



HOBLETT'S MANOR INFANTS' & NURSERY SCHOOL

Headteacher Recruitment Pack

Autumn Term 2024



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WELCOME FROM THE CHAIR OF GOVERNORS

Dear Applicant,

It is with great enthusiasm that I write to invite applications for the position of Headteacher at Hobletts Manor Infants' and Nursery School, commencing in September 2025. We hope this information provides a valuable introduction to our vibrant and welcoming school community.

This vacancy has arisen due to the retirement of our current Headteacher after years of inspiring and successful leadership. The Governing Body is now in the position to recruit a hard-working and talented leader to take our school to the next stage. This role will appeal to someone who is ambitious for all children and passionate about nurturing them in order that they can achieve their very best in all aspects of school life and beyond.

Hobletts Manor Infants' School is an oversubscribed 'good' school, highly valued in our community for its inclusive ethos, "Achievement for All." Our recent Ofsted inspection (carried out in June 2023, rated as a good provider) noted "there is enough evidence of improved performance to suggest that the school could be judged outstanding if we were to carry out a graded (section 5) inspection." Ofsted recognised the excellent start that pupils get at the school along with the high standards in leadership and the fact that "Pupils make a strong start to their education at Hobletts Manor Infant School. It is a calm and purposeful place to learn. Pupils are happy here." We believe that a key part of this success is due to the strong links that have been developed between staff, pupils, parents/carers and the broader school community.

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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 Tuesday 14th January 2025. For further information about our school, please visit our website at www.hoblettsinfants.herts.sch.uk.

If you wish to discuss the role, please contact Chair of Governors, Ian Sizmur at governors@hoblettsinfants.herts.sch.uk to arrange a time. We would encourage interested applicants to visit the school. Visits can be scheduled by contacting the school office on 01442 213854.

Thank you for your interest in Hobletts Manor Infants' and Nursery School. My colleagues and I look forward to meeting and interviewing motivated candidates interested in taking on this important and exciting new challenge.

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

Yours sincerely

Mr Ian Sizmur

Chair of Governors

SCHOOL STATISTICS

23%

of pupils speak English as an additional language (including nursery)

of pupils are on the SEN register (including nursery)

22%

15%

of pupils receive free school meals (including nursery)

of pupils in receipt of pupil premium (including nursery)

17%



179 pupils' main school, 35 in nursery



3-7 age range



A proud maintained school under the authority of the HCC



Adeyfield Road, Hemel Hempstead, Hertfordshire, HP2 5JS



Rated good in June 2023

ABOUT OUR SCHOOL

Hobletts Manor Infants' & Nursery School is a warm, welcoming, and inclusive learning environment, where we live by our ethos of "Achievement for All." Located in the heart of the community, we are dedicated to providing a nurturing space where every child feels valued, supported, and encouraged to reach their full potential.

Our school fosters a love of learning through a creative, engaging, and broad curriculum tailored to the needs of all our pupils including those with SEN. We take pride in our strong sense of community and collaboration, with close partnerships between staff, parents, governors, and local stakeholders. These relationships, along with our experienced and passionate teaching team, ensure that children not only develop academically but also grow socially and emotionally.

At Hobletts Manor, we believe that every child deserves the best possible start in life, and we are committed to creating an environment where all children can thrive and achieve success. Whether through our focus on high-quality teaching or our rich array of extracurricular activities, we ensure that each child's individual needs and talents are nurtured. We invite you to explore our website further to learn more about what makes Hobletts Manor Infants' School such a special place for children to grow, learn, and achieve.



