

Vacancy: Headteacher

Northern House School (Wokingham)

Date: March 2018

Northern
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School



Believe, Achieve, Succeed

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Dear Applicant,

Thank you for your enquiry regarding the above position. This post is offered on a permanent contract on Teachers' Terms and Conditions.

Under its challenging, supportive and active governing body Northern House School (Wokingham) has high expectations.

The school is at an exciting phase. Following sponsored conversion (January 2017) the school has recently had its residential facility recommissioned and is looking to work in partnership with the various Local Authority commissioners to expand the provision; with a focus on increasing pupil numbers whilst ensuring improvement in pupil outcomes.

At this exciting juncture the school requires a committed, motivated and inspirational leader in order to develop and manage these challenges, as well as the many challenges that all schools face, special and mainstream.

During our latest school improvement reviews the school, despite only being a recent sponsored conversion, was demonstrating good progress and well on course to being a good school.

Applicants are asked to provide a completed application form (detailing any gaps in employment), a CV, accompanied by a covering letter of no more than 3 A4 pages, Arial Font 11.

In your covering letter tell us:

- what has prepared you for this role
- why you want to join our Trust and school
- In an environment of decreasing resources and ever increasing regulatory requirements how would you ensure the school (& the residential facility) achieved at least good during its next Ofsted (anticipated 2019)

If you would like more information, or if you would like a tour of the school, please get in touch. It is important for potential employees to fully understand our culture and ethos 'at work'. To arrange a visit please contact Andrew Kessock Phillips (School Business Manager) on 0118 9771293

I hope you will be interested in taking your initial enquiries further and look forward to receiving your completed application..

Yours faithfully,

Gareth Preen, Chief Operating Officer
Northern House School Academy Trust

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Our school motto is 'Believe, Achieve, Succeed' and nowhere can this be seen more than at our latest sponsored academy in Wokingham. This new chapter in the school's history has begun and at the heart is the desire to support pupils with Social Emotional and Mental Health.

Our aim is to provide a world class education. We strongly believe and promote the aim of giving all our young people the opportunity to develop in such a way that when they leave the school they will have developed skills to be more successful participants in society.

We aspire to be a vibrant and happy community providing an excellent opportunity for boys and girls to develop their talents and reach goals others thought that they may not. Our students are all unique with their own individual personalities and challenges. What sets us apart is that we see beyond the behaviours to the child and work with each one to become an independent learner.

We have a strong belief that just because the pupil attends a special school, he/she should not receive a dumbed down curriculum, but on the contrary one that serves to meet the needs of the individuals. Many of our pupils also have additional needs, often due to the co-morbidity of related medical conditions. Additional needs presented include Autistic Spectrum Disorder (ASD) including Asperger's Syndrome, Moderate Learning Difficulties (MLD), Specific Learning Difficulties (SpLD) including dyslexia and dyspraxia and Speech, Language and Communication Needs (SLCN). Some pupils have medical conditions such as Attention Deficit Hyperactivity Disorder (ADHD) requiring medication, visual and hearing impairments and physical conditions requiring assistance with personal care.

All pupils at Northern House School have an Education, Health and Care Plan (EHCP) and are admitted following close consultation with the referring local authorities.



Pupils are taught in groups of around eight by an allocated class teacher and assistant. Such class sizes are dependent upon the needs of the pupils and viability of class sizes, therefore numbers can at times be fewer or more than this number.

Before attending our school, many pupils have experienced 'failure' in a conventional mainstream setting, often resulting in attainment below the national expectations and significant self-esteem and confidence issues. At Northern House School (Wokingham) we aim to nurture pupils by building trusting relationships, enabling pupils to feel valued and to develop self-worth, raising self-esteem and supporting them to engage with learning, leading to achievement and experiencing success.

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Our main focus rests on supporting all pupils, regardless of their starting points to reach their academic, emotional and social potential – we want pupils to be the best they can be, enabling them to move on and become a functioning member of society. This is achieved by challenging pupils and staff to take the next step in their personal development.

It is also common for our pupils to arrive with limited and underdeveloped skills due to missed opportunities and challenging behaviour acting as a barrier to learning. At Northern House School (Wokingham), pupils are valued as individuals and time is taken to identify learning styles and to understand the needs of the child. This approach allows us to identify activities and learning opportunities to close the gap, to move children along their educational journey and improve pupil outcomes.

The school also has a residential provision, with a capacity of 16. The residential facility has recently been refurbished and is most definitely ready for its first resident.

Our school is a successful and happy one, where pupils feel valued and learn to take responsibility for themselves and others.

