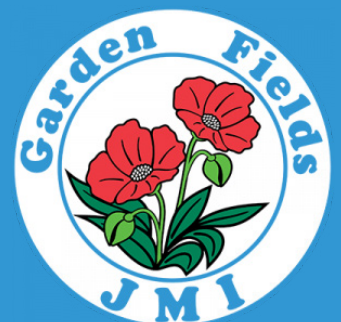




Garden Fields Junior  
Mixed and Infants School  
Headteacher Appointment | Spring Term 2023

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# Candidate Information Pack



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# Key information



**Job Title:**

Headteacher

**Salary:**

Range L20 - L26 (£71,963 to £83,155)

**Start Date:**

September 2023

**Tours of the School:**

w/c 6th February 2023 and  
w/c 20th February 2023

**Closing Date:**

27th February 2023

**Shortlisting:**

w/c 27th February 2023

**Interviews:**

8th & 9th March 2023

**Websites:**

[www.gardenfields.herts.sch.uk](http://www.gardenfields.herts.sch.uk)  
[www.albanacademiestrust.org.uk](http://www.albanacademiestrust.org.uk)

**Applications:**

Applications submit through MyNewTerm  
[www.mynewterm.com/jobs/148434/EDV-2023-GFJMAIS-52166](http://www.mynewterm.com/jobs/148434/EDV-2023-GFJMAIS-52166)

# How to Apply

Garden Fields JMI 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 \(September 2022\)](#).

We are committed to the aim of ensuring that everyone who applies to work for us receives fair treatment and we positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, sex, gender reassignment, sexual orientation, religion or belief, marriage and civil partnership and caring status. We expect all our staff to demonstrate a commitment to advancing equality of opportunity and fostering good relations.

Please apply via MyNewTerm ([www.mynewterm.com/jobs/148434/EDV-2023-GFJMAIS-52166](http://www.mynewterm.com/jobs/148434/EDV-2023-GFJMAIS-52166)). We are unable to accept CV's for this position.

When completing your application, please include in the Supporting Statement section:

- an explanation of why you are applying for the position of Head Teacher of Garden Fields JMI School
- evidence of how you meet the experience criteria within the person specification through reference to your work and other relevant experience.

Please ensure one of your referees is your current or most recent Headteacher or Chair of Governors. Referees will be contacted prior to interview, unless you specifically state otherwise.

**Shortlisting:** only candidates whose applications meet the selection criteria will be invited for interview.

**To arrange a tour please contact:**

Siobhan Shury, HR Lead via [appointments@albanacademiustrust.org.uk](mailto:appointments@albanacademiustrust.org.uk)

**Additional questions:**

Please contact Siobhan Shury, HR Lead via [appointments@albanacademiustrust.org.uk](mailto:appointments@albanacademiustrust.org.uk) if you have any questions.



Main Entrance



# Welcome from the Chair of Governors

Dear Prospective Applicant,

**Thank you for your interest in the role of Headteacher at Garden Fields JMI School. The successful applicant will be joining a School that is on its journey towards excellence. We are a member of the Alban Academies Trust (AAT), a cross phase group of seven schools, that work collaboratively to provide educational excellence for all in the Trust.**

Garden Fields is a positive and happy school community with a supportive parent body. Our children are keen and enthusiastic and enjoy their educational journey at Garden Fields, also enjoying the numerous and varied extra-curricular opportunities that we offer.

We have an enviable sporting record with great participation of our teams enjoying success across a variety of sports. In music we employ our own specialist staff and here too, we have high levels of participation in musical events, as well as teaching a number of instruments as part of our curriculum offer.

Our teachers are an effective and cohesive team. They are professional, friendly, fully committed and determined to provide children with every opportunity to enjoy each day and achieve their potential.

Our ethos is one of supporting children emotionally, socially, and morally as well as academically, which is encapsulated by our Growing Hearts and Minds philosophy. We have set out to create a school that provides great care for our children with the highest expectations for what they can achieve. We believe there are no limits to our children's potential, and we look forward to fulfilling our ambition with the right person to lead the school into the future.

The current Headteacher, Andrew Farrugia, has worked incredibly hard since becoming Headteacher in 2017 to establish and develop Garden Fields into an excellent Primary School, however; he is now leaving to pursue other opportunities in his professional life. We are extremely keen to build on this momentum and find the right person to continue to raise the profile of the school.



