



**Headteacher Application Pack**



Welcome to Hadleigh Infants and Nursery School, we hope the information and guidance below will both encourage you to apply and assist you with your application.

### **About Hadleigh Infants and Nursery School**

Hadleigh Infants and Nursery School, or HINS as we are known locally, is a three form entry state infant school with provision for 270 children plus a nursery of 36 children per session. We pride ourselves on being part of the local community where the vast majority of our pupils live. We offer a large, spacious environment, with plenty of outdoor learning zones in which children are happy and motivated to learn.

Our Early Years provision starts when the children enter the Nursery. In this engaging and lively environment, they become part of the school's inner community, joining the rest of the children during key events such as special assemblies and special days such as Sports Day. Children in Reception and Nursery use the school's facilities and have access to key personnel such as our specialist PE coaches to further support their physical development.

We understand that these early days within the school setting is often the first time for children and parents to be apart and provides their first contact with the school system. We aim to familiarise and harmonise our families into the school setting with careful consideration of a wide range of needs and backgrounds to set a foundation for life-long learning.

Our school prides itself on being an active member of the local community with many planned activities through the year including national events and our own events including a poetry competition, bedtime stories, fireworks, Christmas Fayre, Summer Fayre, and sponsored events.

To further the interests and skills of each child we provide them with an activity passport. This passport provides them with 15 activities per year that they should complete during their time at the school. The inclusion of cultural capital opportunities enhances our teaching of knowledge and skills with trips, external presenters and a wide range of experiences

We have the facilities to support children to develop their social and emotional needs. Our dedicated Learning Mentor works closely with both children and their families to support them during their time at the school. We have excellent facilities such as our soft room and nurture room which are used on a regular basis to further support the children.

Our school was last inspected in February 2020 with the inspection team undertaking a Section 8 inspection and the school was judged to continue to be a good school. Below are three comments from the inspection that highlight some of our strengths we wish to continue under new leadership.

“This is a school that is extremely popular with its pupils and parents. They love the family atmosphere, and pupils radiate enthusiasm for their work.”

“School leaders have created an ambitious and carefully planned curriculum. Leaders want every pupil to enjoy learning, find their strengths and achieve highly.”

“Pupils with special educational needs and/or disabilities (SEND) benefit from the same engaging curriculum as their peers and they take a full part in school activities.”

Everything we do here at Hadleigh Infants and Nursery School is underpinned by our three values, **Respect, Ready and Safe**. These easy-to-follow values allow all children to learn and achieve in a calm, respectful and meaningful learning environment.

The staff at HINS are an excellent team of kind, friendly, dedicated professionals in all the varied roles required to run a successful small school with the challenges posed by current day schooling.



## Application Overview

<b>Job title:</b>	Headteacher - Hadleigh Infants and Nursery Academy Trust
<b>Reporting to:</b>	Chair of Governors
<b>Grade:</b>	To be appointed on a 7-point scale starting on L11 – L15 depending on experience.
<b>Salary:</b>	Starting salary to be determined according to experience (c. £54,357 to £59,872)
<b>Contract term &amp; type:</b>	Permanent and Full time
<b>Start date:</b>	January 2023
<b>Applications closing:</b>	Friday 23 <sup>rd</sup> September 2022 - Midnight
<b>Interviews on:</b>	Week beginning Monday 10 <sup>th</sup> October 2022

Please take care to ensure your application arrives before the closing date.

## Applicant Requirements

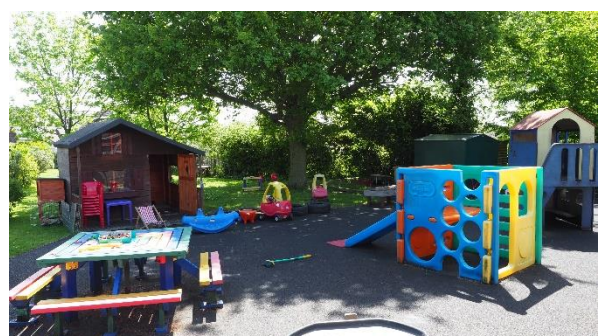
Thank you for your interest in this role, we understand that making this application takes considerable time and effort on your part, so we would like to assure you that we will read your application carefully.

