



# PEARTREE WAY NURSERY SCHOOL

Headteacher Recruitment Pack

Spring Term 2025



# CONTENTS

Welcome from the Chair of Governors	3
School Statistics	4
About our School	5
Our School Vision and Values	6
Our Curriculum	7
Our new Headteacher	8
What we can offer	9
Person specification	10
Job description	13
Important information	14
Application process	15



# WELCOME FROM THE CHAIR OF GOVERNORS

Dear Applicant,

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

The vacancy has arisen as a result of the upcoming retirement of our current Headteacher after 10 dedicated years at the school.

Peartree Way is a maintained Nursery School situated in the Shephall area of Stevenage and provides preschool and nursery education for children from 2-5 years of age. We are part of a strong alliance of fourteen, unique, maintained nursery schools in Hertfordshire and are passionate about promoting early years learning and working in partnership with parents to improve outcomes for our children.

The Governors are proud to be part of an 'good' school (June 2024). We believe that a key part of this success are the knowledgeable and experienced staff who have high expectations of the children and the strong, caring relationships that have been developed between staff, pupils, parents and the broader school community.

In recruiting a new Headteacher we are seeking someone with the enthusiasm, drive and relevant early years' experience to deliver high quality outcomes for all the children in our care. We want the successful applicant to be able to build on the strengths and good practice that the current headteacher has achieved and continue to move our school forward.

The closing date for applications is 9am on the 17th January 2025. For further information about our school, please visit our website at: [www.peartreeway.herts.sch.uk](http://www.peartreeway.herts.sch.uk).

If you wish to discuss the role, please contact Chair of Governors, Kathryn Evans, at [k.evans@peartreeway.herts.sch.uk](mailto:k.evans@peartreeway.herts.sch.uk) to arrange a time. We would encourage interested applicants to visit the school. Please contact Deborah Willcox (Headteacher) on 01438 353897 to arrange a time.

Thank you for your interest in Peartree Way Nursery School. My colleagues and I look forward to meeting and interviewing motivated candidates interested in taking on this important and exciting new challenge at our maintained nursery school.

Yours sincerely,  
Kathryn Evans  
Chair of Governors



# NURSERY SCHOOL STATISTICS



103 Children on roll



2 – 5 Years



Located in Shephall,  
Stevenage, Hertfordshire



Rated Good by Ofsted in  
June 2024

29%

Of children speak English as an  
additional language

8.2%

Of children are on the  
SEND register

29%

Of children are eligible for  
EY Pupil Premium



# ABOUT OUR SCHOOL

In the heart of Shephall in Stevenage, Peartree Way Nursery School is a warm and welcoming Pre-School and Nursery providing for children aged 2 – 5 years. As the only maintained nursery school in Stevenage, we play an integral role in the local community and are proud of our close and collaborative links.

Peartree Way provides a supportive and nurturing space where children are encouraged to grow and flourish as independent learners. Our enthusiastic, dedicated, and experienced team helps each child embark on their educational journey with excitement and readiness.

We offer 15, 30, and 35-hour pre-school places, depending on eligibility. Children aged 2 years can join Pre-School Explorers through funded or self-paid sessions. The nurturing environment fosters learning through play, encouraging curiosity, foundational skills, and exploration in a safe, stimulating space.

From the term after their 3rd birthday, children enter the nursery rooms. In the larger nursery environment, children build foundational skills through discovery, outdoor play, and tailored challenges, fostering wider friendships and learning opportunities with older peers.

Well-being is central to our values and is a priority for both children and staff, ensuring a supportive, positive, and engaging environment for all.



'Kind, caring relationships are at the heart of this friendly nursery school.'

Children arrive with a happy smile, confident that their time here will be interesting and enjoyable.'

Ofsted, June 2024



# OUR VISION AND VALUES

“ Friendship, fun and learning for life ”

At Peartree Way, our vision is to provide a nurturing and inclusive environment where every child feels safe, secure, and able to express themselves. This is reflected in our excellent provision, where our dedicated staff strive to respond to each child's interests and needs, making the most of every learning opportunity. We are committed to fostering independence, curiosity, and a love for learning.



# OUR CURRICULUM

At Peartree Way Nursery School, our ambitious and inclusive curriculum aims to equip all children with the knowledge, skills, and understanding needed to become inquisitive, resilient, and independent learners.

We prioritise developing language and communication skills, with a focus on teaching vocabulary, to help children communicate effectively. Through child-initiated play, children explore the seven areas of learning, fostering creativity, initiative, and imagination.

