



HEADTEACHER Recruitment Pack

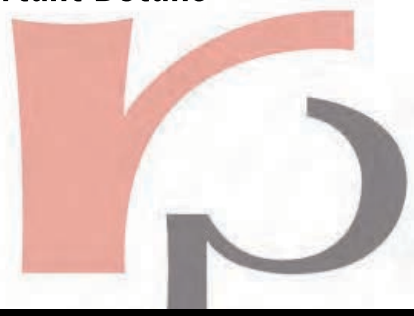


Roundwood Park School
| A Place to Flourish |

*"Kindness is at the heart of the
success of the Southeast
Comprehensive School of the Year"
The Sunday Times 2024*

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Welcome

Dear Applicant,

Roundwood Park School is a place to flourish.

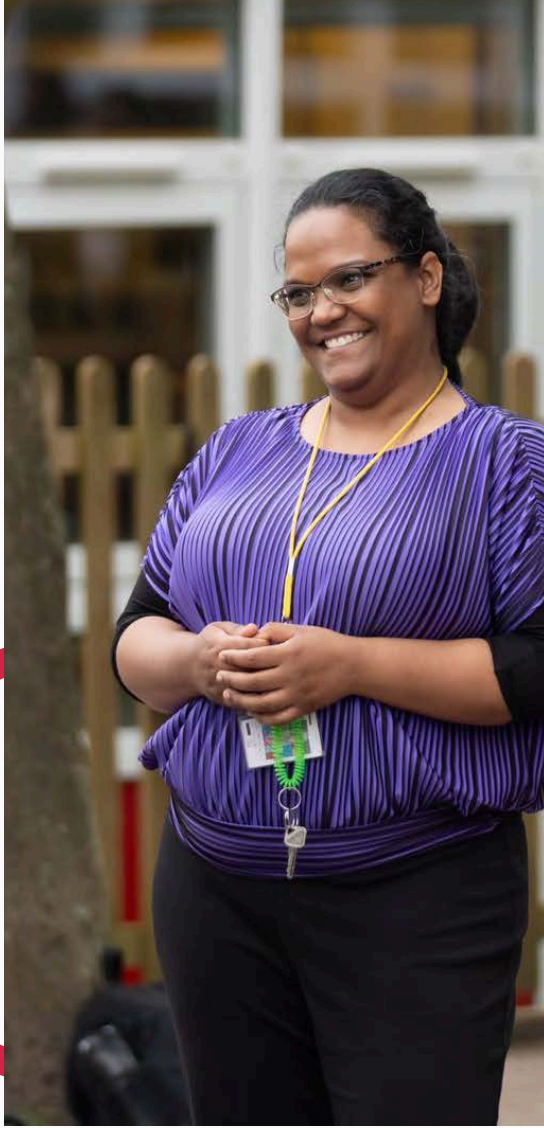
After fifteen very successful years of principled leadership, Mr Alan Henshall is retiring in August 2025 and we are looking for our next inspirational Headteacher.

Roundwood Park School was rated Outstanding by OFSTED (2023) and voted Sunday Times Comprehensive School of the Year 2024 for the Southeast Region; national recognition of our commitment to continual improvement, and delivery of a high quality education for all our students. Firmly underpinned by our values and ethos of kindness, excellence, potential, inspiration, integrity and community, we strive to develop our students into the **Roundwood Park Leaver**. Our **ASPIRE** programme of learning habits underpins our quality focused teaching and is supported by a broad curriculum, and wide range of learning opportunities. We are very proud of our students' academic, sporting and creative achievements but also value their sense of social responsibility, desire to serve the community and determination to develop their individuality.

We are a strong community of staff, governors, students, and parents linked by our desire to ensure that Roundwood Park School is a safe, supportive and stimulating place to study and work. We set ourselves high standards in behaviour and attendance, champion the wellbeing of our staff and students, and are not afraid to do the right thing, even if it is hard.

We are a Single Academy Trust and greatly value the autonomy that this brings, allowing us to place 'what is best for our students and our staff' at the heart of every decision. We have a strong working relationship with the other secondary schools in the town and local primary schools.

"I feel part of a strong community at RPS and am very well supported"
RPS Staff





We are looking for a new Headteacher who will be visionary, approachable, supportive and empathetic; a true leader. You will be passionate about the development of teaching and learning in schools and working with young people. You will work collaboratively with our valued senior leadership team, further developing our research-based approach to educational improvement and constantly striving for excellence. You will have the ability to engage and communicate clearly with all our stakeholders and represent the school in our wider educational networks. We expect our future Headteacher to continue their own personal development and will provide professional mentoring, alongside support from an experienced team of long-standing governors, to enable them to flourish in this post.

Applications are invited from both serving and aspiring Headteachers. We have a comprehensive and vibrant website and social media pages that I encourage you to explore. You are also warmly invited to come and visit the school.

