



Headteacher

Candidate Information Pack

St John's Church of England Primary School

Watford, Hertfordshire

'Growing Together in Love and Respect'



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School Overview

St John's Primary School is a two-form entry Church of England Primary School based in central Watford, Hertfordshire. You can learn more from our [website](#) including viewing our virtual tour from the front page, which includes hearing from some of our wonderful children.

We are a Single Academy Trust and our Articles of Association determine our close positive relationship with the Parish of St John's and the Diocese of St Albans.

The school provides a unique educational experience for children in Watford through its Christian ethos, its understanding of the needs of the pupils and the community. We are totally committed to high quality education and the improvement of life chances for all. St John's Primary School is a place where all our individual children flourish and the school community as a whole thrives.

"To love God with all our heart and mind and to love our neighbour as ourselves."

Deuteronomy 6:4-5, Mark 12:29-31, Luke 10:27

We are committed to the Church of England's vision for education:

- **Educating for wisdom, knowledge and skills:** enabling discipline, confidence and delight in seeking wisdom and knowledge, and developing talents in all areas of life.
- **Educating for hope and aspiration:** enabling healing, repair and renewal, coping wisely when things go wrong, opening horizons and guiding people into ways of fulfilling them.
- **Educating for community and living well together:** a core focus on relationships, participation in communities and the qualities of character that enable people to flourish together.
- **Educating for dignity and respect:** the basic principle of respect for the value and preciousness of each person, treating each person as a unique individual of inherent worth.

Our last [Ofsted](#) inspection was in June 2019 at which we were judged "Good".

Our last [SIAMS](#) inspection was in May 2019 at which we were judged "Good"

Please view our school prospectus [here](#)



Letter from the Chair of Governors

Dear Applicant,

Welcome to St John's Church of England Primary School.

Thank you for your interest in this post. It is difficult to sum up our wonderful school in a few short pages so please do get in touch if you would like to know more about us and what we can offer. Nevertheless, by way of an introduction:

Our School

We are looking for someone to lead the next stage of our school's development. Someone who will support the school in its continued growth as it evolves to meet the needs of the local community and someone who will nurture the life-long learning of our pupils. This is a fantastic opportunity to work with our dedicated and supportive Governing Body and staff team. You will further develop our vision as you grow your team to deliver high quality education for the children of the local community.

Our school came into existence in direct response to requests from the local community for a Church of England Primary School in Watford. After much hard work we opened the doors at our temporary site to our first intake of reception children in September 2016. Today, we are in our new purpose-built school building in central Watford. The bespoke-designed three storey building was completed in September 2018 and provides a modern facility in which the children can learn and play. We currently have five year groups comprising 240 children which will grow to seven year groups (420 children). St John's School has a real family feel to it and is at the heart of a richly diverse community. The education and services we provide serve the whole community; valuing and being enriched by the dynamic blend of ethnicities, languages, cultures and religions.

We have strong links with St John's Church with our Vicar being a regular and supportive weekly presence in the school. The children are truly delighted to see the Vicar in school and this relationship further cements the positive whole school ethos. Our school's core Christian values embrace diversity and inclusiveness and we welcome all, of any faith, race or sexuality, to our school. These values underpin all elements of school life and enable every child to develop as a moral, social, spiritual and cultural human being.

We have come a long way in the past five years; growing from nothing to a thriving and flourishing school. Today, we are excited about the next chapter in our story - as our school continues to grow and develop - and we look forward to welcoming our new Headteacher to join our family and guide us on our journey.

What can we offer you at St John's School?

You will be supported by an experienced and effective Deputy Headteacher; together with enthusiastic subject leaders who take responsibility for delivery in their areas of accountability. You will find a supportive and talented staff team with diverse experiences who have responded to the many changes and challenges of a new school with enthusiasm and with an overriding passion to do the very best for our children. We are committed to working as a team and have an excellent reputation for developing individuals, which is complemented by their desire for continued professional development. As a growing school you will have the opportunity to recruit new teachers and support staff to grow and develop your team.

You will work with an established Governing Body that understands its dual role of supporting the school whilst holding its leaders to account. The Governors know the school well and have worked closely with the senior leadership team in developing the school and helping them to embed the vision and ethos of Growing Together in Love and Respect.

You will find a happy and positive work environment. We firmly believe that happy and supported staff deliver the best education. We are committed to ensuring our staff can achieve a good work-life balance, using their skills, knowledge and experience to deliver exceptional education for our children.

You will be leading a school in a new efficient building with good facilities and significant investment in information technology. The school's ICT systems are cloud-based which has demonstrated real benefit over the past year during the covid-19 pandemic. Our school is in the heart of the busy Watford town centre; a short walk from Watford Junction train station, local businesses, the Palace Theatre and high street shops. Our vibrant and supportive Friends of St John's charity actively supports the school especially by arranging several social and other events which raise funds to enhance the children's education.

