



NASCOT WOOD NURSERY & INFANT SCHOOL

Headteacher Recruitment Pack



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WELCOME FROM THE CHAIR OF GOVERNORS



Dear Applicant,

Thank you for your interest in the post of Headteacher at Nascot Wood Infant & Nursery School.

The opportunity arises as our Headteacher is retiring after 21 years of dedicated leadership. During this time our community has embraced and highly valued the culture and clear identity of the school as a caring and nurturing environment for their children. The governing body is representative of our community in its wholehearted support of the school.

We are all proud of our school Nascot Wood Infants. The children feel safe, cared for and so gain confidence in their learning. Our staff are friendly, valued and experienced and our families are particularly supportive of their children's education.

The school has embraced change over these years whilst building on our strengths. Our desire is to continue all this into the future with a new headteacher who believes in our values. The governing body is committed to working closely with the headteacher, offering both support and appropriate challenge as the school moves forward.

Our most recent Ofsted inspection confirmed Nascot Wood Infant & Nursery as a Good School with the Early Years being graded Outstanding. Our children progress well through the school academically whilst we nurture their creativity and development with a broad curriculum of art, drama, music and sport.

In our grounds we have a woodland, sports field and swimming pool used by both the Infants and Junior schools. We believe all our children should have the opportunity to experience this enrichment and so structure their learning to encompass this aim.

Our school is proud to send the children onto the junior school as happy and effective learners.

We are seeking a Headteacher who will lead with caring, warmth and clarity in their vision for the school, someone who can continue to shape the future of our school and maintain its beloved standing in the heart of our community. Visits can be arranged via the School Office at admin@nascotwoodinfants.herts.sch.uk or on 01923 239653.

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

To discuss the role informally, please contact myself on angela.basit@nascotwoodinfants.herts.sch.uk

On behalf of the governing body, thank you for your interest in Nascot Wood Infants & Nursery School.

Yours sincerely,

Angela Basit

Chair of Governors



KEY FACTS & STATISTICS

Children with SEND
14.8%

Children with EHCP
2.5%

Children with EAL
47%

FSM
3%

Pupil Premium
7%

 **Ofsted** **October 2023**

Quality of education:	Good
Behaviour and attitudes:	Good
Personal development:	Outstanding
Leadership and management:	Good
Early years provision:	Outstanding

Type of school: **Community primary school**

Number on roll:
203



Age range:
3-7 Yrs



Attendance:
96.5%



Location:
Watford



ABOUT OUR SCHOOL



Established in 1976, Nascot Wood Infant & Nursery School is seeking a dynamic new headteacher to lead us into our 50th year!

We are a warm, nurturing and highly aspirational infant school, serving a close-knit local community in the heart of Watford. As one of the most oversubscribed schools in the area, families choose us because they know that children truly matter here. We place their wellbeing, development and learning at the centre of everything we do.

Indoors, our excellent learning environment includes spacious, well-equipped classrooms, quiet breakout areas for focused learning and generous space for collaborative activities. Outdoors, we are lucky enough to have access to a nature reserve, sports field, woodland and heated outdoor swimming pool which is shared with our neighbouring junior school. There are a wealth of exceptional opportunities for outdoor learning and enrichment.

Across the school, our ethos blends high expectations with a deep commitment to personal, social and emotional development. Our emphasis on building Learning Powers helps children to understand how to become more effective learners. Our children are bright, articulate and enthusiastic, and this confidence is nurtured through rich experiences such as arts exhibitions, sports competitions, forest school, performances and creative workshops.

Our curriculum is purposeful, creative and well established. Teaching and learning are strong, and staff are highly experienced, loyal and dedicated. Many have deep roots in the Nascot Wood community, creating a true family feel. Among our staff is a qualified counsellor who contributes to a high-quality PSHE and wellbeing offer.

We are a colourful, vibrant school filled with art, displays and evidence of children's learning. Sports are also a strength, with high participation in gymnastics, football and other events as well as on site swimming for Years 1 and 2.

Our Early Years provision is the jewel in our crown. Graded Outstanding by Ofsted in 2023 and awarded the Hertfordshire Early Years Quality Mark, it provides a language-rich, stimulating environment where children thrive. Rooted in a strong understanding of child development and effective early years pedagogy, our approach nurtures the whole child through purposeful exploration and high-quality, play-based experiences that secure resilience and strong foundational learning. This early investment leads to exceptional outcomes by Year 2, including impressive writing and artwork, articulate learners and a strong sense of independence.

