



Essendon C of E (VC) Primary School

Encouraging everyone's light to shine

Headteacher Application Pack
April 2021



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Dear Prospective Applicant,

Thank you for your interest in the position of Headteacher at Essendon Church of England (VC) Primary School. We are delighted that you potentially see a role for yourself in our thriving school and in the wider community of Essendon.

Essendon is situated in south Hertfordshire, close to the historic towns of Hatfield and Hertford. The school itself is situated on the edge of the village in spacious grounds with exceptional views over the countryside. We are proud of our friendly, family-oriented school and its supportive, empowering and inclusive atmosphere where the pupils are happy and enthusiastic about their learning. We are proud of our staff who work exceptionally well as a team and who all have a passion for teaching and working with children. Last inspected by OFSTED in April 2017, the school was assessed as GOOD; since then we have been working to consolidate this judgement and to build on the many outstanding features of the school.

We are looking for an inspirational Headteacher to take over the leadership in September 2021 but would consider a start date of January 2022 for the right person.

We are looking for a passionate educator and a strong team player with a well-developed appreciation of all aspects of pupil wellbeing. The successful candidate will have the opportunity to make his or her own mark in taking Essendon School forward supported by a committed governing body.

If you think that you can meet the exciting challenges of this post, we would very much like to hear from you. We welcome applications from all backgrounds.

We would very much like to encourage you to come and visit our school and experience our warm and friendly environment for yourself. To arrange a visit, please contact Mrs Tina Wilkinson in the school office. We will be very happy to see you and show you around.

Yours sincerely,

Pauline Alleyne
Chair of Governors



Our School

School Status	Essendon Primary School is a Voluntary Controlled Church of England School in the Diocese of St Albans.
Number of Pupils	There are currently 96 children on roll.
Pupil profile	<ul style="list-style-type: none"> • SEN pupils: 18% • PPG: 24% • Current FSM: 23% • Ethnicity: white British 74%, GRT 11%, white and Asian 3%, other Asian background 2%, white other background 8% and white and black Caribbean 2%.
Class structure	<p>We have four classes including an EYFS class:</p> <ul style="list-style-type: none"> • Pantherswood – a mix of nursery and reception aged children in the morning, reception children in the afternoon; • Homewood – Y1 and Y2 children; • Warrenwood – Y3 and Y4 children • Harefield – Y5 and Y6 children. <p>Our class structure is very effective, staff and pupils have the chance to get to know each other extremely well enhancing the strong family feeling in our school.</p>
Staffing	<p>Staff employed by the school:</p> <ul style="list-style-type: none"> • 6 teachers – 1 full time and 5 part-time; • 9 teaching assistants; • 1 PE consultant; • 1 part-time music teacher; • 1 administrative member of staff. <p>The school grounds are maintained by a contractor and the school hires a cleaning firm to carry out both daily and periodic deep cleaning.</p>
Leadership Structure	<p>SLT:</p> <ul style="list-style-type: none"> • Deputy Headteacher; • 2 senior teachers.
Financial position	The school is in a sound financial position and presently retains a modest surplus.

OFSTED and SIAMS reports	<p>We were last inspected by Ofsted in April 2017.</p> <p>Essendon School is a consistently good school and we are very proud of our 'exceptionally hard-working and caring teachers' and the 'nurturing and inspiring environment' they provide for our children.</p> <p>Our last SIAMS inspection took place in February 2020.</p> <p>This report highlighted the 'extremely inclusive' ethos of the school 'where everyone is treated with dignity and respect'.</p> <p><i>Copies of both these reports are available on the school website.</i></p>
The school's location, building and facilities	<p>Essendon is a smaller than average sized rural primary school. We are easily accessible from Welwyn Garden City, Hertford and Potters Bar and our school community consists of families both from Essendon village and neighbouring towns.</p> <p>The school is set in large grounds on the edge of Essendon village. The school was built in 1947 and consists of four large classrooms, a large hall with a performance stage and its own dedicated large kitchen. It has the benefit of a large grassed area, a woodland area and a hard-standing playground. There is a dedicated EYFS outside space, an outside learning space and we are currently developing a kitchen garden.</p> <p>The school promotes healthy minds and bodies.</p> <p>The school offers pre and after school child-care which is externally run. Starting this summer, we are planning to run a holiday scheme.</p>

To find out more about our wonderful school, please visit our website
<http://www.essendon.herts.sch.uk>





What the staff say about Essendon:

- It's a family. We support each other.
- The small size of the school means you get to know every pupil as an individual.
- It's comfortable. Families find it easy to approach any staff member.
- I am very proud to be part of Essendon School, working with amazing children and alongside such supportive colleagues.