You will be welcomed by cheerful, energetic pupils who have good behaviours for learning. They are ready to take on new challenges, show kindness and live the school values of Growing Together in Love and Respect

The best way for you to see what our school has to offer in the next stage of your career is to come and visit us. Clearly this is a little trickier due to covid-19 but we will do everything we can to show you our school. Please contact Donna Knight-Olds (our Clerk to the Governor) by email clerk.governors@watfordstjohns.org if you wish to learn more or to arrange a visit; be that in person or virtually. She will be happy to answer any initial questions and can put you in touch with me or our current Headteacher.

I very much hope you will be encouraged to apply for the position

We look forward to welcoming you to our school very soon.

Kindest regards



Robin Davis

Chair of Governors

Joining the St John's family



Role: Headteacher

Contract type: Full-time / Permanent

Reporting to: Board of Governors

Salary: L16-L23 Group 3 School/London Fringe Scale

Start Date: September 2021

To Apply:

Application form: Please complete the application form bearing in mind that we will be looking for evidence of your positive impact in the key areas indicated on the Person Specification.

Letter of Application: Please provide a letter of application (not exceeding 3 pages of A4) articulating your reasons for applying for the post and making specific reference to the following guidance:

- How your experience to date has helped prepare you to lead St John's in the next chapter of our growth and development
- Your approach to collaborative working and the impact of this both in school and in the wider community
- How you try to ensure a good work-life balance for yourself and your team
- Your leadership style and its impact on your team
- How you would use the freedoms that come with being an academy to develop our school
- Your belief system, with comment as to how it impacts your role as an educator and how it would fit with our Christian ethos.

Please send your completed application form and accompanying letter to clerk.governors@watfordstjohns.org by the **closing date Thursday 4th March 2021 at 9.00am.**

Interviews will take place on either Thursday 18th or Friday 19th March 2021 and we hope that the day will include some in-person elements (with social distancing measures in place) at the school but is likely to involve some online elements. We will cover all reasonable travel and accommodation expenses within the UK for your visit.

Safeguarding:

St John's Primary School is committed to safeguarding and promoting the welfare of children and all staff are expected to share in this commitment. Applicants will undergo child protection screening appropriate to the post, including checks with past employers and an application to the Disclosure and Barring Service.



Job Description

Job Purpose:

St John's school is at the heart of a richly diverse community welcoming children from Christian families, from other faiths and from non-faith backgrounds. The vision for the school is based on core Christian values. The purpose of the role of Headteacher of St John's School is:

- To be an inspirational leader for the next chapter of our school as we grow and develop.
- To lead by example; actively modelling and embedding into all areas of school life the Christian vision and liberal inclusive Christian values of the school.
- Deliver an enriched and challenging curriculum creating inquisitive, inspired, and independent learners.
- To develop leaders at every level in the school team; creating truly distributed leadership across the school.
- To create a supportive and joyful working environment for all members of the school team and nurturing opportunities for all staff to learn and grow to their full potential.
- To further develop relationships with our families, parish church and the wider community to enhance the contribution to school life and outcomes and opportunities for children.

Key Responsibilities of this post:

The main responsibilities of the role are based upon meeting and upholding the [National Headteacher Standards 2020](#) and promoting the Christian vision and values that are an integral part of our school ethos.

As Headteacher you will ideally be a practising Christian, who will actively live out and embed the Christian vision and the liberal inclusive Christian values of the school.

The Headteacher will:

- Meet and uphold the [National Headteacher Standards 2020](#) which clearly set out the expectations of the role of Headteacher
- Take the lead role in working with the Governing Body to continue to develop our collaborative school vision, for the children, the staff and the community it serves
- Develop the leadership of the team and individuals within the school giving them opportunities to develop their leadership qualities and experience
- Develop the distinctively Christian, but fully inclusive, character of the school through its ethos, collective worship and religious education; where the love of God and our neighbours is at the heart of school life
- Deliver an enriched and challenging curriculum creating inquisitive, inspired, and independent learners
- Manage the financial and human resources effectively and efficiently to achieve the school's vision and values in line with legal requirements
- Work within the statutory frameworks that set out professional duties, responsibilities and accountability

General

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility, as and when required, throughout the various work areas in the school.
- The Health and Safety at Work Act (1974) and other associated legislation places responsibilities for health and safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and the schools Health and Safety Policy and procedures.

This job description should be read in conjunction with the National Conditions of Employment for Headteachers and the National Standards for Headteachers 2020.



