



COWLEY HILL PRIMARY SCHOOL

Headteacher Recruitment Pack
Spring Term 2024



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WELCOME FROM THE CHAIR OF GOVERNORS

Dear Applicant,

Thank you for your interest in the Headship role at Cowley Hill School. I hope you find this information a useful introduction to our school.

This vacancy has arisen as a result of the retirement of our current Headteacher, after a successful 12 years tenure.

Cowley Hill is a vibrant inclusive two-form entry school at the heart of its community in Borehamwood, on the fringe Hertfordshire, bordering the London Borough of Barnet. The school serves a diverse community with high levels of EAL, FSM and SEND. We celebrate our cultural diversity with over 35 languages spoken at home.

The school is well positioned within the community and increasingly oversubscribed. We offer a broad curriculum with outstanding extra-curricular opportunities for all. We have excellent partnerships with local schools including a special relationship with Haberdashers' Boys/Girls School.

The Governors are proud of the school, which continues to be Good (Ofsted 2021). We believe that a key part to this success is the strong links and relationships that have been developed between staff, pupils, parents and the broader school community.

Cowley Hill Governors are looking to appoint a new headteacher who is able to continue the good work on our journey to becoming an outstanding school. The successful candidate will have the drive, enthusiasm and relevant experience to move our school to this end.

The closing date for applications is 13th January 2025.

We would encourage interested applications to visit the school. Visits are scheduled for Wednesday 8th January and Friday 10th January between the hours of 9AM and 2PM. Please contact the school business manager Mrs Karen Scott to arrange a time on one of these dates.

Thank you for your interest in Cowley Hill School.

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

Yours sincerely,

Mrs Jackie Spriggs
Chair of Governors

SCHOOL STATISTICS



Age Range: 3 - 11



429 Children on roll



Rated Good by Ofsted in 2021



A proud maintained school under the authority of HCC



Borehamwood, Hertfordshire

40.8%

Of our pupils speak English as an additional language

38%

Of pupils are on the SEN register

24%

Of pupils receive free school meals

24%

Of pupils are eligible for Pupil Premium

ABOUT OUR SCHOOL

In the heart of Borehamwood, Cowley Hill is a popular and welcoming two-form entry school with a nursery. We are a well-resourced school with excellent facilities. Recently, we have undergone a transformation, resulting in our beautiful new building, perfectly situated on a spacious and appealing site.

Our school fosters a love of learning through an engaging, creative and broad curriculum which reflects our diverse community. Our weekly toddler group at the nursery is just one example of how we nurture strong connections with the local community, and we're dedicated to developing these relationships even further. We are part of a supportive network of local primary schools and work closely with Haberdashers' Boys' and Girls' Schools to create opportunities that benefit the community.

At Cowley Hill, our ethos "Learning for tomorrow everyday" is at the heart of everything we do. We strive to nurture an environment where children are excited to learn, take pride in their efforts, and grow into independent, confident learners. At Cowley Hill, pupils feel heard and valued. Our aim is to help each child grow into a confident, caring individual who takes pride in being themselves. With a variety of extra-curricular activities and wraparound care, we support their development in every aspect.

Well-being is central to our values and a priority for pupils and staff; we have Well-being Ambassadors in each class who spread positivity throughout the school and provide support to the well-being of their classmates.



OUR SCHOOL ETHOS

“Learning for tomorrow everyday”

At Cowley Hill Primary School, effort and achievement are recognised, encouraged and seen as something to be proud of. There is a strong enthusiasm for learning, with children encouraged to set high expectations for themselves.

There is a belief that all members of the community are open to discussing ideas, as they are accustomed to having their contributions valued and respected.



OUR SCHOOL VALUES

- **To promote a thirst for learning;** we encourage all children to reach their full potential by offering a broad, balanced, and creative curriculum, maintaining high expectations, celebrating achievements, and providing dedicated, enthusiastic, and effective teaching.
- **To create a respectful environment for all;** promoting thoughtfulness and consideration through clear guidelines, within an atmosphere of involvement, tolerance, and collaboration.
- **To encourage children to become self-motivated and determined learners** who will take risks, rise to a challenge and manage the outcome in an atmosphere that is challenging yet supportive.
- **To enable children to develop into independent learners** by creating an environment where contributions, efforts and achievement are valued.
- **To communicate the Cowley Hill ethos effectively** to all members of the community to inspire excellence throughout the school.



OUR NEW HEADTEACHER

We are seeking a strong, inspiring and compassionate Headteacher who can maintain and build on the school's already excellent accomplishments and lead it into the future.

You will:

- Have excellent organisational skills to manage school operations, finances and resources efficiently.
- Demonstrate strong leadership to guide and motivate staff and pupils.
- Continue the excellent progress on our journey to becoming an exceptional school; the successful candidate will bring the drive, enthusiasm, and relevant experience needed to help us achieve this goal.
- Provide a commitment to continuous improvement and innovation in teaching and learning.
- Encourage dedication to fostering a safe, inclusive and nurturing learning environment for all.
- Be visible around school and demonstrate strong communication skills with pupils, parents, staff and Governors.
- Build and maintain links to the local community.