We enjoy collaborative relationships with other local schools through strong infant and primary headteacher networks, providing opportunities for moderation, CPD and shared practice as well as support from HFL, our SEA, Governing Board and the Local Authority

This is a school with a strong identity, deep values and a genuine sense of belonging. We are proud of our nurturing ethos, rich curriculum and commitment to giving every child an exceptional start in life.

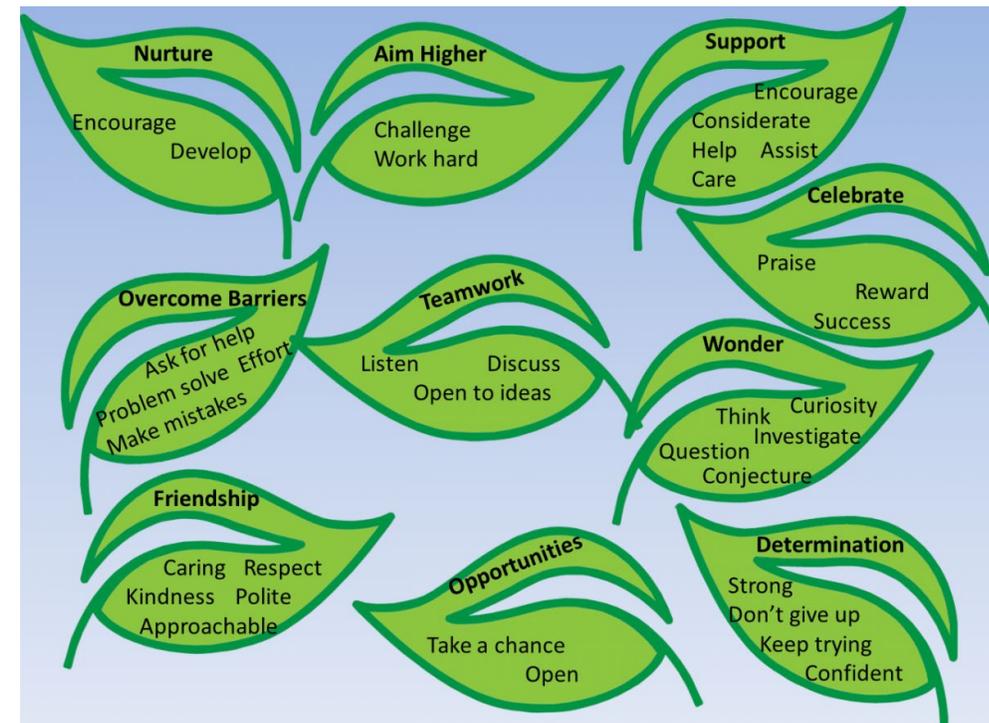
OUR VISION & ETHOS

Nascot Wood Infant & Nursery School is a warm, nurturing and aspirational learning community where every child is encouraged, challenged and supported to achieve their very best.

Rooted in a clear set of shared values, the school fosters teamwork, curiosity and determination, while celebrating success and creating opportunities for all.

Children are taught to overcome barriers, listen and collaborate, take chances and develop confidence as independent learners.

With a strong emphasis on care, friendship and mutual respect, Nascot Wood provides a safe and secure environment in which pupils feel valued, inspired and ready to thrive.





OUR NEW HEADTEACHER

We are looking for an inspiring, enthusiastic and child-centred leader to guide our school into its next exciting phase. This role is ideal for a leader who believes in the transformative power of infant education and who understands that nurture, creativity and strong foundations are essential for young children to flourish.

You will bring fresh eyes and renewed energy to a school that is ready for its next chapter. Our outgoing headteacher has led with dedication, drive and high expectations, creating a strong culture of continual improvement. We now seek someone with passion, positivity and ambition to build on this work and take the school forward.

