The GALLERY TRUST

A community of special schools

Assistant Head Teacher
Candidate Information Pack
March 2022

Thank you for your interest in the post of Assistant Head Teacher at Springfield School.

Springfield School is a special school for Early Years, primary and secondary age children who have been identified as having Severe or Profound Learning Difficulties. We currently have 110 children on roll and all our pupils have an Education, Health and Care Plan (EHCP).

We believe in creating opportunities for both pupils and staff to succeed in their own goals. It is essential for us to work closely with parents, carers and other professionals to promote support for everyone and sharing of good practice.

We strongly believe in the benefits of integration and inclusion to all and as such our Early Years and Primary classes are co-located with Madley Brook Community Primary School in a uniquely integrated and purpose built site. Our Secondary classes are also located in a purpose built building adjacent to the Wood Green Secondary School site. We work hard to promote inclusive activities with our partner schools and the wider community.

The school is seeking an inspirational and dynamic Assistant Head Teacher: a gifted practitioner and passionate leader who can meet the needs of this vibrant and diverse community.

Springfield School is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county. With six academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

Please visit our website to find out more about the school. If you would like to visit the school to find out more about this exceptional opportunity before you submit your application, you will be most welcome.

Thank you again for your interest and we look forward to hearing from you.

Emma Lawley
Headteacher

Assistant Headteacher required for September 2021
Springfield School, Witney

Full Time Permanent
Leadership Scale L7 - L11

Springfield School is seeking to appoint an inspirational and dynamic Assistant Headteacher who will support in leading Springfield School through its next period of opportunity, growth and development.

We are looking for an experienced, enthusiastic and effective leader who is able to further improve the Quality of Education across the school, along with developing our approaches to Education Health and Care Planning and contributing to our strong Safeguarding culture across the school.

You will play a key role in leading on priorities including curriculum developments and improving teaching and learning both of which directly link to pupils' personal development and behaviour and attitudes across the school.

This role carries the responsibility of Designated Safeguarding Lead or Deputy. You will work collaboratively with the Head Teacher in managing safeguarding issues. You will be a crucial aspect of the multi-agency team that ensures our pupils are safeguarded.

Following successful application, the job description and wider responsibilities for this role will be finalised based on the strengths and experience of the post holder.

The successful candidate will:

- Have experience of leadership within a school
- Have experience of Designated Safeguarding processes in a school
- Have up to date knowledge of the SEND Code of Practice and principles around EHC Plan processes
- Be an outstanding teacher who is able to coach and mentor new staff
- Have the vision and skills to support the Headteacher with the school's journey of continuous improvement
- Be passionate about improving outcomes for students and to ensure all students reach their potential
- Be dedicated to the inclusion of students with SEND in education and society as a whole

If you meet the person specification above and would like to apply for this post, please state your interest in writing.

Application Process

To apply for this post, please email your application form to office.7012@springfield.oxon.sch.uk
You can download an application form and job pack from the school's website www.springfield.oxon.sch.uk under 'Job Vacancies' in the 'About The School' section or from The Gallery Trust website www.thegallerytrust.co.uk

Please submit your application form by **Monday 4th April 2022 at 12:00pm** to office.7012@springfield.oxon.sch.uk or by post. Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

Shortlisting will take place on **Wednesday 6th April 2022**, the selection will be with reference to the job description and person specification. The interviews will be held **week commencing 25th April 2022.** The interview process will include a series of tasks and a panel interview.

Springfield School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people, that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All cases are considered confidentially and according to the nature of the role and information disclosed.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in 2022
- A Free Special School in South Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove (satellite provision of Orion Academy)

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.

Assistant Headteacher
Job Description

Introduction

The job description should be read in conjunction with the current School Teachers' Pay and Conditions document and the provision of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher, or other Senior Manager if appropriate, will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually, and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at work policy and Dignity at work policy.

Senior Leadership Team

- Play a significant role in evaluating the effectiveness of whole school provision and planning for school improvement.
- Lead on agreed areas of School Improvement as assigned in the school's Raising Achievement Plan, including completing and reporting self-evaluation and delivering strategic school improvement. These could be across Quality of Education, Personal Development, Behaviour and Attitudes and Leadership and Management.
- Lead, develop and enhance teaching practice of colleagues across the school, providing coaching and mentoring support as required.
- Demonstrate high quality leadership and management by example.
- Evaluate the impact of all activities on the quality of teaching and learning.
- Lead on and manage the daily operations of one of the school's sites including effective liaison with the collocated mainstream school.

