

Hartsbourne Primary School

Headteacher Candidate Information



Hartsbourne Primary School

Our motto:

Valuing Potential, Creating Opportunities

Our mission:

Building a strong school community; inspiring pupils to gain the confidence, resilience and independence to become life-long learners, making the best progress possible and creating happy memories.

Hartsbourne Primary School is an academy for pupils aged from four to eleven and part of the Bushey St James Trust. BSJT is a local multi-academy trust where Trustees and Governors are working extremely hard to develop and secure an exciting future for their family of schools.

Hartsbourne is a warm, friendly and vibrant community and we are proud of our caring ethos, aspirational vision and strong relationships. Located in an attractive, landscaped site it currently has 200 pupils on roll.

Children at Hartsbourne feel secure, happy and valued – they are our top priority and our best ambassadors. Their positive attitude, enthusiasm for learning, respect for staff and each other, is always clearly in evidence.

Our expectations are high and we want each and every child to exceed them. Our professional, nurturing and dedicated team encourages every child to develop aspiration through a sense of curiosity, a love of learning and an independent spirit.

Committed to providing a stimulating learning environment that equips all pupils for the next stage of their lives, the dedicated and talented staff at the school believe that everyone should enjoy their learning and feel proud of their achievements; epitomised by the work across all phases.

To fulfil this, a curriculum is provided which gives equal value to developing children's academic, social, physical and emotional understanding in line with the school's clear motto and mission.

We encourage parents to take an active role in their child's education so that, working together, we can enable our children to grow into confident, articulate and talented young people ready to progress on to exciting futures.

The staff at the school work as a united team, without exception going the extra mile with enthusiasm and commitment, but at the same time sharing a sense of humour and enjoyment in what they do to shape the lives of children in their care.





About the Trust

The Bushey St James Trust is an exciting multi academy trust in Bushey, Hertfordshire made up of three academy schools, Bushey Meads Secondary School, Little Reddings Primary School and Hartsbourne Primary School.

The Bushey St James Trust values, underpinning the work of the Trust, aim to:

- deliver educational excellence
- ensure all children exceed expectations
- prepare young people for the future
- ensure that the Trust enhances the local community
- ensure that the schools within the Trust are happy, safe and inclusive
- support families to encourage aspiration
- act with responsibility, accountability and transparency
- create a seamless educational experience
- encourage independence and creativity
- inspire, nurture and empower all staff who work within the Trust

At the heart of the Trust is the desire to collaborate effectively and enable the three schools to build on their success and improve their performance, drawing on the experience of all staff across the Trust.



Location

Bushey is a very attractive and affluent area with a village green, listed buildings, golf courses and a range of shops and amenities. Watford town centre is only three miles from the school and offers many sports leisure and arts facilities, a very extensive shopping centre and a good range of affordable accommodation, including flats and houses for rent.

Transport links are good. Buses run from Bushey to Watford and to Stanmore. Trains from Stanmore underground station, there miles from the school, run directly into the West End, City of London and Docklands. Mainline trains from Bushey and Watford Junction stations run to central London and to the Midlands and N W England.

About the role

This is a unique opportunity for a talented school leader to build on the successes of our happy primary school as we move into an exciting new phase.

You will work within the context of a very proactive and supportive Multi Academy Trust in partnership with the Executive Principal to provide outstanding leadership to the school and contribute to the success of the Trust.

Passionate about primary education you will inspire the team with your innovative approach and ability to nurture talent. You will lead a motivated community, driven by the highest expectations.

The Executive Principal's role will include oversight and support for all schools within the Trust and the line management of individual Headteachers.



We are looking for an outstanding Headteacher who is:

- passionate about primary education
- committed to working innovatively across the Multi Academy Trust
- committed to developing and delivering a curriculum to inspire all the children within the school
- an inspiring leader and communicator who can engage and motivate all stakeholders
- inclusive and supportive with the ability to spot nurture and develop talent



We seek to:

- achieve excellence in all we do
- provide children with the best possible start to their school lives
- nurture great cohesion across the Bushey St James Trust schools
- provide a programme of high quality continuing professional development and training for all staff to underpin and sustain improvements in teaching and learning
- help the children to learn traditional values of self-discipline responsibility, respect, trust and cooperation





Job Description

DAY TO DAY MANAGEMENT

As the Headteacher you will be responsible for the day to day running of the school in accordance with:

- The School Teachers' Pay and Conditions document
- Policies of the Governing Body and the Trust
- Applicable legislation
- National Standards for Headteachers

STRATEGIC LEADERSHIP

As the Headteacher of Hartsbourne you will be working within the community of schools in the Trust and will have the opportunity to call upon the resources and expertise that the Trust can provide in order to assist you in meeting the overall responsibilities. You will be accountable to the Local Governing Body and the Trust Board on issues of school performance.

