

Simon Balle All-through School

Vice Principal (Primary)

'Creating tomorrow's citizens today'



Headteacher's welcome

It is now almost four years since we expanded to become an All Through School and we are now looking for a strategic leader who will take on this key role in driving standards across the whole school. This is a unique role as the successful applicant will not only be accountable for the progress of students within the primary phase but we are looking for an educator who working closely with a talented senior team, can lead school improvement in all key stages.

Simon Balle is a unique place to work and indeed we are only one of two all through schools in Hertfordshire. We are a school which is driven by clear beliefs and values. This was seen so clearly by "Her Majesty's Inspectors" when Ofsted visited our school in May 2018. They observed that:

"Strong moral values underpin the school's ethos and aims. Leaders treat all pupils as individuals"

We are indeed relentless in our quest. We believe that at Simon Balle our pursuit must be to educate future generations with the knowledge, skills and wisdom by providing a first class education.

Our aspirations and expectations for each young person are very high. We do not accept second best academically and this can be clearly seen when analysing our examination results. Students make great progress here in their studies.

"Pupil's progress is rapid and sustained. All groups of pupils achieve very well across a wide range of subjects"

"The curriculum is broad and balanced and provides children with excellent opportunities to develop their skills and nurture their talents"

"Pupils respond to their teacher's high expectations. They are expected to try hard and achieve highly whatever their starting points. Pupils relish the opportunity to challenge themselves"

The school creates an extremely happy and positive learning environment where all children flourish. Children are expected to learn to be independent in terms of how they conduct themselves and their ability to develop study habits. This belief in the worth of the individual means that we simply care and the children know this daily.

It is a calm and orderly school. We educate all children to learn how to live well together, to show dignity and respect.

“Pupils’ behaviour is exemplary. Relationships between teachers and pupils are strong. They are exceptionally well mannered and are well equipped to be model citizens”

So, our mission is to develop the whole person. Our range of enrichment opportunities is impressive and in particular we are well known for the outstanding musical experience our students get as well as the incredible sporting successes.

Our students thrive; most stay on into our successful sixth form and indeed others transfer to join them. The majority of students go onto university courses or prestigious apprenticeships, following their dream in a wide range of subjects.

With a common and shared vision, parents work very closely with us and thus a true partnership is formed.

“Parents and carers, staff and pupils are overwhelmingly positive about the school and its aims. Communication with parents is highly effective”

“The school has been the best I could have hoped for, for my son. He has made fantastic progress and enjoys going to school. I can honestly say I would not want my children to attend any other school”

We are so proud of our community here in Hertford. Our students leave us fully prepared for the next stage in their lives. Thus we are indeed “creating tomorrow’s citizen’s today”.

We are looking for an experienced primary leader who is eager to work across phases and be part of a dynamic team, who share values and put children first. The post is one of “Vice Principal” and as such is not the same as a Headteacher of a primary school. Whilst some of the accountabilities will be familiar, others will be different. There is for example one Governing Body, one set of policies and we are eager to develop a coherent all through curriculum and assessment system.

If you are interested in learning more and applying for the post we are holding an Open Afternoon on 18th January, whereby prospective candidates can visit the school and meet members of the senior leadership team. If you are interested in this, please email creaseyj@simonballe.herts.sch.uk to secure a place.

In addition to the completed application form we would like you to attach a statement (no longer than 2 sides of A4- font 12) which addresses the strengths and challenges of leading an all-through school.

Please use the Simon Balle School application form and we prefer electronic submissions where possible. Electronic versions of the application form are available on our school website at:

<http://www.simonballe.herts.sch.uk/vacancies/>

You will need to download three forms: the relevant application form and guidance notes for applicants. If you have difficulty in downloading these forms, please 'save' them first; if you still experience problems, please email recruitment@simonballe.herts.sch.uk to receive the forms via email.

Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Preferred referees are your last two employers and you should provide their official organisation email address for us to contact. One referee is likely to be your current Headteacher

Completed forms should be sent to: recruitment@simonballe.herts.sch.uk

We will be inviting those applicants short-listed to attend an interview day on Thursday 31st January with the final interview on Friday 1st February and will share more details about the interview in due course.

Thank you for your interest in Simon Balle All-through School. We look forward to meeting and interviewing motivated candidates interested in taking on this important and exciting new challenge.

Alison Saunders, Headteacher



JOB DESCRIPTION

Core role

- Be a member of the Senior Leadership Team
- Act as deputy Designated Safeguarding Person (DSP Designate)
- Play a major role in formulating and reviewing the SEF, Development Plan and aims and objectives of the school
- Promote excellence and inclusion and set high expectations for all students and staff
- Ensure the safeguarding of all students and promote and maintain their safety and wellbeing
- Ensure that all students within the primary phase achieve their full potential

Strategic Direction

- Work with relevant staff to ensure the school's vision is clearly articulated, shared, understood and acted upon effectively by all
- Ensure that the school's vision is translated into agreed objectives that promote and sustain school improvement
- To support the creation of a specific vision for the curriculum which will ensure progress across the whole school from Reception to Year 13

Management of others

- Line manage a number of teaching and non-teaching staff
- Liaise with the above to ensure that the curriculum and assessment across the school are both specific and supporting strong student outcomes
- Plan, deliver or monitor CPD to address training needs around curriculum and assessment and implement the school's performance management process