Our curriculum aspirations support children to:

1. Be kind, listen and take turns
2. Be confident to move their bodies in different ways
3. Be able to plan, talk about and create a model using tools
4. Develop a love of books with the knowledge and skills to become lifelong readers
5. Be able to write for a purpose and give meaning to their marks including their own name
6. Be able to use their understanding of number in different contexts
7. Be able to follow a recipe
8. Be able to experience and notice changes in their environment



# OUR NEW HEADTEACHER

At Peartree Way Nursery School, we are looking for an experienced and enthusiastic leader to continue to build on our already excellent accomplishments. Our new Headteacher will embody our ethos of "Friendship, fun, and learning for life," ensuring every child, regardless of background or ability, has the opportunity to thrive.

You will:

- ❖ Be experienced in Early Years education, with the drive, energy and enthusiasm to deliver high-quality outcomes for all children
- ❖ Build on the strengths and good practices established by the current headteacher
- ❖ Effectively lead an experienced and diverse team of staff
- ❖ Steer Peartree Way forward, ensuring continued improvement and success
- ❖ Have knowledge and experience of supporting children with a wide range of SEND needs.
- ❖ Champion diversity and inclusivity by creating a safe, welcoming, and supportive learning environment for all.
- ❖ Have experience of managing school finances effectively; understanding their contribution to school development and children's outcomes
- ❖ Build and maintain strong relationships with children, parents, families and the wider school community
- ❖ Continue to build and maintain our strong alliance with other maintained Nursery schools in Hertfordshire





# WHAT WE CAN OFFER

At Peartree Way Nursery School, we take pride in providing a warm, supportive, and vibrant community where everyone is valued.

We can offer:

- ❖ A compassionate, experienced and dedicated team of established staff
- ❖ An alliance of fourteen, unique, maintained nursery schools in Hertfordshire
- ❖ Collaborative relationships with parents and our local community
- ❖ An ambitious and inclusive curriculum
- ❖ A well-maintained and resourced school
- ❖ A commitment to well-being for staff and children
- ❖ A supportive Governing Body devoted to Peartree Way's success.



# 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
<b>Qualifications, knowledge and experience:</b>	Degree and qualified teacher status	E	✓	✓
	Experience of working with teaching in Early Years Foundation Stage	E	✓	✓
	Recent successful leadership experience as a Headteacher, Deputy headteacher, Assistant headteacher, Nursery School Senior Teacher 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	✓	
<b>School culture:</b>	Demonstrates an awareness of the wider education context.	E	✓	✓
	Ability to articulate a clear vision for the future and provide strategic direction for staff, children and the community.	E	✓	✓
	Previous experience of leading, inspiring, enabling and motivating others, promoting positive and respectful relationships across a strong and diverse team.	E		✓
	Ensures a culture of high staff professionalism, holds others to account.	E		✓
	Upholds ambitious educational standards for all children.	E		✓

		Essential/ Desirable	Application form	Assessment stage
<b>Teaching, curriculum &amp; assessment:</b>	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 children including those with SEND and higher attainers.	E	✓	✓
	Solid knowledge and experience of supporting children with a wide range of complex needs in SEND.	D	✓	
	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	✓	✓
<b>Professional development:</b>	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		✓
<b>Organisational management/ continuous school improvement:</b>	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.	E	✓	✓
	Clear commitment to promoting health and safety and the wellbeing of children and staff.	E	✓	✓
	Be accountable for securing robust systems for monitoring, assessment, data scrutiny and report writing to drive school improvement	E		✓



		Essential/ Desirable	Application form	Assessment stage
	A clear commitment to health and safety of the school including site-related projects	D	✓	✓
<b>Working in partnership/ Governance &amp; accountability:</b>	Experience of working with stakeholders including governors, school improvement partners, other schools and organisations to improve outcomes for children.	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 children's outcomes.	D		✓
<b>Personal Qualities/ Ethics and professional conduct:</b>	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		✓
	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 <a href="#">Seven Principles of Public Life</a> at all times.	E		✓
	Upholds fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.	E		✓



# JOB DESCRIPTION

The headteacher has overall responsibility for providing leadership to the nursery, the pre-school and the day care provision, 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 and in partnership with the governing body.

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 children.
- To effectively lead and work with all staff across the whole setting, following the requirements and principles of the EYFS.
- Establish high quality education by effectively managing teaching and learning to realise the potential of all children.
- Lead school improvement in line with Peartree Way's vision
- To steer the nursery school through its next stage of development.
- Develop a strategy with our community and other schools to provide clear educational pathways for our children as they grow older.
- Ensure sustainable growth and financial security for the school.
- Be accountable for securing robust systems for monitoring, assessment, data scrutiny and report writing
- Be accountable to the Governing Body and be able to work with them to ensure strategic systems are in place and are effective



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.