We are looking for a headteacher who is:

- Warm, visible and approachable — someone who enjoys being present in the playground, greeting families and getting to know the community
- Passionate about early years and committed to developmentally appropriate practice
- Dedicated to maintaining our nurturing ethos while holding high expectations
- Skilled in leading experienced staff, celebrating their strengths and inspiring innovation
- Able to bring a sense of joy, energy and dynamism to the role
- Collaborative, outward-facing and eager to engage in our strong local networks
- Strategic, financially astute and confident navigating limited space and resources
- Committed to inclusion, wellbeing and ensuring every child feels known and valued
- A strong communicator who builds trust with staff, governors, parents and pupils
- Enthusiastic about creative, meaningful learning and rich enrichment opportunities
- Excited by the chance to re-energise parental engagement and community involvement

This is a role for a leader with heart, vision and a passion for early education—someone who sees the enormous potential in young children and is excited to inspire staff, families and the wider community.

If you believe in empowering young learners, nurturing creativity, and leading with warmth and integrity, we would love to hear from you.





WHAT WE CAN OFFER

This is a unique opportunity to shape the next chapter in the story of this well-established and much-loved infant school. We offer:

A thriving school community

You will lead a loyal and highly skilled staff team, many of whom have deep roots in the Nascot Wood community. They are committed, open and ready to embrace new ideas. You will also value

- Children who are bright, articulate, curious and eager to learn
- Supportive, engaged families who value opportunities to come into school and be part of their children's education
- A warm, nurturing ethos and strong family feel with deep community roots that celebrates every child

Exceptional provision and practice

Teaching and learning are strong, and the curriculum is in good shape, providing a solid platform for innovation.

You will inherit robust systems, including highly effective transition arrangements with our linked junior school.

- Outstanding Early Years Foundation Stage with highly skilled practitioners
- A creative, purposeful curriculum, with Learning Powers deeply embedded
- A colourful, vibrant learning environment filled with art and celebration
- Rich outdoor spaces including sports field, nature reserve, woodland area and swimming pool
- Varied enrichment opportunities including sports, arts, exhibitions, performances and creative projects

Outstanding support for your own professional development,

- A loyal, experienced and dedicated staff team who are ready for an energetic, enthusiastic new leader
- An experienced, engaged and supportive governing board
- Excellent local infant and primary headteacher networks, sharing new initiatives and rich professional dialogue
- Extensive support in teaching and learning, finance and HR, from the Local Authority and from HFL Education
- Space to innovate within a strong, stable framework



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 to provide clear educational pathways for pupils 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 students.
- 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 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 experience and impact** for each of the criteria to be assessed at application stage.
- Shortlisted candidates will be further assessed against additional aspects of school leadership, aligned with the **Headteacher Standards (2020)** and the **specific needs of our school**, through a series of tasks and a formal interview.

Qualifications, knowledge & experience	Application stage	Interview stage
Degree & qualified teacher status (E)	◦	
Recent successful school leadership experience e.g. as a headteacher, deputy headteacher or assistant headteacher or school improvement lead (E)	◦	
Recent training and development for school leadership (E)	◦	
Knowledge and understanding of current legislation, guidance and best practice for safeguarding & child protection, including safer recruitment (E)	◦	
Strategic leadership & school improvement	Application stage	Interview stage
Clear commitment to safeguarding, promoting health and safety and the wellbeing of children and staff (E)	◦	◦
Sets and upholds high expectations for all pupils - academically, personally, and socially - ensuring they thrive in school and beyond (E)		◦
Committed to prioritising professional development of all staff (including themselves) in the best interests of the individual, the team & the school (E)	◦	◦
Has had active involvement in effective school self-evaluation and development planning (D)	◦	◦
Demonstrates leadership in analysing key data to shape and implement impactful, evidence-based school improvement strategies (D)		◦
Has had responsibility for whole school policy development and implementation (D)		◦
Experience of leading change effectively and successfully (D)		◦