In general terms, the successful candidate will be able to demonstrate both a desire to, and experience of, delivering improved learning outcomes for children, a keen leadership work ethic and a people first approach. Working with our children, parents, staff, governors and all stakeholders to ensure our children reach their goals, are achieving to the best of their ability and are well prepared for their next phase. Success in this role is hugely rewarding but takes considerable effort and dedication.

Please provide a letter of application alongside this application summarising your reasons for applying and outlining how you feel you meet our key aims and requirements.

Our key aims are listed here to provide a context to some of our application requirements.

- To ensure all pupils are safe both at school and at home;
- To ensure all pupils, regardless of their background, have the opportunity to reach their full potential;
- To promote a lifelong love of learning by providing a memorable and exciting broad and balanced curriculum for all;
- To ensure all pupils develop life skills that they will be able to use in the future;
- To ensure children leave the school with the skills and knowledge they require to be successful during the next stage of their education.





Please review the criteria below with your application. We appreciate that you may not have all the attributes listed below so we will take an overall view and are happy to discuss other experience or attributes that you feel are relevant but not specifically listed.

### Qualifications and Training

	Essential	Preferable
Degree or equivalent professional qualification	X	
Qualified teacher status	X	
NPQH or equivalent		X
Relevant training courses or further education completed and/or started	X	

### Skills and Abilities

	Essential	Preferable
Leadership and management skills including communication, leading by example in an educational setting.	X	
Experience of strategic planning, decision making and articulating ideas clearly for others to follow.		X
Able to make difficult decisions and communicate difficult messages.	X	
Experience of working with a governing body, providing reports and updates.		X
Have a professional work ethic and good interpersonal skills; able to engage with colleagues, parents and children, other educational leaders and the wider community on a broad range of topics.	X	
Have a clear understanding of effective teaching, assessment and monitoring in EYFS and KS1.	X	

### Knowledge and Experience

	Essential	Preferable
Safeguarding Lead or Deputy Lead.		X
An up to date knowledge of national and regional education policies and directives.		X
Experience of financial planning, resource management and risk assessment including budgeting and medium term financial planning with a working knowledge of school accounting practices.		X
Understanding of Data Protection and how to manage risk.		X
A working knowledge of Health and Safety policies, how to implement procedures and the reporting of incidents and near misses appropriately.		X
Understanding of how to candidly assess a school's strengths, weaknesses and opportunities for improvement.	X	

Ability to devise and implement improvement strategies, working with the leadership team.	X	
Understanding of the Education Inspection Framework and preferably experience of a recent Ofsted inspection.		X
Experience in EYFS and KS1 is essential; working within nursery and/or KS2 preferable.	X	
Experience of assessing and improving quality of learning.	X	
Experience of designing and implementing behaviour management strategies.		X
Experience of achieving an improvement in educational and personal outcomes for PP and SEND.		X

### Personal Qualities and Attitude

	Essential	Preferable
Engaging, enthusiastic to work with our staff and children.	X	
Open minded, willing to learn from staff and external partners for self-development.	X	
Able to maintain the ethos and culture of our school, respect, care and wellbeing.	X	
Ability to demonstrate being well organised, have good time management and comfortable with task delegation and prioritisation.	X	
Gives recognition and meaningful praise for the hard work of others; considers carefully before critiquing.	X	
Have an adaptable and flexible approach to change and/or challenging situations.	X	



## Referees

To comply with the direction on safer recruiting in education you are requested to provide two suitable referees in line with the following guidance:

Current Headteachers or acting Headteachers:

- One reference from; Chair of Governors / Chair of Trustees
- One reference from; school's SIP / Local Authority, as appropriate
- If employed elsewhere in the previous five years, an appropriate reference from your previous employer or suitably qualified professional

Current Deputy Headteachers or other experienced leaders:

- One reference from; current Headteacher
- One reference from; school's SIP / Chair of Governors / Chair of Trustees / Local Authority, as appropriate
- If employed elsewhere in the previous five years, a reference from your previous employer or suitably qualified professional

## Additional Information

For any additional information or questions please contact the school office.

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