Person Specification		Evidence			
Personal Attributes		Application Form	Letter	Interview	Assessment
Essential					
<ul style="list-style-type: none"> · Passionate about delivering high quality education to children 		X	X	X	X
<ul style="list-style-type: none"> · Able to demonstrate a commitment to maintaining and developing the Christian vision and values of the school and promoting an understanding of other faiths and cultures 		X		X	X
<ul style="list-style-type: none"> · Hold genuine beliefs about the value of embedding Spirituality in the School community and the implications for and characteristics of effective practice 				X	X
<ul style="list-style-type: none"> · Values diversity and the unique place and contribution every individual makes to the learning community 			X	X	
<ul style="list-style-type: none"> · Excellent written and verbal communication skills 		X	X		X
<ul style="list-style-type: none"> · Adaptable to changing circumstances and new ideas 				X	
<ul style="list-style-type: none"> · Approachable and enjoys being highly visible to children and parents 					X
<ul style="list-style-type: none"> · Energetic, adaptable, enthusiastic and reliable with personal impact and presence 					X

· Self-motivated with a high level of organisational skills and the ability to prioritise workload effectively				X	X
· Inquisitive and able to think creatively, solve problems and make decisions based on sound judgement				X	
· Demonstrates professionalism loyalty and integrity	X	X			
· Is empathetic to children and families in difficult circumstances				X	X
Desirable					
· A practising Christian, who will actively live out and embed the Christian vision and inclusive Christian values of the school		X		X	
Qualifications and experience	Application Form	Letter	Interview	Assessment	
Essential:					
· Qualified Teacher Status (QTS)	X				
· First degree or equivalent	X				
· Successful experience as a Headteacher or Deputy Headteacher	X				
· Recent professional development that prepares the applicant for this post	X				
· Record of successful class teaching with substantial teaching experience	X				

· Current understanding of the National Curriculum	X	X	X	
· Experience of taking a leading role in safeguarding children	X			
Desirable:				
· An understanding of the statutory duties and regulatory frameworks that govern academy schools		X	X	
· Holder of National Professional Qualification for Headship (NPQH)	X			
· Experience of working with EYFS, Key Stage 1 and Key Stage 2	X			
Leading Learning and teaching	Application Form	Letter	Interview	Assessment
Essential				
· Able to demonstrate commitment to equality of opportunity and inclusive education		X	X	
· Committed to raising standards for all in the pursuit of excellence, high aspirations for every child and supporting the delivery of an engaging and relevant curriculum				X
· Evidence of using data, benchmarks and feedback to monitor progress in children's learning and development.			X	X
· Knowledge and understanding of the OFSTED and SIAMs expectations	X		X	

· Evidence of leading innovative approaches to learning		X	X	
· Experience as a teaching role model with a track record of success	X		X	
Desirable:				
· Experience of values-led curriculum design in a Christian context		X	X	
Developing self and working with others	Application Form	Letter	Interview	Assessment
Essential:				
· A track record of developing leadership in others to meet the needs of the school	X		X	
· A track record of fostering an open, fair and equitable culture			X	
· Experience of managing conflict and change			X	
· Collaborates and networks with others within and beyond the school to improve outcomes and provision		X	X	
· Enthusiastic about working closely with a wide range of schools and St John's church		X	X	X
· High expectations of self and others			X	X
· Effectively holds others to account			X	

· Experienced Designated Safeguarding Lead	X				
· Understanding of Trust funding arrangements, challenges, and management of financial risk	X	X			X
· Having the necessary skills and experience to undertake the role of Accounting Officer for the Trust	X	X			
Securing accountability	Application Form	Letter	Interview	Assessment	
Essential:					
· Committed to the principles and practice of school self-evaluation			X		
· Committed to working effectively and efficiently towards the academic, spiritual, moral, social, emotional and cultural development of all pupils			X		
· Committed to individual, team and whole school accountability for pupil learning outcomes			X		
Desirable					
· An understanding of the ESFA's statutory reporting requirements and the Trusts responsibility to its Members			X	X	
· Able to identify and assess financial risk to protect the Trust's interests and determine strategy			X	X	

Strengthening community		Application Form	Letter	Interview	Assessment
Essential:					
<ul style="list-style-type: none"> Committed to working with external agencies for the well-being of all pupils and their families 			X		
<ul style="list-style-type: none"> Passionate about involving parents and community in supporting the learning of pupils and in defining and realising the school vision and Christian ethos 			X	X	
<ul style="list-style-type: none"> Show an ability to build good relationships with vulnerable families 				X	X
<ul style="list-style-type: none"> Engages in a dialogue which builds partnerships and community consensus on values, beliefs and shared responsibilities 				X	X
<ul style="list-style-type: none"> Listens to, reflects and acts on community feedback 				X	X
<ul style="list-style-type: none"> Be a supportive presence at school events working closely with the Friends of St John's 			X	X	