We look forward to receiving your application.



Catherine Marke
Chair of the Governing Board

"I feel safe and supported at school, I've made friends for life and enjoy our brilliant House events"
RPS Student





Our School

Roundwood Park is a school with a strong reputation as an innovative and inspiring place in which to learn and to teach. In November 2023 we retained our rating of “Outstanding” by Ofsted and were also declared The Sunday Times Comprehensive School of the Year for the Southeast Region.

It is a place where staff and students flourish. We strive for excellence and act with integrity and kindness at all times. We set high academic standards and our embedded research-based learning enables all our students to reach their full potential. They learn in a happy community where their contributions are welcomed. Staff feel equally valued here and enjoy working in a vibrant and supportive environment.

Our strong sense of community at Roundwood Park is greatly enhanced by our Student Leadership Government, Sixth Form students who are democratically elected each year by the whole school, to take the lead on a wide range of activities across the school community. We have a vibrant House System which offers a fresh approach to a spirit of friendly competition and ensures that we are an outward-facing and caring community, raising both money and awareness of the local, national and global charities our students have chosen to support.

We have modern and well-maintained facilities, including a sports centre, all-weather 3G pitches, well-equipped music department and extensive grounds. We are located to the north of Harpenden within easy reach of the town centre.



Visit our social media pages
and find out all about us.
Click the icons below:



*“Pupils say that this
is a school where
everyone’s
differences are
accepted and
everyone is equal”*

Ofsted 2023



Key Information



Location:

Harpenden

Type of School:

**Comprehensive, Co-Educational
Single Academy Trust**

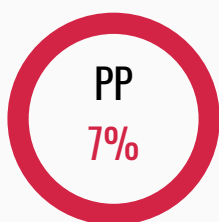
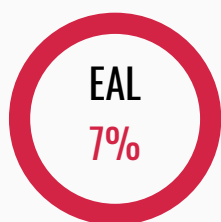
Age Range:

11-18 years



1440 Students

11-16: 1009 / 6th Form: 431



Leadership Structure:



Post 16 Results 2024:

A Levels: Average Grade B
1 in 3 Graded A*/A

BTEC:
Average Grade Distinction-

GCSE Results 2024:

92% Grade 4+ English & maths
79% Grade 5+ English & maths

Over half of all entries Grade 7
or above

Progress 8 2024:





Our Values

We strongly believe that everyone, whether students, staff, governors or volunteers, will flourish at Roundwood Park.

Our values have been created after much collaboration and input from the whole school community and we feel that they really reflect our ethos.

We strive to embody these values in everything we do here at RPS; they are deeply ingrained in our culture, teaching and attitude.

"Roundwood is a very special place to study – there is a great sense of community between the students and the amazing teachers, making learning here very enjoyable and fun!"
RPS Student



A place to flourish



POTENTIAL

We help every student to love learning for life, to follow their passions and to reach their full potential



INSPIRATION

We provide a creative and inspiring learning & teaching environment where students feel confident and able to express themselves



EXCELLENCE

We deliver a rich education that stimulates curiosity, values diversity and offers students real challenge



INTEGRITY

We take, and expect, a principled, honest, and sustainable approach to everything we do

KINDNESS

We ensure our school is a happy place to learn, teach and work by caring for the wellbeing of ourselves and each other



COMMUNITY

We are an inclusive school at the heart of our community, working in partnership with our families and actively encouraging a community spirit in our school





Our New Headteacher

We are looking for an experienced leader, who is excited to join our school and has the vision to continue to drive research-led change so that we continue to offer our students a broad, well-balanced and well-resourced curriculum that will serve their needs in the future.

- You will demonstrate principled leadership that embodies our values and ensures that decisions are made which inspire trust and respect from students, staff, parents/carers, the Members and the wider community.
- You will have care and compassion for all our students and staff, understand their challenges and celebrate their successes.
- You will promote practices and a culture that enable all students to access the curriculum.
- You will have ambitious expectations for all students including those who are disadvantaged and/or have special educational needs or disabilities. You will ensure that the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation as appropriate.
- You will create a safe and productive learning environment which is engaging and fulfilling for all students, including managing student behaviour.
- You will have strong communication skills and demonstrate positive relationships and attitudes towards students, staff and Governors, as well as parents/carers, the Members and the wider community. This will include maintaining strong working relationships with our local schools and wider educational networks in Hertfordshire.
- You will have the confidence to work collaboratively with our dedicated team of staff and Governors, to lead improvement in teaching and learning so that we remain at the forefront of educational practice and continue to be an outstanding school.
- You will be adept at creating and leading teams of colleagues capable of delivering a shared vision, and who have the skills and ability to hold each other to account.
- You will work with Governors and the SLT to monitor and review strategic long term plans for the ongoing development of the school.
- You will have a strong understanding of how to improve the physical and mental wellbeing of students and staff.
- You will maintain an approachable and empathetic 'open door' policy, to support staff wellbeing and facilitate staff retention.
- You will proactively manage revenue, costs and budgets to ensure the long-term financial security of the school.