This lead sponsor school truly advocates our motto “Believe, Achieve, Succeed”.



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Job Advert

Northern House School (Wokingham) is a school that caters for, educates and nurtures children with Social, Emotional and Mental Health difficulties (SEMH).

The school also has a recently reopened residential facility which has undergone refurbishment. All it requires now is its first residents.

The current highly successful headteacher is leaving to take up a position closer to her home, so the Governors are seeking to appoint an inspirational and visionary leader with the energy and enthusiasm to further develop this vibrant Special School situated within Wokingham.

This is an opportunity for you to be the inspirational leader our school needs, who understands the challenges ahead, and has the heart and vision for the continued development of our school. You won't be driven by ego – you'll get satisfaction by knowing that every day your leadership will improve the life chances of our children and set them on their path to a successful future.

We are looking for:

- A leader with a strong background of SEND education, with high expectations of excellence
- A leader with excellent oral and written communication skills, who will inspire and develop the staff team, and have an open, caring and supportive approach with parents and carers
- A knowledgeable and skilful professional able to effectively manage the performance of colleagues and inspire the highest standards of teaching and learning
- An efficient manager who can interpret data and is keen to collaborate with other schools
- An inspirational leader with the skills and personality to take this excellent school and residential facility forward, to further achieve its high expectations
- If you are an ambitious senior leader in a good or outstanding department or SEND school, and have an open and positive leadership style with the requisite skills required for headship in this ever-changing, and challenging, educational field we would welcome your application.

Northern House School will give you

- A caring and welcoming family atmosphere
- The ability to support positive relationships with pupils, parents, governors and the wider community
- A Leadership Salary L21 to L26
- Upon having in place four residential pupils a residential allowance OF £5,103
- Access to the Teachers' Pension Scheme
- Following a successful probation period access to an array of some of the best discretionary employee benefits that any school or Trust offers, including

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- Employer paid Health Cash Plan, which provides money back on a range of wellbeing and health items, such as Dental Surgery, Opticians, Physiotherapy and Chiropody
- Employee Assistance Programme
- Discounted Family Shopping Scheme

To Apply

Please download an application pack from our Trust's website. (www.northernhouse.org.uk).

In your covering letter tell us:

- what has prepared you for this role
- why you want to join our Trust and school
- In an environment of decreasing resources and ever increasing regulatory requirements how would you ensure the school (& the residential facility) achieved at least good during its next Ofsted (anticipated 2019)

Closing date is **26/04/2018 at 12.00 noon**

Interview date is **TBC**

Once you have completed your application please email Jobs@northernhouse.org.uk.

Further Information

For a further discussion about the position please contact Trevor Scott, Acting CEO, on 07467952448.

We would also encourage potential applicants to contact and visit the school prior to the closing date. To arrange a visit please contact Andrew Kessock Phillips (School Business Manager) on 0118 9771293

Northern House School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

All applicants will be subject to a rigorous, Enhanced Disclosure and Barring Service (DBS) check and all references obtained will be checked upon for authenticity and accuracy.

We are an Equal Opportunities employer and welcome applications from all members of the community.

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Safeguarding

Northern House School Academy Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

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Information for Job Applicants - Safeguarding of Vulnerable Groups, including children

Please read this important information if the post for which you are applying is classed as Regulated Activity with regard to working or having contact with Vulnerable Groups, including Children.

1. Exemption Orders to the Rehabilitation of Offenders Act 1974 permit us to ask you to tell us about all convictions or cautions on your application form. You are obliged to tell us.

2. Under the Disclosure & Barring Service Scheme, we will need to check that you are not barred from working or having contact with Vulnerable Groups, including Children (according to the post).

Currently we will discover this from an application by you for an Enhanced DBS check for Regulated Activity, which we will arrange for you.

3. As we have children under the age of 8 on site, we will also check that you have not been barred from working with young children due to the 'disqualification by association' legislation which is set out in the DFE's 'Keeping children safe in education' guidance

4. If you are already barred from working with either Children or Vulnerable Groups, we cannot by law employ you for this post, and you will commit an offence by making an application.

5. If you are not barred, a criminal record will not automatically bar you from employment, but you may be required to attend a meeting with the Chief Executive Officer to discuss the details of your record.

6. All information provided by you and the DBS Disclosure, will be kept secure and only made available to persons who need to view it for employment purposes. It will be destroyed after use. We will comply with the DBS Code of Conduct relating to storage and security of all Disclosure information.