Curriculum and Assessment

- To jointly create a curriculum structure that delivers personalised learning and progress for all students at every stage
- To jointly create an assessment structure that accurately and thoughtfully creates opportunities for summative and formative assessment
- To keep up-to-date with changes in legislation relating to curriculum content and other regulations

The postholder will be expected to undertake any other professional duties which may reasonably be delegated by the Headteacher. The job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually

PERSON SPECIFICATION

Qualifications

Qualified to degree level and above

Qualified to teach and work in the UK

Experience

Be an aspiring senior leader or current senior leader

Experience of leading change effectively and successfully

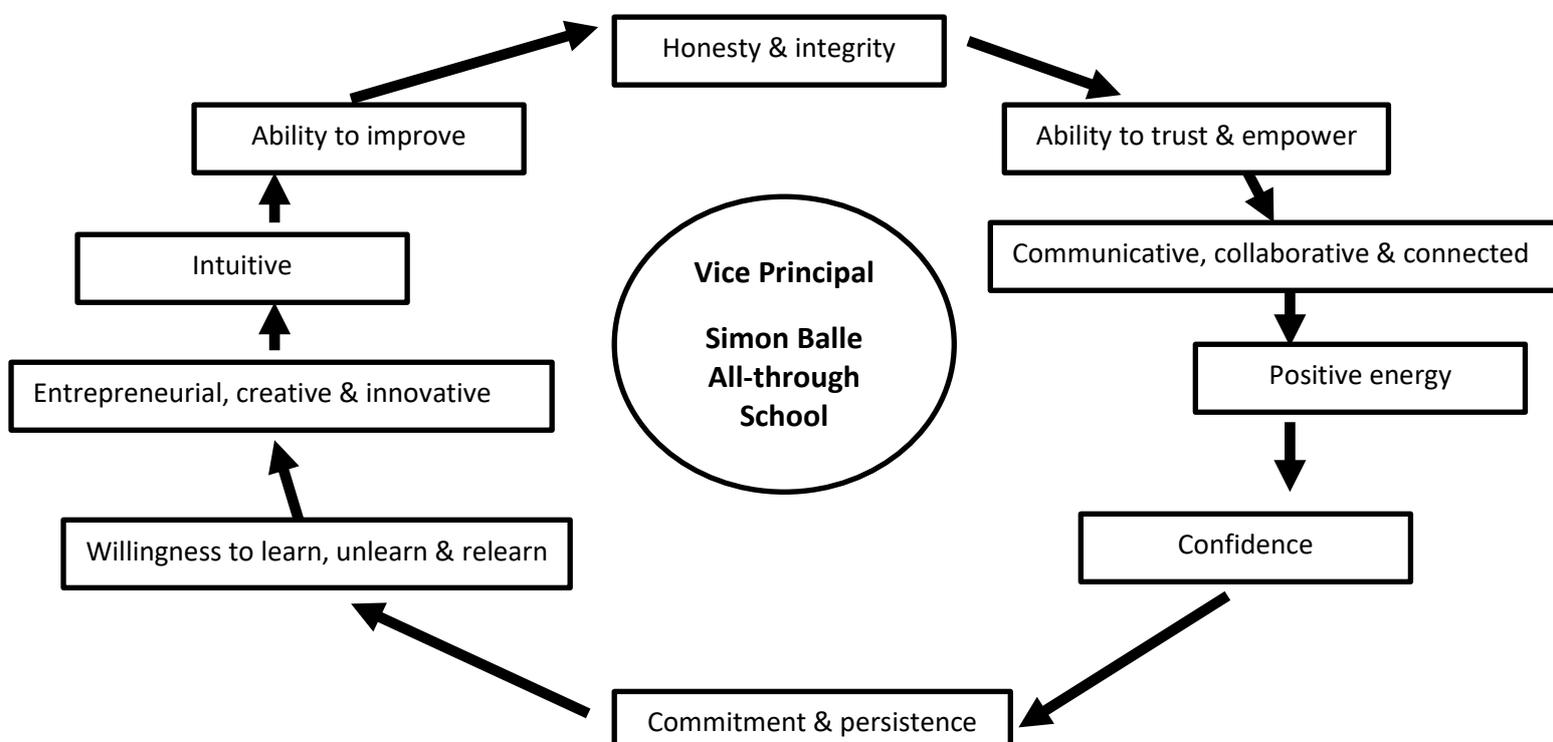
Skills and attributes

A genuine passion for educating children, coupled with the ability and enthusiasm, to see every child fulfil their potential

Lead by example with integrity and resilience

Adaptable leadership style, being hands-on when required, balanced with knowing when to delegate

Visible and approachable, empathetic and enjoys engaging with students, staff, parents and the wider community



Important dates and information

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| Leadership range | L 17 to L 21 |
| Leadership pay range | £60,378 to £66,496 including fringe |
| Start date | May 1 or September 1 |
| Closing date of application | Thursday 24th January (noon) |
| Interview date | Thursday 31st January and Friday 1st February (am) |
| Visit the school on 18th January (2.30pm to 4.30pm) | Contact Julia Creasey at the school Tel: 01992 410400 Ext 243 |
| Visit the school website | www.simonballe.herts.sch.uk |
| Visit the Teach in Herts website | www.teachinherts.com |
| Send your completed application form and LETTER | recruitment@simonballe.herts.sch.uk |

Simon Balle is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. We are also committed to the equality of opportunity for all. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and the Criminal Records Bureau



Please visit: www.simonballe.herts.sch.uk