Teaching, learning & curriculum	Application stage	Interview stage
Deep understanding of high-quality teaching and learning across the EYFS and KS1 (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 & can review and further develop strategies to successfully manage this (E)		◦
Understands the strategic role of technology in teaching and learning and experience of embedding edtech safely to improve outcomes (D)		◦
Accountability, governance & working in partnership	Application stage	Interview stage
Ability to understand the importance of financial management, understanding its contribution to school development and pupil outcomes (E)		◦
Able to assimilate and manage financial and other data to achieve sound financial decision-making (E)		◦
Demonstrates ability to engage positively with parents, carers, governors and the wider community to support pupil outcomes (E)		◦
Understands and welcomes the role of effective governance, upholds their obligation to give account and accept responsibility (E)		◦
Personal qualities & professional conduct	Application stage	Interview stage
Demonstrates passion for education and commitment to achieving the best outcomes for all children (E)	◦	◦
Excellent communication and interpersonal skills, including written communication (E)	◦	◦
Demonstrates commitment to promoting and developing equality, diversity and inclusion across all aspects of school life (E)		◦
Visible and approachable, with empathy and a genuine enthusiasm for engaging and inspiring children and colleagues (E)		◦
Adaptable leadership style, 'hands on' when required, balanced with knowing when to delegate and manage (E)		◦
Able to remain calm, focused, and resilient under pressure, making considered decisions in response to challenge (E)		◦
Uphold fundamental British values, including democracy, rule of law, individual liberty, mutual respect & tolerance of different faiths and beliefs (E)		◦

IMPORTANT INFORMATION



We believe that a diverse team leads to better outcomes and a more enriching workplace. We actively celebrate difference and encourage people from all backgrounds to apply.

Pay range:	L14-L20 fringe (£72,763-£84,092)
Start date:	September 2026
Closing date:	Monday 13 th April 2026
Shortlisting date:	Monday 20 th April 2026
Interview date:	Monday 27 th April 2026
Visits to the school:	To make an appointment, please contact the school office on 01923 239653 or admin@nascotwoodinfants.herts.sch.uk
School website:	www.nascotwoodinfants.herts.sch.uk

Nascot Wood Infant & Nursery 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 pre-appointment checks outlined in Keeping Children Safe in Education (September 2025).

APPLICATION PROCESS



How to apply

This recruitment is managed by HFL Education, in line with the latest guidance on safer recruitment. 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 online 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.

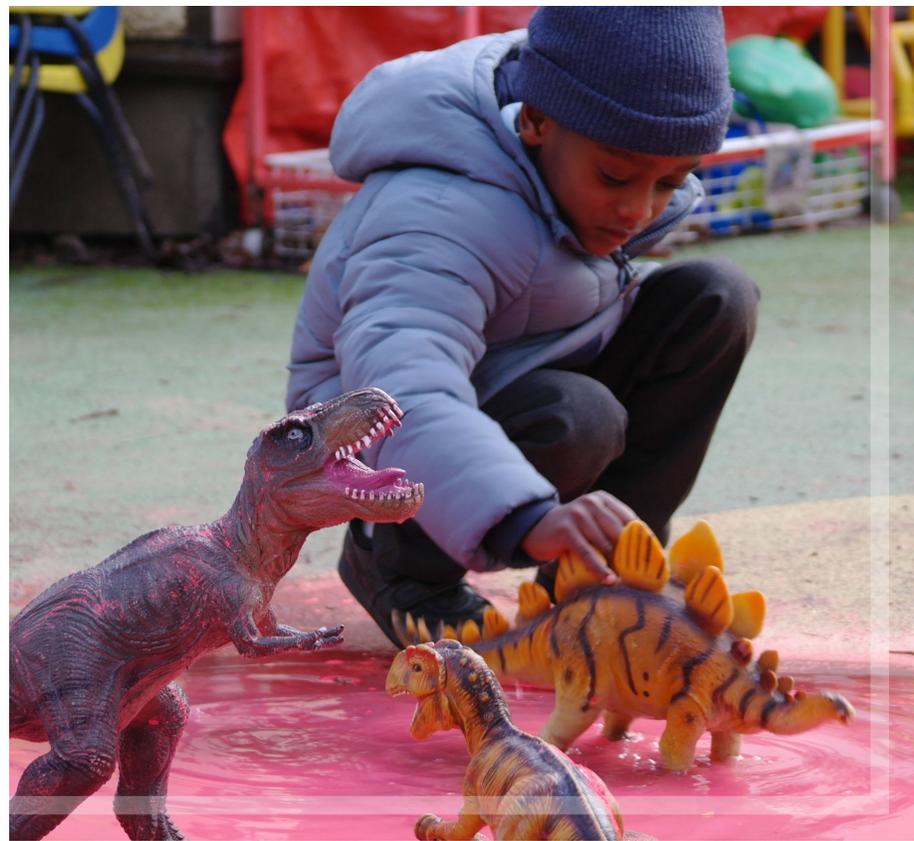
Person specification and personal statement

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.

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. 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.



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