The Executive Principal will provide a strategic lead across the Trust and day to day support where required.

As a key leader within the Bushey St James Trust you will also contribute to the future direction of the Trust.

By working with the whole local community through the day to day operation of the school, you will ensure that all our pupils benefit from high quality education and achieve or exceed their potential and do so in a safe and secure learning environment.



Being Part of the Bushey St James Trust

Being part of an innovative and forward thinking Multi Academy Trust brings major benefits to the role of Headteacher at Hartsbourne Primary School.

Central Services Support

The highly skilled and efficient finance, human resource, IT and facilities management staff based at Bushey Meads School provide outstanding support with all aspects of financial management and reporting; recruitment, retention and staff wellbeing; all aspects of IT management and development; and infrastructure, major project maintenance and health & safety management.



Leadership

Every week the Headteachers across the BSJT meet to share best practice and support the ongoing development of the MAT. Termly wider leadership meetings are held to provide continuing professional development opportunities at a senior level within the BSJT. Best practice is disseminated and used to impact across the Trust.



Professional Development Opportunities across the BSJT

Each year an annual BSJT Conference takes place providing inspirational CPD and opportunities for Lead Practitioners from across the Trust to offer best practice workshops to all staff. Termly Teacher Toolkits are hosted in each of the three Trust schools to support ongoing collaboration and professional development.



Secondary School Experience Week

Each year all Year 6 students experience a week at secondary school to prepare them for secondary transfer, irrespective of whether or not they are going to Bushey Meads School the following September. This opportunity provides additional professional development time for Year 6 teachers in the home schools.



Self-Evaluation and Peer Review

To compliment the embedded self-evaluation taking place across the Trust, termly peer reviews involving senior leaders from all three schools take place, supporting the ongoing school improvement journey across the BSJT.



Curriculum Collaborations

Staff across the Trust look to develop a cohesive curriculum from EYFS to Post 16 and plan many, varied, collaborative projects across the BSJT.

Cost Price Day Nursery for Staff

Heavily subsidised childcare is offered as a package with all posts within the Bushey St James Trust in our outstanding Little Gems Day Care Nursery based at Little Reddings Primary School.



Extra-Curricular Opportunities

Many extra-curricular opportunities are offered across the MAT for children of all ages; these include the BSJT Dance Company and Trust Orchestra.



Governance Expertise

The governing body committees focused on Pupil Progress and Teaching and Learning are held jointly across the primary phase of the MAT, promoting collaboration and the sharing best practice. Regular training for Governors across all three schools also takes place.

Free Gym Membership for Staff

Free gym membership at the Body Mind Soul Gym at Bushey Meads is offered to all staff within the BSJT.



As Headteacher you will be responsible for:

SHAPING THE FUTURE

- Working with stakeholders to establish and deliver a shared vision for the school, which will inspire and motivate, maintaining high morale
- Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- Working within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
- Leading by example to demonstrate the vision and values in everyday work and practice and maintain an ethos in which individuals feel valued and where personal endeavour and responsibility are encouraged
- Motivating and working with others to create a shared culture and positive climate
- Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence
- Maintaining and periodically reviewing the aims of the school



LEADING LEARNING AND TEACHING

- Ensuring a consistent and continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress in every pupil's learning
- Ensuring that learning and achievement is at the centre of strategic planning and resource management
- Establishing creative, responsive and effective approaches to learning and teaching in all areas of the curriculum
- Ensuring a culture and ethos of challenge and support where all students can fulfil their potential and become engaged in their own learning
- Demonstrating and articulating high expectations and set stretching targets for the whole school community
- Implementing strategies which ensure high standards of behaviour and attendance
- Determining, organising and implementing a diverse, flexible curriculum and an effective assessment framework
- Promoting links between subject coordinators within the schools across the Trust
- Taking a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students
- Demonstrating a complete understanding of and ensuring a consistent quality in teaching and learning throughout all stages of the school from Early Years Foundation Stages to Key Stage 2





DEVELOPING SELF AND WORKING WITH OTHERS ACROSS THE TRUST & THE SCHOOL

- Treating people fairly, equitably and with dignity and respect to create and develop a positive school culture of personal responsibility and the celebration of excellence
- Building a collaborative learning culture within the school and actively engaging with other schools to build effective learning communities
- Developing and maintain effective strategies and procedures for staff induction, professional development and performance review
- Building effective teams to generate a strong culture of working together to achieve the vision
- Ensuring effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Acknowledging the responsibilities and celebrating the achievement of individuals and teams
- Developing and maintaining a culture of high expectations for self and for others and taking appropriate action when performance is unsatisfactory
- Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development
- Managing own workload and that of others to allow an appropriate work/life balance