OUR SCHOOL ETHOS



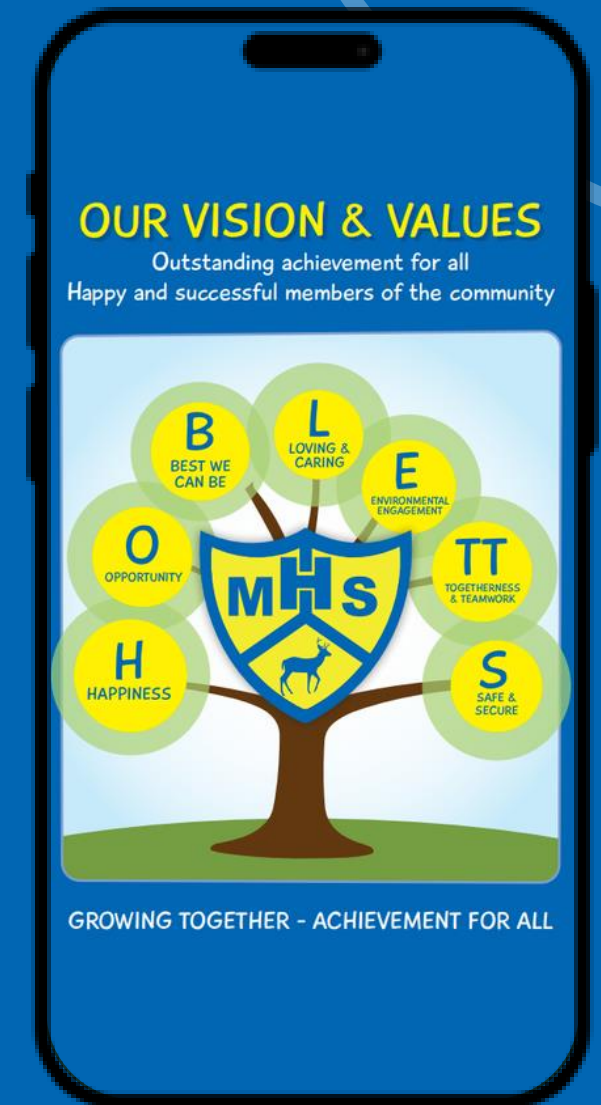
“ACHIEVEMENT FOR ALL”

The ethos "Achievement for All" reflects a commitment to ensuring that every child, regardless of their background or abilities, has the opportunity to succeed. It emphasizes inclusivity, where individual needs are met and all forms of progress - academic, social, and emotional - are valued. The school fosters a supportive and nurturing environment, encouraging each child to reach their full potential and celebrating their unique achievements.

OUR SCHOOL VISION & VALUES

At Hobletts Manor Infants' and Nursery School, the Vision and Values Tree is central to the school's ethos, aiming to nurture each child to be the best they can be. The school focuses on creating a happy, supportive, and inclusive environment where children thrive both academically and personally.

We are proud of our creative curriculum, designed to inspire lifelong learning through real-life contexts, outdoor learning, and Forest School principles. This approach encourages children to care for the environment and develop key life skills that will support their future education.



OUR NEW HEADTEACHER

At Hobletts Manor Infants' School, we are seeking an inspiring, compassionate, and visionary leader to guide our school on its continuing journey of excellence. Our new Headteacher will be someone who embodies our ethos of "Achievement for All," ensuring that every child, regardless of their background or ability, is given the opportunity to thrive and succeed.

We are looking for a Headteacher who:

- Has a passion for teaching and learning: You will be committed to providing the highest quality education, ensuring that our curriculum is both engaging and inclusive, fostering a love of learning in every child.
- Is a strong and empathetic leader: You will have the ability to inspire and motivate our dedicated team of staff, promoting a culture of collaboration, well-being, and professional growth.
- Embraces inclusivity: With a focus on supporting the diverse needs of all pupils, you will champion an environment where every child feels safe, supported, and valued for their unique strengths.
- Builds strong relationships: You will maintain and strengthen the excellent partnerships we have with parents, governors, and the local community, ensuring that we continue to work together to achieve the best outcomes for our children.
- Is innovative and forward-thinking: You will bring fresh ideas, energy, and enthusiasm to drive continuous improvement, while preserving the caring and nurturing atmosphere that makes Hobletts Manor Infants' School special.

If you are a dynamic, pupil-centered leader with a commitment to making a lasting impact on the lives of young learners, we would love to hear from you. This is a fantastic opportunity to lead a school that is dedicated to creating a positive, supportive, and inclusive learning environment for all.



WHAT WE CAN OFFER

At Hobletts Manor Infants' School, we are proud to offer a warm, supportive, and vibrant community where every member is valued. As our new Headteacher, you will benefit from a nurturing environment and the opportunity to make a real impact on the lives of young learners. Here's what we can offer you:

- A Dedicated and Passionate Team: You will lead a team of experienced, talented, and caring staff who are committed to delivering the best outcomes for our children. Collaboration and professional growth are at the heart of our working culture.
- A Welcoming School Community: Our school is at the heart of a supportive and engaged community. Strong relationships with parents, governors, and local stakeholders ensure a collaborative approach to education and a shared commitment to our children's success.
- A Child-Centered Approach: We believe in the potential of every child and celebrate their unique strengths. As Headteacher, you will have the opportunity to shape a nurturing and inclusive environment where children can flourish both academically and emotionally.
- A Commitment to Well-being: At Hobletts Manor Infants', the well-being of our pupils and staff is a priority. We understand the importance of creating a healthy, balanced, and positive environment where everyone can thrive.
- Room for Innovation and Growth: You will have the freedom to bring fresh ideas and drive the school forward, while being supported by a dedicated governing body who share your vision for continued improvement and excellence.
- A Rich and Diverse Curriculum: With a broad and engaging curriculum, we are committed to providing opportunities that inspire curiosity, creativity, and a lifelong love of learning in all of our pupils.

