



Headteacher Recruitment Pack

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WELCOME FROM THE CHAIR OF GOVERNORS

Dear Applicant,

Thank you for your interest in the Headteacher position at Hobbs Hill Wood Primary School. We are delighted that you are considering joining our school community at such an important and exciting time.

After 40 years of dedicated service, including 25 as Headteacher, Richard Haynes will be retiring at the end of this academic year. His leadership has shaped the school into the vibrant, inclusive and well-regarded setting it is today. His departure marks the end of an era, but also opens the door to new ideas, fresh energy, and the next chapter in our school's journey.

Hobbs Hill Wood is a large, welcoming primary school located in Hemel Hempstead. We serve a diverse and supportive community and are proud of the strong relationships we've built with families and local organisations. The school is well-resourced and benefits from excellent facilities that are used throughout the week by a range of community groups.

We are fortunate to have a committed and experienced staff team, many of whom have been with us for a significant part of their careers. There is a strong sense of loyalty and shared purpose across the school, and a culture that values inclusion, kindness and high expectations for all.

We are seeking a Headteacher who will take the time to understand what makes Hobbs Hill Wood special, and who will lead with integrity, clarity and care. Someone who can build on our strengths, support and challenge our staff, and continue to place children at the centre of every decision.

The school is in a strong position, not one in need of urgent change, but ready to evolve. We are looking for a leader who will listen, reflect, and work collaboratively with governors, staff and families to shape the future of our school.

If you believe you have the vision, values and commitment to lead Hobbs Hill Wood into its next chapter, we would be delighted to hear from you.

The closing date for applications is Monday 17th November at 9am. Shortlisting will be taking place on the evening of Monday 24th November.

If you wish to discuss the role, please contact me at Caroline.Brown@hobbshillwood.herts.sch.uk to arrange a time.

To arrange a visit to the school, please contact Emma Geurts, our School Business Manager, at sbm@hobbshillwood.herts.sch.uk or telephone the school on 01442 401222.

My colleagues and I look forward to meeting and interviewing motivated candidates interested in taking on this important and exciting new challenge.

Yours sincerely
Mrs Caroline Brown
Chair of Governors

KEY FACTS & STATISTICS

 Hemel Hempstead



Age
3 – 11
years



453
pupils
on roll

 **Ofsted** **Good**
July 2023

EAL
29%

SEND
16%

FSM
14%

**Pupil
Premium**
15%

ABOUT OUR SCHOOL

We're a school at the heart of our community - a place where children feel safe, supported and inspired to do their best. Hobbs Hill Wood isn't just where children come to learn; it's where they grow, make memories, and discover who they are.

What makes us unique is the strength of our relationships - with children, families, staff and the wider community. Many colleagues have been part of the school for years, some for decades, which says a great deal about the kind of environment we've created. People stay because they feel part of something special. There's a strong sense of togetherness: we work hard, support one another, and care deeply about the children and families we serve.

Our curriculum is broad, balanced and continually evolving. We review it regularly to ensure it meets the needs of our pupils and reflects the world they are growing up in. We place a strong emphasis on giving children a successful start and building solid foundations, while also offering a wide range of opportunities that allow every child to find their strengths and interests. Teaching is purposeful and responsive, and we are proud of the high standards our children achieve.

At the heart of everything is a simple ethos: every child matters. Whether it's a school journey, a Christmas production, or a quiet moment of encouragement in the classroom, every child is made to feel seen and valued. The inclusive environment supports a wide range of needs and recognises that success looks different for every child.

Strong relationships with families are built on trust and openness. Parents know they can talk to us, and we listen. While we may not always get everything right, we work hard to explain decisions and bring people with us. That honesty has helped build lasting trust over time.

The school is busy and full of life - not just during the day, but in the evenings and weekends too. Local groups regularly use the facilities, and we welcome them in. These connections enrich school life and reflect the strong relationships we've built beyond the classroom.

We're in a strong position financially, and we've always planned carefully so we can invest in the things that matter, whether that's improving our buildings, updating resources, or making sure staff have what they need to do their jobs well. It's this thoughtful approach that helps us maintain a vibrant, well-equipped school where children and staff can continue to thrive.



OUR VALUES & ETHOS

“ Improving outcomes for all our pupils through high quality teaching and learning. ”

At Hobbs Hill Wood Primary school, we aim for excellence and quality, working to create fair and equal opportunities for each individual to develop both academic and life skills so they can make a positive contribution to the community and become lifelong learners.

We aim to ensure that our learning community involves pupils, parents, staff and governors working together to establish a creative, purposeful and stimulating curriculum to prepare children for the modern and developing world.

We promote high standards of behaviour, ensuring all children can enjoy school within a safe and positive learning environment.

We believe that children need to develop self-respect, confidence and a sense of responsibility for themselves, others and the world around them.



ABOUT YOU

As Hobbs Hill Wood Primary School enters a new chapter, we are seeking a headteacher who will build on our strong foundations and lead with vision, empathy, and ambition. Our next leader will be someone who understands the unique context of our school and is ready to embrace both its challenges and opportunities.