"Staff are highly committed to their roles which makes this a great place to work and learn"

RPS Staff



Strategic Priorities

The RPS values were developed by Governors, SLT and staff to set out who we are and what we stand for. These have been further refined into five-year strategic objectives set by Governors and SLT in 2023.

Governors' Strategic Objectives (2023-2028)

- To deliver a curriculum offering breadth and flexibility, that is adaptable to the needs and abilities of every student
- To support student wellbeing and mental health by creating a new Student Welfare Hub
- To enable staff to flourish through provision of development opportunities and welfare support
- To expand and develop our Sixth Form provision
- To evolve a sustainability strategy and embed it in all aspects of school life
- To develop facilities that provide a high-quality working environment for our staff and students

"My daughter continues to love all aspects of school life and is thriving. We thank each and every team member for making Roundwood Park such a positive and wonderful place to be"
Year 12 Parent





What We Can Offer

- An inclusive comprehensive school which roots itself firmly in the community and teaches our students to be members of our wider society
- A rich curriculum which stimulates curiosity, values diversity and offers challenge, complemented by a vast array of extra-curricular activities and an established super-curriculum which encourages students to deepen their interests and develop self-study skills
- Enthusiastic and confident students who are keen to learn, and care about themselves and each other
- Dedicated and experienced teaching staff, and a strong supportive leadership team, who enable our students to flourish and reach their full potential
- A professional and experienced support team
- A culture of 'developing our own' with staff keen to engage with CPD and a strong track record of staff progression
- An experienced, supportive and committed Governing Board who are passionate about the school and bring a wide range of expertise
- A well-resourced and inspiring learning and teaching environment
- A school with a commitment to wellbeing for both students and staff
- An engaged and supportive parent body and PTA
- An eco-friendly school which has a commitment to developing and embedding its sustainability strategy
- Strong working relationships with other local schools
- Mentoring and CPD tailored to your individual needs

"As a House Captain, I feel proud to represent my school, and I would not change a thing about my school journey; the students, the teachers, the site, everything is all I could ask for in a school environment"

RPS Student





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 students 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
- Always serve in the best interest of the school's students with safeguarding at the front and centre of all we do
- Establish high quality education by effectively managing teaching and learning to realise the potential of all students
- Share and represent our core values
- Work alongside the Governing Board to deliver the long-term strategic development of the school
- Develop a strategy with our community and other schools to provide clear educational pathways for our students as they grow older
- Focus on staff and student wellbeing and engage well with parents
- Proactively manage revenue, costs and budgets to ensure the long-term financial security of the school
- Carry out all the relevant duties and responsibilities of being the school's Accounting Officer which include (but are not limited to) ensuring that public money is safeguarded and only spent on relevant activities, and that the school complies with all the requirements of the ESFA's Academies Financial Handbook, its funding agreement and all relevant aspects of company and charitable law



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, as detailed over the page:



Job Description

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 respect for the rights of others, recognising differences, respecting and celebrating cultural diversity within contemporary Britain.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, including those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit their position, students' vulnerability or might lead students to break the law.

As leaders of their school community and profession, Headteachers:

- Serve in the best interests of the school's students.
- 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.

"Staff, including early career teachers, say that they are very well supported. Staff feel valued"
Ofsted 2023

"Our friendly staff look out for each other and staff wellbeing is a priority"
RPS Staff



Job Description

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 students experience a positive and enriching school life.
- Uphold ambitious educational standards which prepare students 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.

"My son has always loved being at school, loves his learning, the variety of subjects, and being part of the school community"

Year 11 Parent

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.
- Recognise the importance and value of whole school literacy development.
- Ensure valid, reliable, and proportionate approaches are used when assessing students' knowledge and understanding of the curriculum.

4. Behaviour

- Establish and sustain high expectations of behaviour for all students, built upon relationships, rules and routines, which are understood clearly by all staff and students.
- Ensure high standards of students' 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.



Job Description

5. Additional & Special Educational Needs & Disabilities

- Ensure the school holds ambitious expectations for all students with additional and special educational needs and disabilities.
- Establish and sustain culture and practices that enable students 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 students, 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 students 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.

*"I am proud to
work at RPS and
love working here"*

RPS Staff



Job Description

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 students.

10. Governance and 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.



"I love the sense of community at our school, we always celebrate things together and I really like that"

RPS Student

"Our son is thriving since joining Roundwood Park. He is achieving so much and this is down to the high standard of teaching and positive learning environment that he is a part of every day. Roundwood has brought out the best in him"

Year 8 Parent



Person Specification

It is important to provide examples using the STAR acronym (situation, task, action, result) to demonstrate how you meet the following criteria. Please note that the essential criteria will be used by the panel for shortlisting.