By joining Hobletts Manor Infants' School, you will be part of a close-knit, dynamic school that is passionate about nurturing young minds and empowering our children to achieve their full potential.

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	✓	✓
	Experience of working with/ teaching in Early Years Foundation Stage/ KS1/ KS2	E	✓	✓
	Recent successful leadership experience as a Headteacher, Deputy headteacher, Assistant headteacher or School Improvement Lead.	E	✓	✓
	Thorough understanding of Child Protection and Safeguarding and commitment to safeguarding as part of the duty of care.	E	✓	✓
	Experience of leading safeguarding in a school.	D	✓	✓
School culture:	Demonstrates an awareness of the wider education context.	E	✓	✓
	Ability to articulate a clear vision for the future and provide strategic direction for staff, pupils and the community.	E	✓	✓
	Proven record of inspiring, enabling and motivating others, promoting positive and respectful relationships across the school.	E		✓
	Ensures a culture of high staff professionalism, holds others to account.	E		✓
	Upholds ambitious educational standards for all pupils.	E		✓

		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 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/ continuous school improvement:	Have had active involvement in effective school self-evaluation and development planning.	D	✓	✓
	Have had responsibility for whole school policy development and implementation.	D		✓
	Experience of leading change effectively and successfully.	D		✓
	Clear commitment to promoting health and safety and the wellbeing of children and staff.	E		✓
	Ability to review and analyse key data to develop evidence-informed strategies for school improvement.	E		✓

		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.	D	✓	✓
	Understands and welcomes the role of effective governance, upholds their obligation to give account and accept responsibility.	E		✓
	Experience of managing school finances effectively, understanding their contribution to school development and pupil outcomes.	D		✓
	Able to assimilate and manage financial and other data to achieve sound financial decision-making.	E		✓
Personal Qualities/ Ethics and professional conduct:	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 Seven Principles of Public Life 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		✓
	Readiness to engage with church community and to articulate the vision of a church school.	D		✓
	Visible, approachable, ability to listen to parents in a caring way.	D		✓

JOB DESCRIPTION

The headteacher has overall responsibility for providing leadership to the school to secure its success and continuous improvement, ensuring high quality education for all its pupils and improved standards of teaching, and learning in line with statutory requirements.

To gain this success, the headteacher must

- Demonstrate consistently high standards of principled and professional conduct both within and outside school.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Always serve in the best interests of the school's pupils.
- Establish high quality education by effectively managing teaching and learning to realise the potential of all pupils.
- Forge a compelling vision to guide the school to its next stage of development.
- Develop a strategy with our community and other schools to provide clear educational pathways for our pupils as they grow older.
- Ensure sustainable growth and financial security for the school.

Appointment is subject to the current conditions of employment of headteachers, contained in the School Teachers' Pay and Conditions document, the School Standards and Framework Act 1998 and all other current education, employment and health and safety legislation.



SECTION 1: 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.

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 & 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.

SECTION 2: HEADTEACHERS' STANDARDS

5. ADDITIONAL, SEN & 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.

SECTION 2: HEADTEACHERS' STANDARDS

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 & 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



IMPORTANT INFORMATION



Pay range:	L14-L19 £69,964 - £78,926 (Fringe)
Start date:	September 2025
Closing date:	Tuesday 14 th January 2025
Shortlisting date:	Friday 24 th January 2025
Interview date:	Wednesday 29 th January 2025
Visits to the school:	To make an appointment, please email Chair of Governors, Ian Sizmur at governors@hoblettsinfants.herts.sch.uk .
School website:	www.hoblettsinfants.com
School address:	Hobletts Manor Infants and Nursery School, Adeyfield Road, Hemel Hempstead, Hertfordshire, HP2 5JS

Hobletts Manor Infants' & Nursery 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).

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 send your completed application form to: leadership.recruitment@hfleducation.org. You can also contact us on 01438 544476. 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.





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