



HARTSFIELD JMI SCHOOL

Headteacher Recruitment Pack



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WELCOME FROM THE CHAIR OF GOVERNORS

Dear Applicant,

Thank you for your interest in the role of Headteacher at Hartsfield JMI School and hope you find this information pack a useful introduction to our school. The vacancy has arisen as a result of the impending retirement of our current Head after 10 years in the post.

Hartsfield is a 2-form entry, open-plan primary school in the market town of Baldock, with a PAN of 60 places. Children start in the Reception Class and come to us from a number of nursery and pre-school providers in the local area. The school benefits from a largely rural setting on the edge of the town, with extensive indoor and outdoor facilities. We have strong links with parents and with the local community

The Governors are proud to be part of a school that has been consistently rated as 'good' by Ofsted over time, with the most recent inspection taking place in January 2025. We believe that a key part of this success lies in the strong staff team, which has remained stable for a number of years.

We are seeking a Headteacher with enthusiasm, drive and vision, who can maintain current high standards and outcomes while leading our school in its next chapter of development.

We believe that this is a fantastic opportunity to take on a strong school that has benefitted hugely from the current Headteacher's leadership and to build upon it.

The closing date for applications is Monday 12 January 9:00am. For further information about our school, please visit our website at www.hartsfield.herts.sch.uk

To discuss the role, please email me at RHopcraft.governor@hartsfield.herts.sch.uk

We would encourage interested applicants to visit the school. Visits will be scheduled with the headteacher. Please contact Lynda Caldwell at lcaldwell.clerk@hartsfield.herts.sch.uk or call 01462 895267 to arrange a time to visit.

Thank you for your interest in the post of Headteacher at Hartsfield JMI School. My colleagues and I look forward to meeting and interviewing motivated candidates interested in taking on this important and exciting new challenge.

Yours

Bob Hopcraft
Chair of Governors

LETTER FROM OUR HEADTEACHER

Dear prospective candidate,

Thank you for the interest you have shown in the post of Headteacher at Hartsfield School.

I am retiring from headship after several years here and hope that we can appoint an ambitious, consistent, supportive and inspirational leader to support the further development of the school.

The school is not in need of a 'revolution' as there has been a lot of investment in strengthening our practice over the years and our most recent Ofsted inspection in January 2025 recognised Hartsfield as a 'Good' school. However, the school does need someone who will effectively evaluate what is in place, build on it and take the school to the next level. As with all schools, every day is different and brings new challenges. You would be working with a highly skilled, experienced and effective leadership and staff team, who are committed to the care and success of the Hartsfield children, with a supportive parent and Governing Body and local community.

This application pack gives you a mere glimpse of the exciting opportunity you are considering. Come and visit us and meet our staff and children – see for yourself what a great school you could be leading!

Yours faithfully

Philippa Smith
Headteacher



KEY FACTS & STATISTICS

Type of school:
**Maintained
Primary School**

Location:
Baldock

4-11 Yrs
Age Range

413
pupils
on roll



**Pupil
attendance:**
97.5%



Rated **GOOD**
January 2025



Workforce:
60 staff

National test
results



EAL
10%

SEND
10%

FSM
8.3%

Pupil
Premium
9%

ABOUT OUR SCHOOL

At Hartsfield, our ethos is built around one powerful word: **OPEN**.

We are proud to be a two-form entry primary school located in the heart of the market town of Baldock. Our unique open-plan design sets the tone for everything we do. There are no closed doors here, literally or figuratively. Staff, children, and leaders are visible, accessible, and connected. This openness creates a sense of belonging where support is instinctive, collaboration is natural, and everyone feels part of something bigger.

Our staff team is exceptional; experienced, professional, and deeply committed. Many have been with us for years, and our low turnover speaks volumes about the trust and respect that underpin our relationships. We work together, share ideas, and grow as a team. Leadership is collaborative and inclusive, empowering individuals at every level to make a difference.

Children at Hartsfield thrive in an environment where it's safe to ask for help, where learning is visible and celebrated, and where every child is known and valued. We believe in nurturing resilience, openness, and kindness - qualities that are modelled daily by our staff and embedded in our culture.

We are a school with high expectations and a strong track record of performance. Our recent Ofsted inspection confirmed our continued success, and we remain ambitious for the future. Writing is a current area of focus on our improvement plan, and we see this as an exciting opportunity for impact.

Hartsfield is more than a school; it is a central part of the Baldock community. Our PTA (Friends of Hartsfield) is incredibly active, raising significant funds to enhance our learning environment, including all-weather outdoor spaces. We host community events, rent out our facilities, and maintain strong links with local organisations. Our school is outward-facing, inclusive, and proud to play a key role in the life of the town.



