



# Parkgate Junior School

## Headteacher Recruitment Pack

HFL

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# WELCOME FROM THE CHAIR OF GOVERNORS

Dear Applicant,

Thank you for your interest in the Headteacher position at Parkgate Junior School. We are pleased to share this information pack, which we hope provides a valuable insight into our vibrant and welcoming school community, and the opportunity to make a meaningful impact.

This vacancy has arisen following the retirement of our current Headteacher, who has served the school with dedication for the past 18 years.

Parkgate Junior School is a happy dynamic community where every child is inspired through discovery and learning, to reach their full potential, in preparation for a successful future. We are proud to be recognised for the strong relationships fostered among staff, pupils, parents, and the wider community.

We are seeking a leader with the energy, drive, and passion to guide our school into its next chapter.

## Key Dates and Contact Information

- The closing date for applications is **Monday 26<sup>th</sup> January 2026 at 9AM**
- To learn more about our school, please visit: [www.parkgatejm.herts.sch.uk](http://www.parkgatejm.herts.sch.uk)

Should you wish to discuss the role further, please contact our Chair of Governors, Dipesh Patel, at **[CoG@parkgatejm.herts.sch.uk](mailto:CoG@parkgatejm.herts.sch.uk)** to arrange a conversation. We warmly encourage prospective candidates to visit the school. To schedule a visit, please contact the school office at **01923 243905** or email **[admin@parkgatejm.herts.sch.uk](mailto:admin@parkgatejm.herts.sch.uk)**.

Thank you once again for considering Parkgate Junior School. We wish you every success with your application and look forward to the possibility of welcoming you to our school.

Yours sincerely,

*The Governing Body Parkgate Junior School*

# SCHOOL STATISTICS

**42%**  
EAL

**15%**  
FSM

**21%**  
SEND

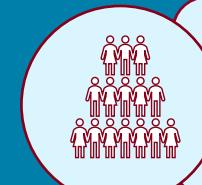
**15.5%**  
Pupil  
Premium



**Two-form entry  
community school**



**Age Range:  
7 – 11 Years**



**Number of Roll:  
240**



**Rated Outstanding  
July 2024**

# ABOUT OUR SCHOOL

Parkgate Junior School is a two-form entry community school located in North Watford, Hertfordshire, welcoming children aged 7 to 11. Housed in a characterful Edwardian building, the school blends historic charm with modern learning.

Classrooms are bright and well-equipped, with dedicated spaces for music, computing, and small group work. Every pupil has access to a Chromebook, and our hybrid approach to teaching combines traditional methods with digital tools to support engagement and prepare children for the future.

Parkgate is a richly diverse school, with over 30 languages spoken. We are an accredited International School and celebrate our global community through events such as International Week, food festivals, and Mother Tongue Day. These experiences help pupils develop confidence, curiosity, and a sense of belonging.

We also place a strong emphasis on healthy living and wellbeing. The school holds Healthy Schools status and is part of the local Schools Sports Partnership. Our commitment to physical activity is reflected in the wide range of sports clubs on offer - from Karate to Street Dance, Golf to Basketball - and our achievement of the Active Mark.

We are proud of our inclusive ethos and commitment to meeting the needs of all learners. Staff work collaboratively to provide personalised support, especially for pupils with complex needs, and the school continues to adapt creatively to ensure every child can thrive. There is a clear focus on staffing and resources that reflect our priorities and values.

At the heart of Parkgate is a strong sense of family. Staff, pupils, and families work together to create a warm, supportive environment where relationships matter, and every child is known and valued. The "Parkgate Family" ethos runs through everything we do - creating a school full of heart, ambition, and purpose.