The qualities we seek:

- **An existing headteacher or a deputy headteacher with significant leadership experience.** This is a role that requires a confident, capable leader who can navigate the demands of a large school environment while remaining child-centred and community focused.
- **Inclusive leadership:** You will have a strong track record in SEND provision and a deep understanding of inclusive education. Our school is proud of its reputation for supporting children with a wide range of needs, and we want a leader who will continue to champion every child.
- **Community awareness:** Our school serves a diverse population. We are looking for someone with a modern, culturally responsive approach who understands the importance of community cohesion and can foster a sense of belonging for all.
- **Financial acumen:** Our school is in a strong financial position, and we want to maintain that. You will need to demonstrate sound financial management skills and strategic thinking to ensure resources are used effectively and sustainably.
- **Empowering leadership style:** We believe in distributed leadership and nurturing talent. You will be someone who delegates effectively, builds trust, and creates opportunities for staff to grow and lead, ensuring succession planning is embedded in our culture.
- **Relational strengths:** You will be approachable, emotionally intelligent, and able to build strong relationships with staff, pupils, and parents. We value someone who is visible, present, and able to manage parental engagement with professionalism and warmth.
- **Child-centred ethos:** Above all, you will love working with children. You'll be someone who is energised by being in the school, who understands what makes children tick, and who leads with their best interests at heart.



WHAT WE CAN OFFER

- **Well-behaved, engaged pupils:** Our children are at the heart of everything we do. They are respectful, enthusiastic, and eager to learn, making Hobbs Hill Wood a joyful place to teach and lead.
- **Experienced and loyal staff:** Many of our staff have been with us for a long time, contributing to a stable and collaborative culture. There is a wealth of experience and talent within the team, ready to be harnessed and developed further.
- **Outstanding facilities:** Every classroom is equipped with air conditioning, and our site includes two astroturf pitches and a pop-up swimming pool, - just some of the excellent opportunities for physical development and enrichment.
- **A popular, oversubscribed school:** We enjoy a strong reputation locally and consistently attract high numbers of applications. Our roll is full, and families choose us because of our inclusive ethos and high standards.
- **Supportive governance:** Our governing board is deeply committed to the school's success. Governors are engaged, forward-thinking, and ready to support the new headteacher in shaping the next phase of our journey.
- **Strong community links:** We have a well-established relationship with the local secondary school, where most of our pupils continue their education. Our school is also a hub for community activity, with facilities used by a wide range of local groups.
- **Engaged PTA:** Our Parent Teacher Association is active, creative, and committed. They organise a wide range of events throughout the year and raise valuable funds that directly benefit the school and its pupils.
- **Financial stability:** The school is in a strong financial position, with a history of careful budgeting and sustainable investment. This enables us to maintain high-quality resources and facilities, and to plan confidently for the future.



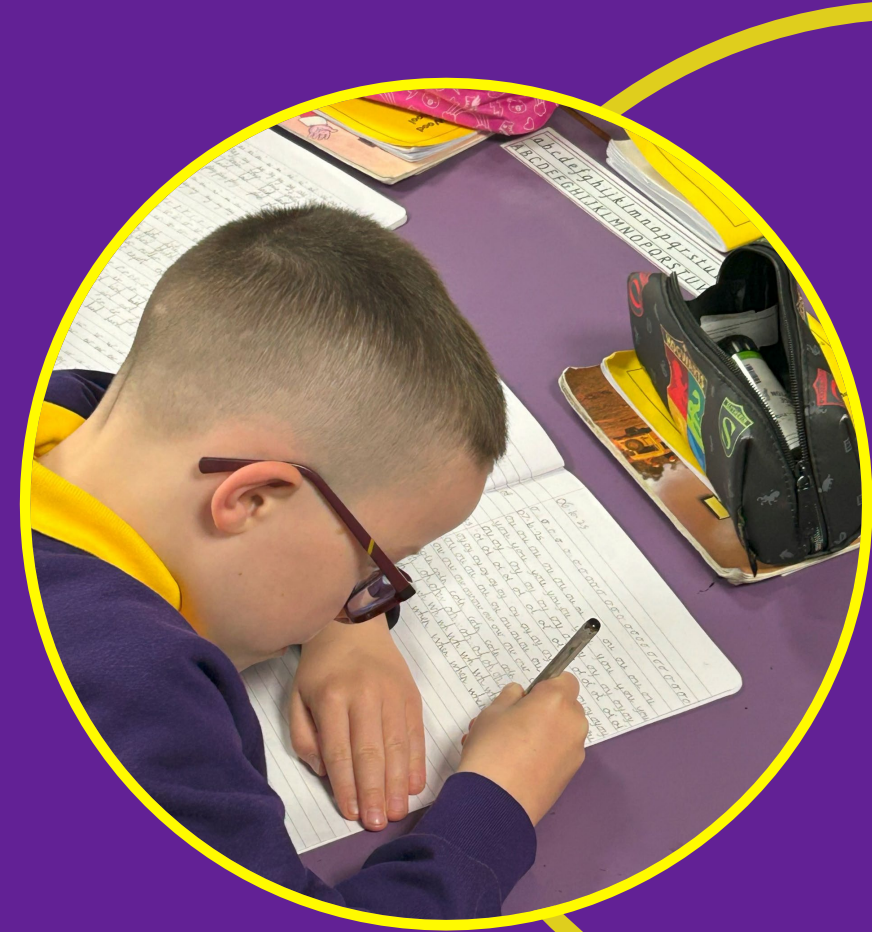
JOB DESCRIPTION

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

- Establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all students.
- Develop 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).
- Have responsibility, as with all staff, to promote and safeguard the safety and welfare of children and young people.