Our School is led by a strong team of senior staff and governors who are constantly striving for excellence, seizing all opportunities to benefit both our pupils and staff.

We are seeking to appoint a person, who is fully committed to driving the school forwards with the skills, knowledge and experience to lead the quality team of leaders, teachers and support staff within it. Our pupils deserve the very best. We believe in the importance of a collaborative approach and a commitment to the team. The successful applicant will benefit from being able to draw upon a wide range of experience within the school and will lead a dedicated team of professionals. We want our new headteacher to have highly developed emotional intelligence and the ability to build effective relationships with all stakeholders.

Thank you for your interest. If you feel that Garden Fields JMI School can provide the challenges and opportunities you are looking for then we would be delighted to hear from you.

Yours faithfully,  
**Joanna Lockwood, Chair of Governors**



# About Garden Fields

**Garden Fields is a mainly three form entry school to the north-west of St. Albans city centre. Dating back to 1896 and our old home in Catherine Street, Garden Fields is one of the oldest schools in St Albans. In the 1970's we moved to our existing school site.**

The school has grown over time and in 2015 was asked to convert to a fully three forms of entry school. This was achieved by converting the St Albans Music School, which was on the same site, into a fully refurbished new school building, to join the other buildings already on the site.

This has left us with a huge school space including two halls, our own library, a large environmental area and five playgrounds. We also have a dedicated Early Years area, an extensive field, a forestry area and a daily mile track to name but some of our facilities.

In 2019 we launched our own breakfast and after school club called The Hub. This is hugely popular, for some sessions we have over a hundred children attending.

Last year we began the process of moving back to two forms of entry as pupil numbers over the whole of St Albans, and indeed nationally, have fallen.

We are able to take more children in future years should numbers begin to rise again. We currently have a healthy waiting list.

The reduction to two form entry will mean that we will have a growing number of classrooms free and already we have one spare room this year which we are using as a dedicated music room. The space presents exciting opportunities for school activities.

## Current key facts and stats

**Ofsted Rating:** Good

**Number on school role:** 567

**SEND:** 15.58 %

**Pupil Premium:** 10 %

**FSM:** 10 %

**EAL:** 22 %





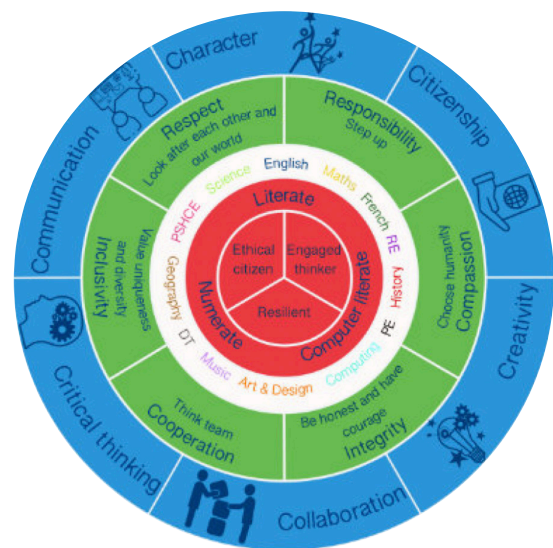
# Growing Hearts & Minds

**We have produced a comprehensive curriculum map with an interactive version of this on our website.**

Sport and music are a huge part of school life and Garden Fields. We have an inclusive approach to these with participation being highly valued and offered to all. This means that children learn a number of instruments as a whole class and in terms of sport we try and give everyone who wants to play for one of our many teams or attend one of the many district sports festivals, a chance to do so.

At Garden Fields our ethos is encapsulated in the phrase, Growing Hearts and Minds: we aim to develop our children not just academically but also socially and morally, with a high level of pastoral care, and a stimulating and exciting curriculum which

prepares our children well for life ahead in the 21st Century. We want our children to have the core educational competencies of being literate, numerate and computer literate, whilst also being resilient, engaged and ethical learners.



## School Leadership Structure

**Our school leadership team consists of the headteacher and deputy headteacher together with four phase leaders – one for EYFS, one for KS1, one for Lower KS2 and one for Upper KS2.**

Currently we meet every Wednesday after school and we are joined by our Learning Support Staff Manager and Office Manager (who is also our clerk).