World War 2 Day:
70th Birthday
celebrations

What others say about Essendon:

- I visit many schools, but I seldom encounter such thoughtful and engaged learners as I do here (Visitor to KS2 Class)
- Thank you to everyone at Essendon for my Christmas biscuit. It was waiting for me when I got home from work. What a treat!
- We love welcoming you to church. It's always a pleasure to see the children's smiling faces and hear their beautiful



Christmas Biscuit Give Away:
Delivering home-made biscuits
to all our neighbours

What families say about Essendon:

- We would like to take this opportunity to say a big thank you to you all for the support and help you have given our daughter. She has come on such much because of you. Thank you so much (Year 6 Parent)
- As a relatively new parent at Essendon, I can honestly say that the staff and children have restored my faith in humanity. It is the most loving school family environment we have ever had the pleasure of being part of (SEN Parent)



What the children say about Essendon:

- Everyone's really friendly and helpful
- People are kind and caring to each other
- We've got a cool outdoor classroom
- We work hard
- We're safe here
- There's always an adult you can talk to if you are worried about something or you're going through a rough stage
- In lessons your learning partner will help you if you are finding something difficult
- Teachers are great at getting us to learn new things

Gardening Club:

We've grown our own beans for Claire to use in the kitchen!



Sports Day:

With the whole village at the Cricket Club





Job Description

Key responsibilities:

- leadership and management of the school,
- provision and continuous improvement of a high-quality education for all pupils in line with statutory requirements and standards set by the governing body,
- pupil welfare,
- staff welfare,
- development and implementation of a strategic vision for the school,
- promotion of the Christian ethos of the school,
- fostering relationships with the local church and community.

Candidates will be expected to comply with the National Standards of Excellence for Headteachers 2020, which can be found online:

<https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers>

This appointment will be subject to the School Teachers' Pay and Conditions, the School Standards and Framework Act 1998 and all current education, employment and health and safety legislation.

Equal opportunities:

Essendon CofE School is an equal opportunities employer and opposes discrimination of any kind. All our employees are recruited on the basis of ability and the requirements of the job. Applications are welcomed from all sections of the community irrespective of race, gender, gender reassignment, age, disability, sexuality, nationality, religion or belief. There is a legitimate occupational requirement that candidates should be able and willing to maintain and develop the particular character of the school as a Church of England foundation, but it does not follow that candidates must profess the Christian or any faith.

Start date:

The governing body is looking for a Headteacher to start in September 2021 but would discuss a potential start date of January 2022 for the correct candidate.

Salary:

L12 – L18

Negotiable for the correct candidate.



Person Specification

		Evidenced by / determined from		
Criterion	Essential or desirable	Application	Interview	References
Qualifications and knowledge				
Degree or equivalent qualification	E	✓		
QTS	E	✓		
Recent successful leadership as a Headteacher, Deputy or School Improvement Lead	E	✓		
Robust understanding of EYFS statutory framework and the national curriculum framework KS1 and KS2	E	✓	✓	
Ability to evaluate complex data	E	✓	✓	
Knowledge and understanding of strategic financial planning and budgetary management and their contribution to school development and pupil outcomes	D	✓	✓	
Has current training for child protection and designated safeguarding lead and has successfully undertaken the role within a school setting	E	✓		
Training in Hertfordshire Steps or another appropriate therapeutic approach to behaviour management, and/or willingness to undertake Hertfordshire Steps training to tutor level	E	✓	✓	
NASENCO	D	✓		
Experience and professional development				
Experience of successful teaching across EYFS, KS1 and KS2	E	✓	✓	✓
Evidence of professional development appropriate to the role of Headteacher	E	✓		
Evidence of recent leadership and management operational training and development	E	✓		