Key responsibilities:

- Understand, contribute to, and promote, the school's vision and values through personal work and teaching practice.
- Secure the understanding and commitment of all members of the school community to the direction of travel and particularly those holding posts of responsibility.
- Work with colleagues to promote creativity, innovation and appropriate use of technologies to achieve excellence.
- Develop and implement the agreed School Improvement and Development Plan.
- Ensure that curriculum intent and implementation is of the highest possible standard and leads to strong outcomes for all students.
- Support the operational efficiency, effectiveness and safety of the school on a day-to-day basis, including arrangements for behaviour, safeguarding, SEND and vulnerable learners and take responsibility for key areas of whole school working (to be agreed with the leadership team).

Leading Teaching and Learning:

- Manage and develop the curriculum in accordance with the policies applicable to the school and taking account of relevant advice given by national bodies.
- Encourage the development of teaching methods which promote effective learning by all.
- Prepare efficient arrangements for the timetabling of staff so that the requirements of the curriculum may be adequately met.
- Ensure the progress of pupils is monitored, recorded and reported to parents and others who have a right to know.
- Devise an overall policy for pupil guidance and establish effective structures for its implementation.
- Ensure the implementation of strategic policies of the school, for example, in relation to equal opportunities.
- Demonstrate the principles and practice of effective learning and teaching to an exceptional standard through personal classroom teaching (contact time will be dependent on context).

Health and Safety:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Management of resources and communication:

- Ensure that appropriate arrangements are made for the management of the school budget and school finances including proper procedures to account for these.
- Implement policies for the procurement, use and protection of all resources, including teaching material, equipment and accommodation.
- Establish effective channels of communication among all staff and with all users of the school.
- Consult and communicate with parents about the school and the progress of their children, in particular by arranging regular meetings between parents and teachers to assist such communication.
- Be the school's official correspondent with the Council, external agencies, other schools, parents and the wider community.
- Contribute to the recruitment, selection, appointment and professional development of teaching and support staff.

Working with colleagues and Developing Self:

- The Headteacher shall seek to form and maintain effective working relationships with all users of the school and the school's staff, other educational establishments and representatives of the wider community, and representatives of external agencies with rights to operate in relation to the school.
- Ensure that the range, quality and use of available resources is monitored, evaluated and reviewed to improve quality of education for all children and provide value for money.

Professional development:

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve overall performance.
- Take part in 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 or School Improvement Lead (E)
- NPQH or equivalent leadership development experience (e.g. coaching, mentoring, strategic leadership programmes) (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)
- Successful track record of developing staff through effective performance management (E)
- Experience of leading change effectively and successfully (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)
- Absolute commitment to inclusion and to ambitious expectations for all pupils including disadvantaged pupils, 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 aligning staff expertise with pupil needs to deliver effective outcomes (E)

Working in partnership/Governance & accountability

- Proven ability to build strong relationships and manage expectations across diverse stakeholders, including governors, partners, and the wider community (E)
- Experience of managing school finances effectively, understanding their contribution to school development and pupil outcomes (E)
- Demonstrates integrity, openness, and courage in communication with governors and stakeholders, fostering trust through honest and transparent dialogue - even when delivering difficult messages (E)

Personal Qualities/ Ethics and professional conduct

- Visible and approachable, with empathy and a genuine enthusiasm for engaging and inspiring children and colleagues (E)
- Demonstrates a commitment to promoting equality, diversity and inclusion across all aspects of school life (E)
- Adaptable leadership style, 'hands on' when required, balanced with knowing when to delegate (E)
- Excellent communication and interpersonal skills, including written communication (E)

IMPORTANT INFORMATION



Pay range:	L17 - L23 Fringe (£78,215 - £90,381)
Start date:	September 2026
Closing date:	Monday 17 th November 2025
Shortlisting date:	Monday 24 th November 2025
Interview date:	Monday 1 st December 2025
Visits to the school:	To make an appointment, please contact the school office on 01442 401222 or email us at sbm@hobbshillwood.herts.sch.uk
School website:	www.hobbshillwood.herts.sch.uk
School address:	Peascroft Road, Hemel Hempstead, Hertfordshire. HP3 8ER

Hobbs Hill Wood 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 2025).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

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.

HOBBS HILL WOOD PRIMARY SCHOOL



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