# About Our Trust

## Welcome from the CEO

The Alban Academies Trust serves primary and secondary schools in and near St Albans in Hertfordshire. Garden Fields is a key member of our Trust, and supports our vision to build a learning community that shares and promotes educational excellence for everyone. All members of the Trust are valuable and make a powerful contribution to our ongoing improvement.

The cross-phase nature of the Trust allows us to have a fully holistic approach to education, where primary and secondary colleagues collaborate to deliver the very highest of standards to all.

This is an exciting time for everyone associated with Garden Fields School and I very much look forward to working with the new Headteacher, once appointed.



Alan Gray, CEO

## Our Schools



Garden Fields JMI School



Ridgeway Academy



Sandringham School



Skyswood Primary & Nursery School



Wheatfields Infants' and Nursery School



Wheatfields Junior School



VERULAM SCHOOL

Verulam School



## Our vision is to:



achieve significantly positive outcomes for all young people in our care



serve a geographical area close to St. Albans to facilitate effective and sustainable collaboration



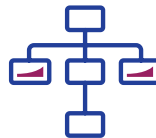
secure consistency across the Trust so that all families can be confident in receiving a high-quality education irrespective of which school in the Trust they attend



provide a powerful organisation of which everyone is proud and which is a model of good practice for others



serve any type of school whether primary or secondary and provide a rich environment for progress



enjoy working in partnership and learn constantly from each other

## Our key values and ethos are to:



promote a culture of mutual respect and high expectation of all



actively promote equality at all levels in the Trust



empower all within the Trust to collaborate effectively, sharing expert knowledge and practice



prioritise the well-being of all our students and staff



believe in the potential of all children served by the Trust and enable them to make the best progress possible



take account of stakeholder voice in the decisions we make

# What we are looking for

**This is a wonderful opportunity for someone who can continue to develop and communicate the vision and values of both Garden Fields School and the Alban Academies Trust, and to lead our dedicated and committed staff to build children's confidence, ignite their love of learning and create wonderful memories.**

## **Our new Headteacher will:**

- be committed to the values of the school and the Trust
- have proven leadership skills and experience, including the ability to think strategically
- lead with clear enthusiasm, supporting, motivating and inspiring a highly experienced team of staff
- be resilient and able to deal with the day to day challenges of running a large primary school
- ensure the ongoing wellbeing of our children and staff
- have excellent interpersonal skills and be able to work effectively with staff, children, families, the local Governing body, other Headteachers in the Trust and Trustees

## **In return we can offer:**

- lovely, well behaved, caring, and enthusiastic children who simply want to learn
- positive relationships with families and other members of our community
- an incredibly welcoming environment with talented staff at all levels
- the opportunity to lead a successful school with the full support of the Alban Academies Trust
- the experience of a collaborative approach to educational delivery with sharing of resources across the Trust
- the chance to become a key leader within the Trust, contributing to its growth and success
- the support to undertake significant personal development during your career

# Job Description

## Purpose

- To provide vision, leadership and direction for the school to develop its ethos ensuring that it is effectively managed and organised to meet the agreed aims and objectives.
  - To inspire pupils and staff to achieve their full potential in everything they do.
  - To create a high-quality educational environment which is engaging and fulfilling for all pupils by effectively managing teaching and learning and recruiting and retaining staff of the highest calibre.
  - To establish a culture that promotes excellence, equality, and high expectations of all pupils.
  - To evaluate the school's performance and identify the priorities for continuous improvement and raising standards.
  - To ensure equality of opportunity for all; develop policies and practices; ensure that resources are used efficiently and effectively; and to lead the day-to-day management, organisation and administration of the school.
  - To secure the commitment of the wider community to the school by developing and maintaining effective partnerships.
  - Collaborate with others to raise standards locally through partnerships, especially with other schools in the AAT.
  - To deliver the highest standards of behaviour, safety and well-being for all.
- 

## General

- Carry out the duties of the Headteacher as set out in the School Teachers' Pay and Conditions document 2020 and subject to any amendments due to government legislation.
- Meet the standards as set out in the current or prevailing National Standards for Headteachers, as appropriate to the context of Garden Fields School.
- Have due regard to the requirements of the current or prevailing OfSTED Framework for the Inspection of Schools.
- Actively undertake personal professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, self-evaluation and peer review.
- Undertake annual Performance Management, setting and agreeing targets linked to School improvement priorities with the School Governors and the CEO of the Alban Academies Trust.