Experience of a strong safeguarding culture, up to date knowledge of the latest safeguarding requirements and practice, and commitment to safeguarding as an integral part of children's education	E	✓	✓	
Absolute commitment to inclusion	E	✓	✓	✓
Appropriate safer recruitment training (alternatively, a willingness to undertake this)	E	✓		
Leadership and management experience				
Recent experience as a highly effective Headteacher, Head of School, Deputy or Assistant Head	E	✓	✓	✓
Experience of improving the performance of individual teachers, managing and developing teaching and non-teaching staff	E	✓	✓	✓
Experience of improving progress and attainment	E	✓	✓	✓
Experience of different approaches to improving pupil progress and attainment	D	✓	✓	✓
Experience of working to accommodate special educational and behavioural needs, including experience of effective use of pupil premium and other sources of funding (such as applications for exceptional needs funding) and working with relevant external agencies	E	✓	✓	✓
Ability to delegate effectively and to deploy people efficiently by recognising, developing and using their strengths to their full potential	E	✓	✓	✓
Willingness to work closely with governors and to be actively involved in development of the governing body	E	✓	✓	✓
Leadership approach and style				
Collaborative and nurturing approach to leadership, with a proven track record of effective team leadership	E	✓	✓	✓
Commitment to the welfare of all individual members of staff	E	✓	✓	✓
Commitment to enabling every pupil to flourish academically, spiritually and emotionally including promoting healthy minds and bodies	E	✓	✓	✓
Excellent written and verbal communication, marketing and interpersonal skills	E	✓	✓	✓
Proven ability to interact effectively and positively with key stakeholders and manage conflict	E	✓	✓	✓

Ability to think strategically and to articulate and implement a clear vision for the school	E	✓	✓	
Experience of and commitment to continuous self-assessment as a tool for improvement	E	✓	✓	✓
Commitment to promoting good attendance	E	✓	✓	
Personal qualities				
Open to self-analysis and improvement	E	✓	✓	
A willingness to embrace new initiatives	E		✓	✓
Nurturing and therapeutic approach to behaviour and welfare	E	✓	✓	✓
Visible, approachable, accessible with the ability to listen to children, staff, parents and governors in a professional and caring way	E	✓	✓	✓
Readiness to engage with the church community and to articulate the vision of a church school	E	✓	✓	✓
Willingness to work closely with governors and be actively involved in the development of the governing body	E	✓	✓	✓
Team player	E	✓	✓	✓
Problem solver	E	✓	✓	✓
Organised	E	✓	✓	✓



Application Process

Applicants should complete the application form, addressing in detail the requirements of the job description and person specification. The closing date for applications is 5pm on Thursday 20th May 2021. All communications should be sent to:

Pauline Alleyne, Chair of governors via pauline.alleyne@essendon.herts.sch.uk

Your application may, if you wish, be accompanied by a supporting letter, which should not exceed one side of A4. Please do not submit a CV instead of an application form.

Visiting the school

Prospective candidates are warmly invited to come and visit and to experience our school in action. Please contact Mrs Tina Wilkinson in the school office on 01707 261209 or via admin@essendon.herts.sch.uk to make an informal appointment.

Shortlisting

A shortlist of candidates will be drawn up on Friday 21st May 2021. Applicants will be advised by noon on Saturday 22nd May 2021 whether they have been shortlisted or not.

Interviews

The selection process for shortlisted candidates will be held on Thursday 27th May 2021 and candidates should expect to be available from 8am on that day. Further information will be provided to candidates who have been shortlisted. The selection process is likely to include:

- leading a collective worship;
- providing lesson feedback;
- data and in-tray tasks;
- discussion with pupils; and
- a formal interview.

References

References will be taken up prior to the selection day. References must be provided by completion in full of the supplied application form.

Equality monitoring

We are committed to equal opportunities for all and a school environment free from discrimination of any kind. Shortlisted applicants will be asked to complete an Equality Monitoring Form, the contents of which will not be used in determining the candidate's suitability for the role.

Safer recruitment

We are committed to safeguarding and to the welfare of the children in our care. All staff and volunteers are expected to share this commitment. Successful candidates will be subject to an Enhanced DBS check.

Privacy

We are committed to preserving your privacy. We will collect and process such data as is required to provide you with recruitment and selection services, and, if you are successful, to enter into a contract of employment. You can contact our data protection officer via lucy.price@essendon.herts.sch.uk if you have any concerns about the use or retention of your personal data.