Qualifications, Knowledge & Experience	Essential/ Desirable	Application Form	Assessment Stage
Degree and qualified teacher status	E	X	
NPQH or near completion	E	X	
Experience of working with KS3, KS4 and KS5 students	E	X	
Recent significant experience of senior leadership as a Headteacher or Deputy Headteacher (or equivalent) with a proven track record of continuous improvement and outstanding impact	E	X	X
Evidence of being an outstanding classroom practitioner who inspires and is respected by staff and students	E	X	X
Thorough understanding of Child Protection and Safeguarding and commitment to safeguarding as part of the duty of care	E	X	X
Knowledge of current national policies, educational issues and the statutory and legal framework within which a school operates	E		X
School Culture			
Demonstrates an awareness of the wider education context	E	X	X
Ability to articulate a clear vision for the future and provide strategic direction for staff, students and the community	E	X	X
Proven record of inspiring, enabling and motivating others, promoting positive and respectful relationships	E		X
Ensures a culture of high staff professionalism, holding others to account	E		X
Upholds ambitious educational standards for all students	E		X



Person Specification

Teaching, Curriculum & Assessment	Essential/ Desirable	Application Form	Assessment Stage
Clear understanding of the curriculum and how to ensure this can be effectively accessed by all	E		X
Reviews and monitors progress against agreed, measurable targets	E		X
Absolute commitment to inclusion and to ambitious expectations for all students including those with SEND and higher attainers	E	X	X
Knowledge and experience of working with students with SEND across the secondary phase	E	X	X
Ability to understand the needs of students with challenging behaviours and develop successful management strategies	E	X	X
Experience of deploying and managing staff to deliver effective outcomes	D		X
Professional Development			
Evidence of appropriate and recent professional career development of the role of Headteacher	E	X	X
Has successfully undertaken approved safer recruitment training	D	X	
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	X	X
Successful track record of developing staff through effective performance management	D		X



Person Specification

Organisational Management / Continuous School Improvement

	Essential/ Desirable	Application Form	Assessment Stage
Have had active involvement in effective school self-evaluation and development planning	E	X	X
Have had responsibility for whole school policy development and implementation	E	X	X
Experience of leading change effectively and successfully	E		X
Clear commitment to promoting health and safety and the wellbeing of students and staff	E		X
Ability to review and analyse key data to develop evidence-informed strategies for school improvement	E		X

Working in Partnership / Governance & Accountability

Experience of working effectively with stakeholders including Governors, school improvement partners, other schools and organisations to improve outcomes for students	E	X	X
Understands and welcomes the role of effective governance, upholds their obligation to give account and accept responsibility	E		X
Experience of managing school finances effectively, understanding their contribution to school development and student outcomes	D		X
Able to assimilate and manage financial and other data to achieve sound financial decision-making	E		X



Person Specification

Personal Qualities / Ethics & Professional Conduct	Essential/ Desirable	Application Form	Assessment Stage
Passion for education, coupled with ability and enthusiasm to see every student fulfil their potential	E		X
Excellent communication skills, including written communication	E	X	X
Belief in school improvement through objective self-evaluation	E		X
Ability to work in partnership with the Trust Board and the Members in an open and transparent way	E		X
Visible and approachable, empathetic and enjoys engaging and inspiring students, staff and others	E		X
Adaptable leadership style, 'hands on' when required, balanced with knowing when to delegate	E		X
Capacity for sustained hard work with energy and enthusiasm	E		X
Ability to take a dynamic approach to the changing needs of the school population	E		X
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		X
Upholds fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, including those with different faiths and beliefs	E		X



Important Details

Leadership pay range:	London Fringe L33-39 (£110,656-£127,890)
Start date:	September 2025
Closing date:	Monday 13 January 2025 at 9am
Interview dates:	Thursday 23 & Friday 24 January 2025
Visits to the school:	Contact Janet Wallis - j.wallis@roundwoodpark.co.uk

At Roundwood Park School, we continue to strive to build a diverse and inclusive workplace ensuring that our student body is represented in the staff and where everyone feels valued. Through our work in the last year with the Great Representation programme and the completion of the Anti-racist School Audit with HFL Education, we are actively committed to ensuring equity and inclusion is a continued priority throughout all things we do. It forms a major element of our school improvement plan in order that the work we do makes a sustained difference for all. We therefore strongly encourage applicants from all backgrounds, particularly those from underrepresented groups, and are committed to create an environment where everyone feels seen, heard and feels that they belong - a place where everyone can flourish. We will need to obtain references in advance of interview for any candidate short-listed, and all job offers are subject to satisfactory enhanced Disclosure and Barring Service clearance.

Visit our website >

www.roundwoodpark.co.uk





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