

LODGE FARM PRIMARY SCHOOL

Headteacher Recruitment Pack

Autumn Term 2024



HFL



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WELCOME FROM THE CHAIR OF GOVERNORS

Dear Applicant,

Thank you for your interest in the headteacher role at Lodge Farm Primary School. We are delighted that you see Lodge Farm as a school where you can make an impact and lead our happy and nurturing school to greater success.

The Governing Body are seeking to appoint an experienced headteacher who can build on our existing strengths, taking our school to the next level of its development. We are looking for someone who can maintain and build upon the school's caring and nurturing ethos which puts the welfare of the children and staff at the heart of everything that we do.

Our school is a very popular two-form entry school with nursery located in Stevenage, North Hertfordshire. Lodge Farm was the first school in the local area to achieve the HYGGE accreditation which recognised the support that the school gave to young learners after the pandemic.

From September 2024, we have been operating as a Foundation School, with increased autonomy we now have more control over admissions, facilities and school operations.

In November 2022, Ofsted judged our school to be 'requires improvement' but we are making great strides in addressing our focus areas for improvement. In recruiting a new headteacher we are seeking someone who can shape and share our vision and ethos. We are seeking a headteacher with the drive, enthusiasm and passion to move our school to the next stage of its development.

Our mission is to develop compassionate, caring, and responsible members of the community. If you share our values and are proud of a job well done, believe in the importance of collaboration and are ambitious to sustain excellence, then we would like to hear from you.

We would love to show you around our wonderful school and have you meet our lovely children. Please contact admin@lodgefarm.herts.sch.uk who will be happy to arrange this for you.

The closing date for applications is Friday 10th January 2025 at 9am
Shortlisting will be taking place on Wednesday 15th January 2025.

For further information about our school, please visit our website at www.lodgefarm.herts.sch.uk.

Thank you for your interest in Lodge Farm Primary School. My colleagues and I look forward to meeting and interviewing motivated candidates interested in taking on this important and exciting new challenge.

Yours sincerely

Debra Nash & Emma Hone

Co-Chair of Governors

SCHOOL STATISTICS

Type of school:

Mainstream Primary
& Nursery School

3-11 Yrs
Age Range

407
Number
on Roll



 Rated **Requires Improvement**
in July 2024

19%

EAL

20%

SEND

18%

FSM

20%

Pupil
Premium

ABOUT OUR SCHOOL

Welcome to Lodge Farm Primary School, where our motto, "Learning in Mind, Community at Heart," reflects our dedication to nurturing each child's potential within a supportive and inclusive environment.

Situated in Stevenage, Hertfordshire, we are a two-form entry primary school, with a Nursery, committed to offering a well-rounded education. We focus on academic achievement, personal growth, and community involvement.

Our school is proud of its strong connections with the local community, which enhances our pupils' learning experiences. We actively collaborate with local organisations and engage in community events, ensuring our school remains at the heart of the neighbourhood. Our close proximity to Nobel Secondary School further strengthens our educational links, allowing us to provide a seamless transition for our pupils as they progress to secondary education.

From September 2024, Lodge Farm has transitioned to Foundation School status, granting us increased autonomy to further enhance our teaching and learning. We are also exploring the exciting possibility of federating with Nobel Secondary School, deepening our educational ties and paving the way for future development.

Over the past year, we have undertaken significant improvements to modernise and future-proof our facilities, ensuring a state-of-the-art learning environment. This includes new toilets, a refurbished canteen, re-laid playgrounds and play areas, freshly painted classrooms, and updated signage. These enhancements provide the ideal setting for both academic and extracurricular activities, allowing every child to thrive.

Our school offers a broad range of extracurricular clubs, providing opportunities for pupils to explore their interests and develop new skills. We also provide excellent wraparound care to support families with extended hours. Our Parent Teacher and Friends Association (PTFA) plays a vital role in our school community, organising events and activities that foster a sense of togetherness and strengthen the bond between home and school.

We take great pride in our consistently high results at Key Stage 2. Our curriculum promotes resilience, respect, and responsibility, ensuring our pupils are well-equipped for the future. We work closely with parents, carers, and the local community to ensure every child feels safe, happy, and supported in reaching their full potential.