## Shaping the Future

- Work with the Governing Body and the CEO of the Alban Academies Trust to create and clearly articulate a shared vision and strategic plan, which inspires and motivates pupils, staff and all stakeholders, leading to sustained School improvement.
  - Lead by example to demonstrate the vision and values in everyday work and practice.
  - Motivate and work with others across the Trust to create a shared culture and positive climate.
  - Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
  - Maintain, and periodically review, the aims of the school.
- 

## Leading Teaching and Learning

- Raise the quality of teaching and learning by setting high expectations, monitoring, and evaluating effectiveness of learning outcomes.
  - Ensure that learning and pupil development is at the centre of strategic planning and resource management.
  - Ensure that a culture of motivation and support exists where all pupils can develop the confidence to fulfil their full potential.
  - Demonstrate and articulate high expectations and set stretching targets for the whole School community.
  - Develop and implement strategies which ensure high standards of behaviour and attendance.
  - Determine and implement a diverse, flexible and engagingly effective curriculum.
- 

## Developing Self and working with Others

- Support all staff in achieving high standards through effective continuing professional development and performance management.
- Treat people fairly, equitably and with dignity and respect to create and develop a positive school culture of personal responsibility and the celebration of excellence.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.



## Leading the Organisation

- Provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self-evaluation.
  - Build capacity across the workforce, through re-examining the roles and responsibilities of staff working in the school, and ensure resources are deployed to achieve value for money.
  - Seek to build successful partnerships through effective collaboration with others.
  - Produce and implement clear evidence-based improvement plans and policies for the development of the school and its facilities.
  - Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
  - Manage the School's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
  - Recruit, retain and effectively deploy high-quality staff.
  - Control and organise the school environment efficiently and effectively within budget to ensure that it meets the needs of the curriculum and health and safety regulations.
  - Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.
  - Use and integrate a range of technologies effectively and efficiently to manage the school.
- 

## Securing Accountability

- Work with the Local Governing Body and Chief Executive Officer (CEO) of the Alban Academies Trust to enable the school to meet its responsibilities and to ensure it meets all its statutory requirements.
- Fulfil commitments arising from contractual accountability to the Governing Body.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Develop and present a coherent and accurate account of the school's performance as required to a range of audiences including governors, parents and carers.
- Reflect on personal contribution to school achievement and embrace feedback from others.

## Community Involvement

- Collaborate with other schools within the AAT and STASSH to share expertise and bring positive benefits to all.
- Encourage all staff to collaborate with other schools within the AAT.
- Work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all pupils.
- Share responsibility for leadership of the wider educational system and be aware that school improvement and community development are inter-dependent.
- Create and promote inclusive strategies for challenging and eliminating discrimination of any kind.
- Ensure learning experiences for pupils are linked into and integrated with the wider community.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.



# Person Specification

It is important that your application meets all of the criteria considered essential.

**E = Essential D = Desirable**

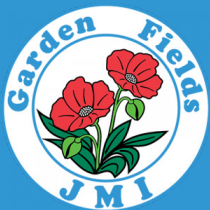
You should ensure that your application form includes evidence against each of the criteria marked with an 'A'. Criteria marked with an 'S' will be assessed during the selection process.

We are looking for an inspirational leader who is passionate about teaching and learning, has respect for all pupils whatever their background and is committed to raising standards and school achievement through innovative practice.

Criteria	Details	Essential / Desirable	Application / Selection
<b>Experience</b>	<ul style="list-style-type: none"> <li>Recent successful leadership as a Head or Deputy Head within a state primary school, or school improvement lead</li> </ul>	E	A / S
	<ul style="list-style-type: none"> <li>Evidence of being an outstanding classroom practitioner who inspires and is respected by pupils and staff</li> </ul>	E	A / S
	<ul style="list-style-type: none"> <li>Successful experience of managing whole-school strategic initiatives through a complete cycle, including the monitoring, evaluation, and review of initiatives</li> </ul>	E	A / S
	<ul style="list-style-type: none"> <li>Planning and implementation of initiatives for raising attainment and raising the quality of teaching and learning through training, support, and lesson observation</li> </ul>	E	A / S
	<ul style="list-style-type: none"> <li>Demonstrable experience of the successful management of financial and human resources through Curriculum Planning and Financial Management</li> </ul>	D	S
	<ul style="list-style-type: none"> <li>Experience of development/action planning and target setting across the school and measuring the impact of these strategies</li> </ul>	E	S
	<ul style="list-style-type: none"> <li>Experience of driving outstanding performance management, including a successful track record of developing and implementing strategies to challenge underperformance</li> </ul>	D	S