WE OFFER:

- ✓ A compassionate, experienced and dedicated team of established staff.
- ✓ A school with a good reputation and strong relationships with parents and our local community.
- ✓ A well-maintained and resourced school.
- ✓ A rich and diverse curriculum; we are committed to providing opportunities that inspire curiosity, creativity and a life-long love of learning for our pupils.
- ✓ A supportive Governing Body devoted to the school's mission and success.
- ✓ A commitment to well-being; at Cowley Hill, the well-being of our pupils and staff is a priority.
- ✓ 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.



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 <u>Seven Principles of Public Life</u> 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 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 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:	L18 - L24 Fringe (£77,051 - £89,033)
Start date:	September 2025
Closing date:	Monday 13 th January 2025
Shortlisting date:	Monday 20 th January 2025
Interview date:	Tuesday 28 th January 2025
Visits to the school:	To make an appointment to visit on either Wednesday 8 th January or Friday 10 th January between 9AM and 2PM, please contact the school office on 020 8953 2218 or email us at sbm@cowleyhill.herts.sch.uk
School website:	www.cowleyhill.herts.sch.uk
School address:	Winstre Road, Borehamwood, Hertfordshire, WD6 5DP

Cowley Hill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check as well as other pre-appointment checks, including an online check, as outlined in Keeping Children Safe in Education (September 2024).

Appointments will always be made on the merit of the application and performance in the selection process – however, we are particularly encouraging applications from racially minoritised ethnic groups who are currently under-represented at senior level.

APPLICATION PROCESS

How to apply

This recruitment is managed by HFL Education, in line with the latest guidance on safer recruitment. Please apply on the Teach in Herts website, using the standard online application form. CVs will not be considered. Should you need support, please contact leadership.recruitment@hfleducation.org. Please ask us if you require information about this vacancy in an alternative format.

Application Form

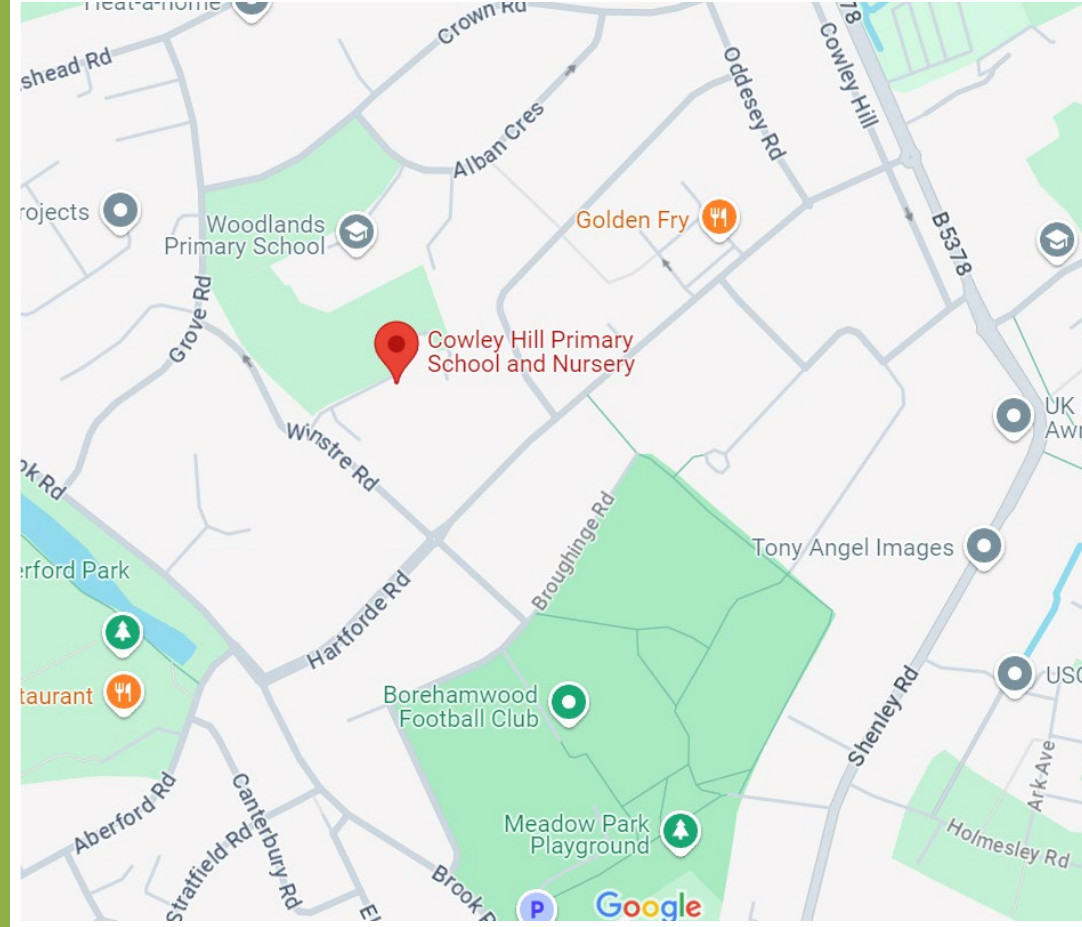
Applicants must use the standard application form provided (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history, explaining any gaps since leaving school education, and include any relevant training you have completed, particularly those in recent years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

Person Specification and Personal Statement

When writing your personal statement, it is important you address each of the requirements in the person specification. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

References

In line with safer recruitment guidance, we normally request references after shortlisting. Please make sure your referees are aware of your application and are able to provide a swift turn around if needed. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact. One referee will be your last Headteacher or Chair of Governors.



COWLEY HILL PRIMARY SCHOOL

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