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Job Description

This Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Salary Band/Range	Teachers Terms and Conditions (L21-L26)
Responsible to	CEO / Local Governing Body
Location	Northern House School (Wokingham)
Special Conditions	Full Time

1. Job Purpose
<p>To lead and manage the development of Education at Northern House School (Wokingham) for children and young people aged 4-16.</p> <p>The core purpose of the Headteacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.</p> <p>To gain success a Headteacher will:</p> <ul style="list-style-type: none">• effectively manage teaching and learning• promote excellence, equality and high expectation for all pupils• provide vision, leadership and direction• evaluate school performance and identify priorities for continuous improvement• deploy resources to achieve the school's aims• carry out day-to-day management, organisation and administration• secure the commitment of the wider community, and• create a safe and productive learning environment which is engaging and fulfilling for all pupils• work effectively with the school's Governing Body and the Multi Academy Trust.

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Securing Accountability

The Headteacher is legally and contractually accountable to the governing body for the school, its environment and all its work. The Headteacher also must fulfil the wider accountabilities in relation to pupils, parents, carers, the Local Authority, Multi Academy Trust and other relevant groups.

The Headteacher will:

- Demonstrate political insight and anticipate trends
- Engage the school community in the systematic and rigorous self-evaluation of the work of the school and work closely with the Governing body to ensure that effective school self-evaluation informs school improvement priorities.
- Collect and use a rich set of data to understand the strengths and weaknesses of the school
- Combine the outcomes of regular school self-review with external evaluations in order to develop the school

Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties as may be necessary from time to time.

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document as relevant to the post holder's title and salary point. The post is otherwise subject to the conditions of service for school teachers in England and Wales and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment, copies of which are available on request.

2. Key Responsibilities

2.1	Main Duties
	<ul style="list-style-type: none">▪ Ensure the effective and efficient education of all pupils▪ Ensure the effective and efficient use of the school's residential facility▪ Support the CEO, Directors and the Local Governing Body in identifying areas of development and implementing the School Development Plan.▪ Maintain an overview of the curriculum for key stages▪ Work with the CEO to undertake school evaluation and review.▪ Work with the CEO to make sure the school meets challenging targets for improvement.▪ Support the development of social and educational inclusion.▪ Take personal responsibility for managing the performance of school and residential staff▪ Work closely with outside agencies, including the referring LA(s), OFSTED, child protection and safeguarding agencies, the police, the education psychology team and other specialist support services as required <p>Leading and Managing Staff</p> <ul style="list-style-type: none">▪ Support and monitor school leaders to ensure effective delivery of the curriculum and the quality of teaching and learning throughout the School.▪ Support and work alongside the Leadership Team, Subject Leaders, Middle Leaders and other staff when appropriate.▪ Ensure all assessment systems are maintained and reporting and recording procedures are followed.▪ Provide training, coaching, mentoring and, where appropriate, modelling for staff on effective teaching and learning

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	<p>Pupil Welfare</p> <ul style="list-style-type: none"> ▪ Maintain and update all applicable and relevant school policies on items such as, but not limited to behaviour, discipline and bullying. ▪ Ensure that the curriculum and organisation of the School encourages positive self-esteem and good attitudes to learning <p>Residential</p> <ul style="list-style-type: none"> ▪ To ensure the residential facility at the school is one of a high standard and adheres to all regulatory requirements ▪ To undertake any necessary strategic and operational activities in order to ensure its effectiveness ▪ Maintain and update all applicable and relevant policies and procedures ▪ Ensure the facilities viability and growth <p>Administration and Communication</p> <ul style="list-style-type: none"> ▪ Maintain and Manage the School's Delegated Budget. ▪ Attend Directors' and local governors' meetings when required. ▪ Maintain effective communication systems both within Northern House School (Wokingham) and with partner schools, key Northern House School Academy Trust Directors and staff ▪ Maintain good links with parents/carers and other partners. <p>Accountability</p> <ul style="list-style-type: none"> ▪ Engage in relevant professional development activity. ▪ Undertake any duties that are "reasonable" and appropriate to the post as determined by the CEO. ▪ Any other duties and responsibilities within the range of the salary grade.
2.2	People
	Line management responsibility for appropriate staff.
2.3	Safeguarding
	<p>The Trust is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.</p> <p>To ensure the Single Central Register is maintained and fulfils statutory requirements.</p> <p>Ensure all safeguarding requirements surrounding the residential facility are complied with.</p> <p>To ensure appropriate records are maintained and are in place to fulfil Safeguarding and Health and Safety requirements.</p>
2.4	Financial