Criteria	Details	Essential / Desirable	Application / Selection
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>An excellent understanding of how pupils learn and develop, how teachers can best teach, and how to raise standards in a state primary school (years reception - 6)</li> <li>Knowledge of current national policies, educational issues, and the statutory and legal framework within which a school operates</li> <li>A comprehensive understanding and commitment to inclusion and proven experience in the effective development of practices to deliver ambitious outcomes for all pupils including those with SEND and higher attainers</li> <li>Experience of delivering successful behaviour management strategies to ensure pupils develop in a happy, safe, and supportive environment</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>S</p> <p>S</p> <p>A / S</p> <p>S</p>
<b>Leadership and Management</b>	<ul style="list-style-type: none"> <li>The ability to communicate a clear vision for the school, providing strategic direction for staff, pupils and the community</li> <li>Delivers sustainable and appropriately paced school improvement</li> <li>Proven record of inspiring and motivating others, promoting positive and respectful relationships across the school, and ensuring for the wellbeing of staff and pupils</li> <li>Ability to be flexible and delegate effectively and, through this, support succession planning and the development of staff at all levels</li> <li>Ability to plan strategically for the future including curriculum and pedagogic matters and in staff and resource deployment.</li> <li>Experience of working collaboratively with the Local Governing Body and a Trust to enable it to meet its responsibilities</li> <li>Experience of working collaboratively with other schools, agencies and organisations to drive forward the development opportunities of the school</li> <li>Present a positive role model in carrying out duties and when representing the school</li> <li>Work effectively as part of a team and acknowledge effort, achievement, and value and celebrate the achievements of individuals and teams</li> </ul>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p>	<p>A / S</p> <p>A / S</p> <p>S</p> <p>S</p> <p>A / S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p>

Criteria	Details	Essential / Desirable	Application / Selection
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Displays commitment to the protection and safeguarding of children and staff</li> <li>• Up to date knowledge and application of relevant legislation and guidance for working with and the protection of children and young people</li> <li>• Experience of leading safeguarding in a school</li> </ul>	<p>E</p> <p>E</p> <p>D</p>	<p>A / S</p> <p>A / S</p> <p>A</p>
<b>Personal qualities / Ethics</b>	<ul style="list-style-type: none"> <li>• A clear and strong passion for the value of education</li> <li>• Possess integrity, perseverance and the ability to inspire commitment, enthusiasm and confidence from staff, pupils, governors and parents in promoting the values, ethos and standards of the school</li> <li>• Demonstrate the resilience and relentless energy required to lead a school to success</li> <li>• Possess excellent interpersonal, written, and oral communication skills</li> <li>• Hold a genuine concern for pupils and staff and an understanding of how to help them grow and flourish</li> <li>• Exhibit a highly visible and hands-on style to leadership demonstrating enjoyment and empathy when engaging with pupils, staff, parents, and others</li> <li>• Possess a well-developed sense of humour, humility, and proportion to enable you to meet the demands of the role and to inspire and motivate all those around you</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A / S</p> <p>S</p> <p>S</p> <p>A / S</p> <p>S</p> <p>A</p> <p>S</p>
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>• A good Honours Degree (or equivalent)</li> <li>• Qualified Teacher Status</li> <li>• Evidence of continuing professional development (including child protection training)</li> <li>• Working towards NPQH (or a serving Headteacher)</li> <li>• Higher degree</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>



**Garden Fields JMI School**

Townsend Drive  
St Albans  
Hertfordshire  
AL3 5RL

 **Tel:** 01727 890440

 **Email:** [admin@gardenfields.herts.sch.uk](mailto:admin@gardenfields.herts.sch.uk)



**Alban Academies Trust**

The Ridgeway  
St Albans,  
Hertfordshire  
AL4 9NX

 **Tel:** 01727 799560

 **Email:** [info@albanacademiestrust.org.uk](mailto:info@albanacademiestrust.org.uk)