Designated Safeguarding Lead or Deputy

- Ensure Safeguarding policies and processes meet national expectations and are consistently conducted throughout the school.
- Provide pastoral support to pupils
- Join the Safeguarding Team as a Designated Safeguarding Lead or Deputy
- Ensure Safeguarding records are up to date and actions are followed through
- Represent the school at multi-agency meetings as required
- Ensure families receive helpful information on their entitlements and how to support their child
- Complete forms and referrals with and on behalf of families

Education, Health and Care Plan

- Ensure effective implementation of the academy's approach to EHC Plan planning and annual reviews, in line with the SEND Code of Practice 2014
- Ensure all colleagues, including teachers understand and fulfil their roles in relation to this, including delivering teaching and learning and provision in line with EHC Plans.
- To inform self-evaluation and school improvement planning through the analysis of qualitative and quantitative data on Pupil Progress and other measures identified through the EHC Plan process (i.e., trends in parental feedback)

Wider responsibilities relating to whole academy issues and procedures

- Work for the positive development of the academy, in line with the Raising Achievement Plan
- Attend staff meetings, curriculum forums or any other relevant meetings within the stipulated 1265 directed hours
- Take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitor and colleagues in accordance with the requirements and locally adopted policies: including taking responsibility for raising concerns with a manager

Specific responsibilities agreed between the Head Teacher and the above Assistant Head Teacher

In addition to the duties outline in the School Teachers Pay and Conditions document currently in operation, or any subsequent legislation, you will be responsible for the following:

Staff development and support

- Taking part in and/or delivering INSET training throughout the school, as appropriate

Links with parents, Local Authority and the wider community

- Encourage full parental participation in the work, life and development of the school and make sure they are fully informed of their child's progress. To be available to deal with parental concerns and provide support where possible or refer to other professionals or agencies**.**
- Ensure quality information is available to support pupils in out of school activities.
- Work co-operatively with the Local Academy Board and Trustees
- Liaise and co-ordinate with external agencies and other professionals

Teaching (as required)

- Prepare and implement appropriate teaching programmes for the class within the school's curriculum. This includes all planning and record keeping.
- Demonstrate excellent classroom organisation and management skills.
- To liaise and work cooperatively with other professionals within school to secure the best practice within.
- Prepare and implement behavioural strategies in accordance with the Positive Behaviour Support Policy
- Write reports for parents (Annual reviews and advice for EHC Plans).
- To work in line with the Teacher Standards 2013 document and post-threshold standards.
- To work within all Springfield School and The Gallery Trust Policies and the School Teachers' Pay and Conditions Document 2012.

This job description is subject to change, with consultation with the employee and will be reviewed on an annual basis.

Person Specification

	Essential	Desirable
Professional Qualifications	Qualified to work and teach in the UK Qualified Teacher Status (QTS)	Qualification specific to Special Educational Needs
Experience	Evidence of leadership experience within a school Evidence of successful teaching experience at a good/outstanding level Experience of planning for and teaching pupils with SEND Experience of Designated Safeguarding processes in a school Evidence of being involved in recent and relevant professional development relating to pupils with special needs Effective involvement in school improvement planning and monitoring Evidence of strategies developed for target setting and monitoring performance in order to raise pupil achievement Experience of interactive teaching methods Evidence of differentiation of the curriculum Effective management of staff	Experience of planning for and teaching pupils with profound and complex SEND Experience of effectively implementing change
Professional Knowledge & Skills	Awareness of current initiatives, issues and legislation Knowledge and experience of developing a purposeful learning environment and using a range of strategies to promote positive behaviour Respect for pupils' social, cultural, linguistic, religious and ethnic backgrounds with an understanding of how these may affect their learning Understanding the role of teaching assistants in maximising pupils' learning Knowledge and experience of applying a framework of curriculum planning which: includes long and short-term plans; requires learning objectives to be identified for classes, group and individuals; enables monitoring, assessment and recording of pupils' progress	

	Evidence of a commitment to personal and professional development	
Personal Skills and Qualities	Strong commitment to raising standards High expectations of self and others Excellent communication skills at all levels (both verbal and written) Evidence of supporting the ethos, values and vision of your workplace. Evidence of leading a team effectively, inspiring and motivating adults Ability to establish and maintain positive relationships, including with parents Ability to remain positive and enthusiastic, including when under pressure A proven commitment to working with parents/carers and other professionals as partners. Motivation and resilience in challenging circumstances Approachable member of staff A commitment to equal opportunities A commitment to safeguarding children	