VALUES, ETHOS AND AIMS

“Care for learning, learning to care”

Our vision statement:

At Hartsfield we are committed to providing a safe, caring and inclusive learning environment, developing the academic, personal, social, and emotional needs of every child.

Our broad and balanced curriculum aims to enable children to develop into happy, confident, successful, compassionate and independent individuals, enabling them to take their place as responsible local, national and global citizens.

We are a community where everyone is empowered to be their best – everyone is vital, everyone is respected, and everyone is supported as we work together to create the best outcomes for all children and adults in our community.

At Hartsfield School we aim to:

- establish a safe, happy, stimulating environment where everyone feels secure and valued
- promote an aspirational attitude towards learning where all children are encouraged to achieve their personal best
- inspire a passion for learning
- develop mutual respect and nurture relationships which encourage children to act with social awareness, considering the effects of their behaviour on others.
- promote positive behaviour and develop an understanding of an individual's need to take responsibility.



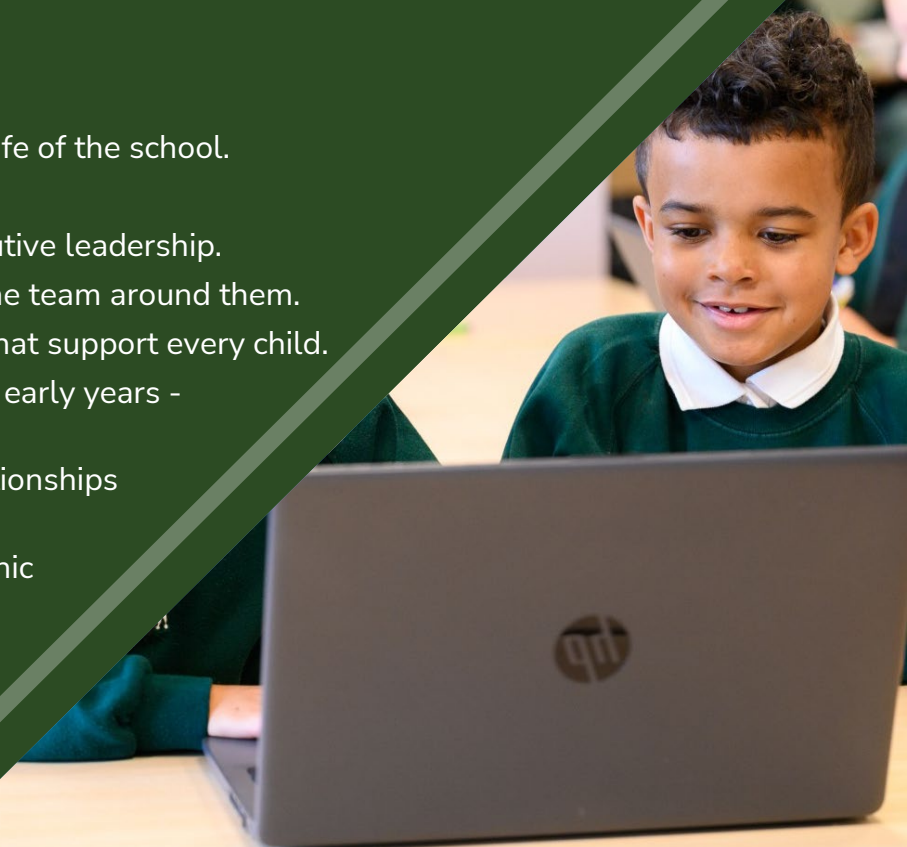
OUR NEW HEADTEACHER

This is a significant leadership opportunity in a school with a strong foundation, a committed team, and a clear sense of identity. We welcome applications from experienced Headteachers and exceptional Deputy or Assistant Heads with considerable leadership experience working in larger schools.

We are not looking for radical change. Instead, we seek a leader who will recognise what makes Hartsfield special and build upon it. Our school is thriving, with strong outcomes, a stable and experienced staff team, and a deeply embedded ethos of openness and collaboration. The successful candidate will need to appreciate this and lead with sensitivity, confidence, and respect.