# IMPORTANT INFORMATION



Pay range:	L6 - L18
Start date:	September 2025
Closing date:	Friday 17 <sup>th</sup> January 2025
Shortlisting date:	Thursday 23 <sup>rd</sup> January 2025
Interview date:	Monday 3 <sup>rd</sup> February 2025
Visits to the school:	We would encourage interested applicants to visit the school.. Please contact Deborah Willcox to make an appointment on 01438 35389 or email at <a href="mailto:admin@peartreeway@herts.sch.uk">admin@peartreeway@herts.sch.uk</a>
School website:	<a href="http://www.peartreeway.herts.sch.uk">www.peartreeway.herts.sch.uk</a>
School address:	Peartree Way Nursery School, Peartree Way, Stevenage, Hertfordshire SG2 9EA

Peartree Way 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](mailto:leadership.recruitment@hfleducation.org). Please ask us if you require information about this vacancy in an alternative format..

## Application Form:

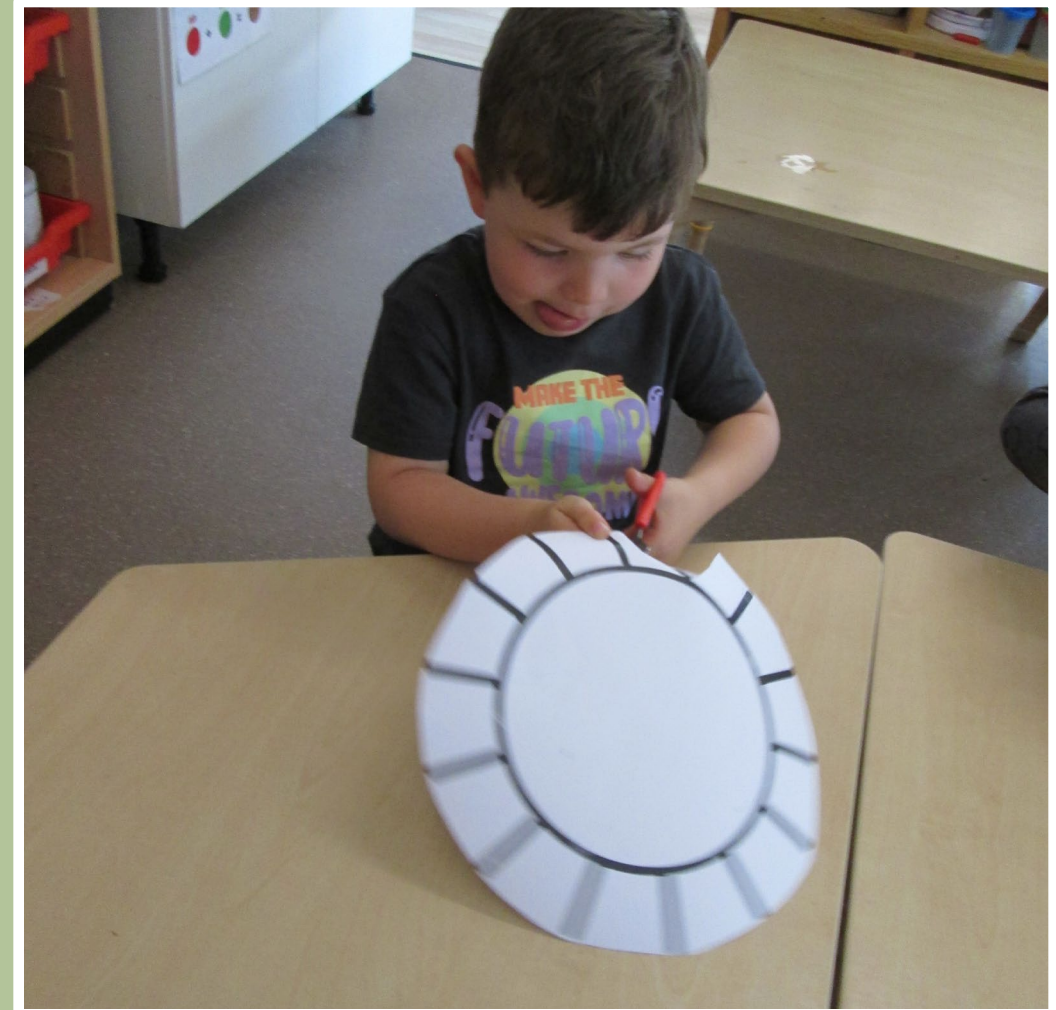
Applicants must use the standard application form provided (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history, explaining any gaps since leaving school education, and include any relevant training you have completed, particularly those in recent years which have helped to prepare you for 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.





## PEARTREE WAY NURSERY SCHOOL

Peartree Way, Stevenage,  
Hertfordshire SG2 9EA | [www.peartreeway.herts.sch.uk](http://www.peartreeway.herts.sch.uk)