# OUR VISION & AIMS

- ✓ We learn together
- ✓ We help each other
- ✓ We respect each other
- ✓ We try hard every day to become the best we can be

Our  
School Motto

*Not for  
self, but  
for all*



*Parkgate Juniors is special because we all have something amazing to contribute to the Parkgate family.*

# OUR NEW HEADTEACHER WILL:

- Be a **highly visible and approachable leader** who builds strong relationships across the school community.
- Be **emotionally intelligent**, fostering trust through openness, empathy, and proactive communication.
- **Actively engage in the life of the school**, with a hands-on approach to supporting pupils, staff, and families.
- **Empower staff** by promoting autonomy, collaboration, and professional respect.
- **Lead a responsive, child-centred curriculum** that responds to all learners' needs.
- Demonstrate **confident and effective leadership in behaviour management** across the school.
- Be **experienced in inclusive practice** and committed to supporting pupils with additional needs.
- Bring **energy, resilience, and consistency** to lead a busy and diverse school environment.
- **Work collaboratively with SLT and governors** to drive strategic improvement.
- Offer **fresh vision and innovation** while respecting and building on the school's strong foundations.



# WHAT WE CAN OFFER

- A **warm, inclusive school community** with a strong family ethos.
- A **committed and empowered staff team** who value autonomy and collaboration.
- A **supportive senior leadership team** working closely and cohesively.
- A **culture of innovation** where new ideas are welcomed and supported.
- **Strong relationships with families** built on openness and proactive engagement.
- A **well-established digital learning environment** with 1:1 Chromebook access.
- A **diverse pupil population** supported through inclusive and SEN-focused provision.
- **Excellent facilities** including a basketball court, outdoor gym, and dance stage.
- A **supportive and engaged governing body** committed to the school's continued success.
- A **proud legacy** of strong leadership.



# 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)

## Strategic Leadership and School improvement

- Sets and sustains ambitious educational standards for ALL pupils (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 (E)
- Experience of leading change effectively and successfully (E)

# Person Specification

## Teaching, learning & curriculum

- Deep understanding of high-quality teaching and learning across the primary phase (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 supporting, guiding and managing staff to deliver effective outcomes (E)

## Working in partnership/Governance & accountability

- Experience of working with stakeholders including governors, school improvement partners, other schools and organisations to improve outcomes for pupils (E)
- Experience of managing school finances effectively, understanding their contribution to school development and pupil outcomes (D)
- 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, empathetic and enjoys engaging the whole school community (E)
- Actively promotes an inclusive school culture that celebrates diversity, ensuring that all pupils, staff, and families feel seen, valued, and respected (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)

# 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 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 Developing Self:**

- 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.

# IMPORTANT INFORMATION



|                       |   |
|-----------------------|---|
| Pay range:            | L12 – L18 Fringe, £69,332 - £80,134   |
| Start date:           | September 2026 or sooner  |
| Closing date:         | Monday 26 <sup>th</sup> January 2026 at 9AM   |
| Shortlisting date:    | Monday 2 <sup>nd</sup> February 2026  |
| Interview date:       | Monday 9 <sup>th</sup> February 2026  |
| Visits to the school: | To discuss the role further, please contact our Chair of Governors, Dipesh Patel, at <a href="mailto:CoG@parkgatejm.herts.sch.uk">CoG@parkgatejm.herts.sch.uk</a> to arrange a conversation.<br>To schedule a visit, please contact the school office at 01923 243905 or email <a href="mailto:admin@parkgatejm.herts.sch.uk">admin@parkgatejm.herts.sch.uk</a> |
| School website:       | <a href="http://www.parkgatejm.herts.sch.uk">www.parkgatejm.herts.sch.uk</a>  |
| School address:       | Southwold Road, Watford, WD24 7DN   |

Parkgate Junior 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).

To help us continue to meet our aspirations of a fully diverse and inclusive workplace, 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](mailto: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, please ensure you address each requirement outlined in the person specification. Structure your supporting statement using the STAR format (Situation, Task, Action, Result) to provide clear, evidence-based examples of your experience and impact. Be sure to include relevant training, qualifications, and details of your background and professional experience.

## References

In line with safer recruitment guidance, we 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.



# PARKGATE JUNIOR SCHOOL

Southwold Road, Watford, WD24 7DN

01923 243905 | [admin@parkgatejm.herts.sch.uk](mailto:admin@parkgatejm.herts.sch.uk)