We are looking for someone who:

- Embodies openness and visibility, a leader who is present, approachable, and actively engaged in the daily life of the school.
- Communicates with clarity and empathy, building trust with staff, governors, parents, and children.
- Leads through collaboration, empowering others and fostering a culture of shared responsibility and distributive leadership.
- Has the confidence to manage change thoughtfully, taking people with them and recognising the value of the team around them.
- Understands the challenges of inclusion and SEND, and is committed to creative, compassionate solutions that support every child.
- Brings fresh eyes and strategic insight, identifying opportunities for improvement, particularly in writing and early years - while maintaining high standards.
- Is community-minded, recognising the school's central role in Baldock and continuing to nurture strong relationships with families, local organisations, and wider networks.
- Is resilient and forward-thinking, ready to navigate the evolving educational landscape, including demographic shifts and budget pressures.



WHAT WE CAN OFFER

- **A strong and stable team** - we benefit from a highly experienced and professional staff team. Staff turnover is low, and our culture of mutual respect, collaboration, and shared leadership means new leaders are supported and trusted. Our office team and wider support staff are exceptional, and our leadership structure encourages autonomy and innovation.
- **A unique and open environment** - our open-plan layout is more than a design feature; it reflects our ethos. Visibility, accessibility, and openness are central to how we work. Leaders are present and engaged, and staff and children alike benefit from a culture where support is instinctive and communication is constant.
- **A connected community** - Hartsfield is deeply embedded in the life of Baldock. We have strong relationships with parents, local organisations, and community groups. Our PTA (Friends of Hartsfield) is highly active, raising significant funds to enhance our facilities. We host community events, lease our facilities, and maintain a visible and valued presence in the town.
- **A school with high standards and ambition** - we are proud of our academic outcomes and our consistent performance. We are not complacent, and we welcome a leader who will bring fresh eyes and strategic insight.
- **Supportive and skilled governance** - Our governing body is actively engaged, well-informed, and deeply committed to supporting the Headteacher. They bring a diverse range of professional expertise, share a unified vision, and are genuinely enthusiastic about the future of our school.
- **A balanced budget and room to grow** - We maintain a balanced budget and have invested wisely in our facilities and staffing. Our site is spacious and well-equipped, with potential for further development. We are open to innovation and keen to explore opportunities that will enhance provision and outcomes.



JOB DESCRIPTION

Main purpose

The core purpose of the Headteacher is to provide professional leadership and management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.

To gain this success, the Headteacher must

- Lead the delivery of high-quality education by effectively managing teaching and learning and using personalised approaches to enable every pupil to thrive and achieve their full potential.
- Develop and implement a strategy with our community and other schools in order to provide clear educational pathways for our students as they grow older. Ensure sustainable growth and financial security for the school.
- Meet the expectations set out in the National Standards of Excellence for Headteachers and School Teachers' Pay and Conditions Document (STPCD).
- Take strategic and operational responsibility for promoting and safeguarding the welfare of all children and young people, ensuring a culture of vigilance and compliance across the school.



Key responsibilities:

- Engage with and actively promote the school's vision and values through strategic leadership, decision-making, and daily interactions with pupils, staff, and the wider community.
- Secure the understanding and commitment of all members of the school community to the school's strategic direction, with particular focus on those in positions of responsibility
- Drive creativity, innovation and effective use of technologies among colleagues to achieve excellence.
- Develop and implement the agreed School Improvement and Development Plan.
- Secure curriculum intent and implementation of the highest standard, leading to strong outcomes for all pupils.
- Oversee the operational efficiency, effectiveness and safety of the school on a day-to-day basis, including arrangements for behaviour, safeguarding, SEND and vulnerable learners.

Leading teaching and learning:

- Lead and manage the curriculum in line with school policies and relevant national guidance.
- Promote the development of teaching methods which enable effective learning by all.
- Establish efficient staff timetabling to ensure curriculum requirements are met.
- Ensure the progress of pupils is monitored, recorded and reported to parents and others who have a right to know.
- Develop and implement a whole-school policy for pupil support and wellbeing, underpinned by effective structures and practices.
- Ensure the implementation of strategic policies of the school.
- Model exceptional teaching practice through personal classroom delivery, as appropriate to context.

Health and safety:

- Oversee the development and implementation of policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and ensure that all concerns are recorded and reported appropriately
- Lead a culture that prioritises the safety and wellbeing of pupils and staff.
- Lead behaviour systems that foster a safe, respectful and productive learning environment.

Management of resources and communication:

- Oversee school budget and finances, ensuring robust procedures for financial management and accountability.
- Develop and implement policies for the procurement, use and protection of all resources, including teaching material, equipment and accommodation.
- Establish clear and effective communication across staff teams and with all stakeholders.
- Consult and communicate with parents about the school and the progress of their children, in particular by arranging regular meetings between parents and teachers.
- Be the school's official correspondent with the Council, external agencies, other schools, parents and the wider community.
- Lead the recruitment, selection, appointment and professional development of teaching and support staff.
- Ensure that the range, quality and use of available resources is monitored, evaluated and reviewed to improve the quality of education for all children and provide value for money.