OUR SCHOOL VISION & VALUES



We want all our children to be safe, valued and happy. With these vital elements in place, all our children will learn.



We want to work closely with parents and families to ensure all our children become the best they can be.



We want all our children to be a confident young people who have a positive attitude to both learning and an ever-changing society.



We all our children to soak up every opportunity that comes their way providing them with a wide range of skills and understanding at their fingertips. This will provide them with the ability to make informed choices when they are older.



We want to create a learning environment where all our children will flourish; achieving well and making great progress in all areas. Our curriculum is challenging, flexible and responsive to individual needs and interests.



We all our children to look back at their time at Lodge Farm with a big smile on their face – a smile full of happy memories.

OUR NEW HEADTEACHER

We are seeking an experienced and dynamic Headteacher who is committed to Safeguarding, child protection and mental wellbeing for all. Our new headteacher will have with a proven track record to inspire our dedicated staff and drive school improvement. We are about to embark on an exciting journey of transformation and need a headteacher to navigate us through this period of change as we embed our new foundation status and seek new opportunities.

We are looking for someone who:

- Can clearly articulate a vision for the school and set a strategic direction that inspires staff, pupils, and the wider community.
- Has the ability to motivate and energise others, prioritising the ongoing professional development of all staff (including their own).
- Is skilled at building strong, collaborative relationships beyond the school, working in partnership with other schools, external agencies, local organisations, and stakeholders to enhance opportunities for our pupils.
- Demonstrates a deep commitment to inclusivity, maintaining high aspirations and expectations for all members of the school community, ensuring everyone thrives.
- Remains clear-headed under pressure, consistently demonstrating sound judgement in the face of challenges, and making decisions that benefit the whole school.
- Is approachable, empathetic, and genuinely values each member of our school community, fostering a supportive environment where everyone feels heard and respected.

If you are passionate about leading positive change and making a lasting impact on the lives of our pupils, we would love to hear from you.



WHAT WE CAN OFFER

This is an exciting opportunity for the right applicant to join a school with enormous potential.

Lodge Farm School is on an upward trajectory with clear areas to develop and is ripe with potential for the right person with a clear vision to develop as an incredible community school.

We can offer:

- A great opportunity to lead a school that is ripe with potential.
- A welcoming school with happy and engaged children, who are eager to learn and enjoy being at school.
- Talented, dedicated, and supportive staff who look out for each other, work well as a team and are keen to share their new headteacher's vision.
- An uncompromising commitment to ensuring safeguarding, outstanding teaching, and promoting well-being for every child.
- Committed and engaged governors who are knowledgeable and fully supportive who will work with you to achieve the best for our school.
- A competitive group size 3 salary: L17 – L24
- A well-resourced and maintained school with excellent facilities – a lovely place to work.
- An opportunity to benefit from our existing strong community links and education network, working together to improve outcomes for local children.



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.	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		✓
Visible, approachable, ability to listen to parents in a caring way.	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

Main purpose:

- 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.

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.

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.

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

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 special educational needs and disabilities of pupils, providing support and adaptation where appropriate.
- Ensure the school fulfils its statutory duties regarding the SEND code of practice.

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.

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.

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

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.

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



IMPORTANT INFORMATION



Pay range:	L17 - L24 (£73,819 - £86,713)
Start date:	May 2025
Closing date:	10 th January 2025
Shortlisting date:	15 th January 2025
Interview date:	24 th January 2025
Visits to the school:	To make an appointment, please contact the School Business Manager, Kerry Clegg at finance@lodgefarm.herts.sch.uk
School website:	www.lodgefarm.herts.sch.uk
School address:	Lodge Farm Primary School, Mobbsbury Way, Chells, Stevenage, Hertfordshire, SG2 0HP

Lodge Farm 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).

Lodge Farm Primary School is committed to the aim of ensuring that everyone who applies to work for us receives fair treatment and we positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, sex, gender reassignment, sexual orientation, religion or belief, marriage and civil partnership and caring status. We expect all our staff to demonstrate a commitment to advancing equality of opportunity and fostering good relations.

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.



LODGE FARM PRIMARY SCHOOL

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