MANAGING THE ORGANISATION

- Ensuring that consideration is given to the safeguarding and protection of all young people within, and linked, to the school when any decisions are made or implemented
- Creating an organisational structure which reflects the school's values and enables management systems, structures and processes to work effectively in line with legal requirements
- Producing and implementing clear evidence-based improvement plans and policies for the development of the school and its facilities
- Ensuring that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives
- Working effectively with the Executive Principal and the Trust's financial and human resources teams to achieve the educational goals and priorities
- Playing an active role in recruiting, retaining and deploying staff appropriately and managing their workload to achieve the vision and goals of the school and the Trust
- Implementing successful performance management processes with all staff and reporting to the Local Governing Board on a regular basis
- Managing and organising the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- Ensuring that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money
- Using and integrating a range of technologies effectively and efficiently to manage the school

SECURING ACCOUNTABILITY

- Working with the Local Governing Body and the Trust (providing information, objective advice and support) to enable it to meet its responsibilities and to ensure the school meets all its statutory requirements
- Fulfilling contractual accountability to the Local Governing Body and Board of Trustees through a commitment to attend and report to meetings
- Developing a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensuring individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Developing and presenting a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers
- Reflecting on personal contribution to school achievement and taking account of feedback from others



STRENGTHENING COMMUNITY

- Creating and maintaining an effective partnership with parents and carers to support and improve students' achievement and personal development
- Ensuring that the school develops and maintains its Extended Services provision
- Building a school culture and curriculum which takes account of the richness and diversity of the school's communities
- Creating and promoting positive strategies for challenging discrimination of any kind
- Ensuring learning experiences for students are linked into and integrated with the wider community
- Ensuring a range of community-based learning experiences
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families
- Seeking opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives
- Cooperate and work with relevant agencies to protect children

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'This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future and as the Trust develops. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions as they relate to Headteachers.'

Person Specification

The criteria below will form the basis for the short listing and interview process and candidates are requested to respond accordingly.

A = application form; I = Interview; R = Reference; W = written task.

QUALIFICATION & EXPERIENCE

The candidate should have:

Criteria	How this will be assessed
1. Experience at headship, deputy headship or of an equivalent senior position in primary education.	A
2. Experience of partnership working.	A, I, R
3. Qualified teacher status with a record of outstanding teaching across more than one phase of the primary school and in more than one school.	A
4. A record of recent professional development that prepares them for this post.	A

KNOWLEDGE UNDERSTANDING & EXPERIENCE

The candidate should have:

Criteria	How this will be assessed
5. The ability to communicate a clear vision for Hartsbourne Primary School and how it will develop over the next three years to achieve outstanding status.	A, I, R
6. A sound understanding of how pupils learn, how teachers can best teach and how to raise standards through careful monitoring and target setting.	A, I
7. An understanding of the needs of pupils with special educational needs and disabilities, those who are more able and those for whom the pupil premium provides support.	A, I
8. The ability to create and implement a strategic improvement plan, underpinned by sound financial management, together with experience of successful school improvement.	A, I, R
9. Have a detailed understanding of how the plan can be assembled from rigorous self-evaluation practices.	A, I
10. The ability to induct, motivate and manage all staff enabling them to carry out their respective roles to the highest standard through performance appraisal and continuing professional development.	A, I, R
11. The ability to work closely with and provide objective support and advice to the Governing Body to enable them to meet their responsibilities.	A, I
12. The ability to communicate effectively and sensitively with parents and carers to ensure they are well informed about the curriculum, attainment and progress and about the contribution they can make to support their child's learning.	A, I
13. A sound understanding of the whole primary curriculum including the Early Years Foundation Stage and educational developments, both current and future, and how they will affect the work of the school.	A, I, R
14. Understanding of, and commitment to, safer recruitment and child protection procedures and the ability to ensure their implementation.	A, I, R
15. A sound understanding of finance and human resource allocation and how to achieve value for money.	A, I, R

CHARACTERISTICS, SKILLS & ABILITIES

The candidate should have:

Criteria	How this will be assessed
16. The drive and ability to take the role of leader, provide clear direction, manage change and enthuse and motivate others through excellent interpersonal skills and a willingness to make themselves approachable to all members of the school, parents and carers and the wider community.	A, I, R
17. The ability to make decisions based upon rigorous self-evaluation.	A, I, W
18. Excellent communication skills: written, oral and through the use of ICT.	A, I, W
19. The ability to hold to account where necessary and take swift action.	A, I
20. A commitment to the development of inclusive practice for all members of the school community.	A, I
21. An ability to foster a culture of respect, fairness, openness and self-discipline.	A, I
22. Adaptability to changing circumstances and new ideas	A, I



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