Working with colleagues and professional development:

- Build and maintain effective working relationships with staff, parents, external agencies, other educational settings, and the wider community, and representatives of external agencies with rights to operate in relation to the school.
- Engage in the school's appraisal procedures.
- Undertake ongoing professional development to enhance leadership and performance.
- Lead the appraisal and professional development of others.

Additional Notes

The Headteacher is expected to operate within the parameters of the National Standards of Excellence for Headteachers and School Teachers' Pay and Conditions Document (STPCD) and HCC's contractual and financial frameworks.

The role is defined as Regulated Activity and subject to an enhanced DBS, children's barred list check and satisfactory references.

The duties listed are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.

This job description will be reviewed annually as part of the performance management programme.

The headteacher will have access to a range of professional development activities, including conferences, support groups and appropriate training courses.

Person Specification

To be considered for shortlisting, candidates must clearly demonstrate how they meet the essential - and where possible, the desirable - criteria outlined in the Person Specification below.

- Please structure your supporting statement using the **STAR format** (Situation, Task, Action, Result) to provide **clear, evidence-based examples of your experience and impact**.
- If shortlisted, we will assess additional aspects of school leadership - including alignment with the **Headteacher Standards (2020)** and the **specific needs of our school** - through a series of tasks and a formal interview during the assessment day.

Qualifications, knowledge and experience

- Degree and qualified teacher status (E)
- Recent successful leadership experience as a Headteacher, Deputy headteacher, Assistant headteacher or School Improvement Lead (E)
- NPQH or equivalent leadership development experience (e.g. coaching, mentoring, strategic leadership programmes) (D)
- Safer recruitment trained and applies these principles consistently - demonstrating a strong and proactive commitment to safeguarding (D)

Strategic Leadership and School improvement

- Establish and sustain a culture of high expectations and professional integrity, ensuring all staff are accountable for their contributions (E)
- Committed to prioritising the continued professional development of all staff (including themselves) in the best interests of the individual, the team and the school (E)
- Has had active involvement in effective school self-evaluation and development planning (D)
- Has had responsibility for whole school policy development and implementation (E)
- Experience of leading change effectively and successfully (D)
- Clear commitment to safeguarding, promoting health and safety and the wellbeing of children and staff (E)

Person Specification

Teaching, learning & curriculum

- Experience of designing and implementing a broad, balanced and inclusive curriculum, with assessment strategies that support progress for all learners (E)
- Deep understanding of high-quality teaching and learning across the primary phase (E)
- Absolute commitment to inclusion and high expectations for all pupils, underpinned by knowledge and experience of supporting children with SEND, disadvantaged pupils, and higher attainers (E)
- Understands the needs of children with challenging behaviours and develop strategies to successfully manage this (D)

Working in partnership/Governance & accountability

- Experience of managing school finances effectively, understanding their contribution to school development and pupil outcomes (D)
- Proven ability to build strong relationships and manage expectations across diverse stakeholders, including governors, partners, and the wider community (E)
- Understands and welcomes the role of effective governance, upholds their obligation to give account and accept responsibility (E)
- Demonstrates ability to engage positively with parents, carers, and the wider community to support pupil outcomes (E)

Personal Qualities/ Ethics and professional conduct

- Demonstrates passion for education, coupled with high levels of integrity, resilience, and emotional intelligence (E)
- Excellent communication and interpersonal skills, including written communication (E)
- Adaptable leadership style, 'hands on' when required, balanced with knowing when to delegate (E)
- Demonstrates consistently high standards of principled and professional conduct both within and outside school, Seven Principles of Public Life (E)

IMPORTANT INFORMATION

Pay range:	L18 - L24 (£78,702 - £90,255)
Start date:	September 2026
Closing date:	Monday 12 th January 2026
Shortlisting date:	Monday 19 th January 2026
Interview date:	Tuesday 27 th AND Wednesday 28 th January 2026
Visits to the school:	To make an appointment, please contact Lynda Caldwell at lcaldwell.clerk@hartsfield.herts.sch.uk or call 01462 895267.
School website:	www.hartsfield.herts.sch.uk

Hartsfield JMI 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 2025).

We welcome applications from all suitably qualified individuals regardless of age, gender, ethnicity or religion.

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. 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 this role.

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.

You should use the **STAR format** (Situation, Task, Action, Result) to provide **clear, evidence-based examples of experience and impact**.

References

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



HARTSFIELD JMI SCHOOL

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