent organisational skills to manage school operations and resources efficiently.
- ✓ Provide a commitment to continuous improvement and innovation in teaching and learning.
- ✓ Display excellent leadership to guide and motivate staff and pupils towards academic excellence.
- ✓ Have a sound knowledge of educational policies, procedures and regulations.
- ✓ Encourage dedication to fostering a safe, inclusive and nurturing learning environment for all.



What We Can Offer

- ✓ An experienced, knowledgeable and dedicated team of staff who work tirelessly to ensure that every child enjoys their primary school experience and has access to the support they need.
- ✓ Polite and respectful pupils who are eager to learn and grow.
- ✓ A Governing Body devoted to the school's mission and success.
- ✓ A stunning rural setting surrounded by open farmland, but easily accessible by major road networks.
- ✓ A family-based Church school at the heart of the local community.
- ✓ A well-maintained and resourced school.
- ✓ An active and enthusiastic PTA group.
- ✓ A chance to really make a difference, improve the school's offering and take it forward into the future.
- ✓ Opportunities for continual professional growth through HFL Education and the Headteacher Induction Programme for new Headteachers, designed to support and enrich your journey as a school leader.
- ✓ Professional Mentor.



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	✓	
Fully understands the Christian distinctiveness of a Church of England School.	E	✓	✓
School Culture	Essential / Desirable	Application form	Assessment stage
Demonstrates an awareness of the wider education context with an understanding on the distinctive nature of R.E. and Collective Worship in a Church school.	E	✓	✓
Understands the existing relationship between the school and the Church and has the ability to articulate a clear vision and provide strategic direction for staff, pupils and the community.	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.	D	✓	
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.	E	✓	✓
Have 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	✓	✓
Ability to review and analyse key data to develop evidence-informed strategies for school improvement.	D	✓	
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.	E	✓	✓
Understands and welcomes the role of effective governance, upholds their obligation to give account and accept responsibility.	E	✓	
Experience of managing school finances effectively, understanding their contribution to school development and pupil outcomes.	D	✓	✓
Able to assimilate and manage financial and other data to achieve sound financial decision-making.	E		✓

Personal Qualities / Ethics and Professional Conduct	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		✓
Readiness to engage with church community and to articulate the vision of a church school.	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 students.
- 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:	L9-15 Fringe (£58,785 - £67,928)
Start date:	January 2025
Closing date:	Monday 16 th September 2024 at 09:00 hours
Shortlisting date:	Thursday 19 th September 2024
Interview date:	Thursday 26 th September 2024
Visiting the school:	Please contact Matt Littlewood, Chair of Governors at mlittlewood@highwych.herts.sch.uk
School website link:	https://www.highwych.herts.sch.uk/

High Wych CE 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 2023).

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.