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		<p>Work closely with CEO and COO to ensure that all expenditure is controlled within the school budget.</p> <p>Assist the CEO and COO to generate income by identifying opportunities to apply for grants, to trade services, and to establish the school as a centre of excellence for education and training</p>
	2.5	Buildings & Equipment
		Liaise closely with Multi Academy Trust in order to ensure the site is maintained to a high standard, with minimum disruption to the efficient education of the pupils, giving due consideration to budgets.
	2.6	Health & Safety
		<p>To be responsible for the Health and Safety of employees and children under the care and direction of the post holder.</p> <p>Ensure all employees are aware of necessary policies and procedures in relation to their Health & Safety, Wellbeing and Security.</p> <p>The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the Trust's Health and Safety policies.</p>
	2.7	Policies & Procedures
		The post holder will be accountable for ensuring that he/she is aware of relevant Trust policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
	3.	Other Conditions
	3.1	Mobility
		The post holder may be expected to travel to different Trust sites, and other partner organisations, on an infrequent basis. Whilst this post is initially to a specific site, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as the service of the Trust may require.
	3.2	Equal Opportunities
		The Trust is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
	3.3	Variations to Job Descriptions
		Due to changing demands, duties and responsibilities are likely to vary from time to time and the Trust therefore retains the right to amend job descriptions to reflect changing requirements.
	3.4	Training and Development

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	The Trust is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related developmental needs and keep up to date with their professional Continuing Professional Development.
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Person Specification

Experience
Qualified Teacher status
Degree or equivalent
NPQH Award (desirable)
Evidence of recent professional development
Evidence of additional further educational qualifications or professional study
Senior Management Experience
Experience of working with Governors, Directors and other senior stakeholders
Proven success as a class teacher
Extensive and proven experience of raising attainment and performance of children with SEMH
Knowledge and understanding of the National Curriculum
Experience of curriculum leadership and participation in the formulation and implementation of whole school policies
Experience of whole school management and participation in decision making as part of a management team
Experience of successfully leading staff development, coaching and monitoring
Understanding of the planning, monitoring, reviewing and evaluation process for school improvement
Experience of managing school finances

Knowledge
Knowledge and awareness of recent educational developments and the legislative framework
Excellent knowledge and understanding of all forms of assessment
Knowledge of safeguarding/child protection legislation and procedures
Knowledge of health and safety requirements
An understanding of equality of opportunity for all pupils and staff in the school
Knowledge and understanding of effective systems and strategies for positive behaviour management

Skills and Abilities
Ability to be an effective leader in a range of contexts, in an appropriate and supportive manner
Ability to understand and address whole school issues of curriculum and organisation
Ability to identify areas for development and create an action plan for improving standards

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Ability to plan, organise and communicate effectively, both orally and through the written word in a range of contexts
Ability to lead others in an appropriate and supportive manner
Ability to use and act on own initiative but also work as part of a team
Ability to respond calmly and confidently to a variety of challenges
Ability to resolve conflict
Good interpersonal, organisational and management skill
Excellent negotiation and persuasion skills
Ability to reflect on own performance and adapt accordingly
Ability to retain a sense of humour

Professional Qualities
Committed to the school's aims and objectives and equal opportunities policy
Capable of carrying out restrictive physical interventions (RPIs) as per relevant school policies
Ability to be an effective leader in a range of contexts, in an appropriate and supportive manner
Ability to understand and address whole school issues of curriculum and organisation
Be committed to safer recruitment practice, promoting the welfare of children and young people, and ensure that staff and volunteers to share this commitment
Passionate about children's learning and well-being
A strong, inspirational leader, committed to meeting the particular needs of our children and their families
Value cultural diversity, and the uniqueness and potential of everyone
To have a good personal presence, good communication skills and a sense of humour
To be able to work effectively under pressure, to prioritise appropriately and to meet deadlines
To have good analytical skills, being able to synthesise complex information, summarise, draw appropriate conclusions and make decisions
Provide energetic and visionary leadership at Northern House School (Oxford), and effectively manage change and innovation
Embody and effectively communicate the school's vision, values and ambitions
Lead by example, to win the professional respect of colleagues and bring out the best in them
Establish a strong presence in the community through excellent interpersonal and networking skills
Be approachable and responsive to the views of staff, pupils and parents
Have the stamina and determination to see through new initiatives and drive improvement
To be able to understand, interpret and present school performance and financial data
A strong sense of accountability for fulfilling the requirements of this post on an ongoing basis
Have the confidence to make informed decisions in children's best interests

Written Application
Evidence of clear thinking about the role of Headteacher, educational philosophy and presentation of experience to meet the requirements of the post

References
Excellent and unequivocal