



Treloar's

Enabling Education



Assistant Head of School
Information Pack



Welcome



We are delighted that you're considering the role of Assistant Head of School at Treloar's. We are looking for someone who is dedicated and passionate about making a real difference to students' lives. The school is a fantastic place to develop your career with a brilliant team of dedicated and inspirational staff.



At Treloar's we believe in the power of education. Our curriculum at Treloar's School is shaped by the educational and wellbeing needs of our students. We have a holistic, student-centred, multi-disciplinary approach, which encompasses education, residential, pastoral care, therapy and healthcare support. Our curriculum provides rich opportunities for high quality learning to support students in developing their self awareness and communication skills as they prepare for the next stage in their lives. It promotes each student's resilience, determination, self-advocacy and independence through our belief that so much more is possible. We harness our expertise to challenge and nurture our students from their individual starting points and help them lead the most fulfilling life possible, both in school and beyond. This is enabled by ensuring a strong focus on developing community and collaboration both within the school and with the wider world.

Thank you for taking the time to learn more about Treloar School. Please get in touch if you would like an informal chat or to arrange a visit.

Lisa Bond
Head of School

"Treloar School is an exceptional specialist provision"

(Challenge Partner Review May 2022)

About this pack

We've set out some information to help you understand what working at Treloar's is like, and why you will play such an important role in supporting our students.

This information can help you in completing your application and preparing for your interview.

We've split the information into sections, please have a read through before your interview, and do let us know if you have any questions. Details of how to get in touch are on the last page.

About Treloar's



Treloar's was founded in 1907 and over a hundred years later Treloar's has steadily grown and developed, becoming one of the country's leading providers of education, care, therapy, health care support and independence training for physically-disabled young people.

Today we are a charity which provides a highly specialist school, college and nursery for disabled children and young adults with complex needs. The Treloar Trust provides education, care, therapy, medical support and independence training to young people from all over the UK. As part of a charitable trust, we have been able to develop outstanding onsite facilities and resources to support our students and to minimise the disruption to their education when engaging with therapies. These include a swimming pool, a hydrotherapy facility, a rebound therapy space, an assistive technology team, and physio gyms. We also have specialist nursing provision, therapy teams and outstanding residential facilities for those students who board with us.

Based in Hampshire, we are one of the UK's largest specialist education centres, supporting around 180 students, aged 2 – 25 years who come from across the UK. We are a large community of over 800 staff and volunteers and we are experts in our field, using research to inform our practice.

Every day we give young people the emotional, physical, clinical and educational support that their complex conditions require. The School provides education for approximately 80 young people engaging in learning from the Engagement Model (formerly early P Levels) up to GCSE's.

Treloar Vision: A world where physically disabled young people take control of their lives and achieve their aspirations

Treloar Mission: To enable physically disabled young people to achieve their aspirations by:

- Providing personalised learning, therapy and care
- Supporting transition into adulthood
- Promoting independence and inclusion

Treloar Values:



Assistant Head of School Information Pack

Job Description: Assistant Head of School

The main purpose of the role:

The core purpose of this role is to provide vision, strategic direction and leadership, as well as lead on Learning and Progress. This includes working supportively with the Head of School and School Leadership Team in; ensuring high quality teaching and learning, maintaining high quality behaviour, leading staff, and working strategically to move the school forward successfully. The senior leadership team place an emphasis on being outward looking and to share best practice with colleagues in other settings and across the sector in which we operate. We also provide training to staff in other provision, including onward placements for students, and work with local authorities and families to address the needs of young people beyond our own student cohort. Whilst the specific nature of this vacancy relates to Learning and Progress, at Treloar's we are committed to ensuring the full rounded development of colleagues working at this level. As such we seek to rotate roles and responsibilities when the time is right for the team, in order to give the best possible career opportunities for our leaders and also gain fresh skills and ideas for the school.

In the role of Assistant Head of school you will:

- Be a visible and credible leader who models good practice and high quality and inclusive teaching
- Lead robust quality assurance activities that shape and inform development plans
- Take lead responsibility for reviewing students curriculum offer, progress and achievement
- Review and analyse student progress across all levels of ability and action any relevant interventions
- Ensure the School offers all students high quality, exciting, engaging, well resourced and personalised learning
- Provide strong and dynamic leadership, working collaboratively with specialists within the organisation and beyond
- Promote and model excellent relationships with parents and carers.
- To deputise and undertake overall responsibility for the School in the absence of the Head of School (with the support of the Principal).
- Be a key part of the team that support and enable teachers to reflect on and develop their practice in the classroom, driving up the quality of the learning experience for students
- Mentor new staff, including ECT's and those who are early in their careers
- Undertake a teaching commitment as directed by the Head of School
- Lead on reviewing and monitoring off site risk assessments
- Attend and chair annual reviews as necessary, and provide evidence to tribunals;
- Take the lead on the use of Pupil Premium, in liaison with the multidisciplinary teams
- Contribute to the process of recruiting and assessing new students
- Contribute to Treloar's probationary and appraisal processes including individual performance reviews; setting achievable targets aimed at continuous improvement which support the development of the school

Other Duties

- Comply with all Treloar's policies and procedures including those relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- Undertake any other such duties or tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your line manager.

Person Specification

ESSENTIAL	DESIRABLE
Qualifications <ol style="list-style-type: none"> 1. Degree or Equivalent 2. Teacher Qualification 3. Evidence of continuing professional development. 	<ul style="list-style-type: none"> • Relevant Leadership Qualification (NPQ) or evidence of continuing leadership professional development • DSL
Experience <ol style="list-style-type: none"> 1. Demonstrably successful middle/senior leadership experience in an educational setting 2. Proven record of exemplary teaching with at least 5 years as a successful classroom practitioner 3. Proven record of successful curriculum leadership, monitoring and reviewing 4. Experience of leading whole school improvement 5. Experience of managing staff appraisal 6. An inclusive practitioner with previous special education experience 7. Experience of applying positive emotional and behaviour strategies to support young people. 	<ul style="list-style-type: none"> • Leading teams to provide curriculum to support qualification and accreditations and moderating associated work • Experience of Trauma based practise • Developing curriculum which incorporates CEIAG • Experience of leading positive behaviour strategies e.g. Team Teach, CPi etc.
Skills and Abilities <ol style="list-style-type: none"> 1. Ability to analyse data, develop strategic plans, set targets and monitor and evaluate progress towards these. 2. Excellent interpersonal and communication skills 3. Effective organisational and administrative skills 4. Ability to lead and motivate and inspire teams 5. Knowledge of current and innovative teaching and learning strategies 6. Knowledge of planning teaching and assessing the curriculum for student with Learning Difficulties 7. Ability to work under pressure, set priorities, meet deadlines and service levels 	<ul style="list-style-type: none"> • Experience in identifying and supporting vulnerable groups effectively (PP) • Experience of leading and managing risk assessments for offsite visits
Knowledge and Understanding <ol style="list-style-type: none"> 1. Understanding the challenges that young disabled people and their families face in accessing high quality education 2. Understanding of current legislation in the field of Special Education 	
Personal Qualities <ol style="list-style-type: none"> 1. A commitment to promoting and safeguarding the welfare of students 2. Excellent self-presentation, energy and enthusiasm 3. Natural communicator 4. Team player 	<ul style="list-style-type: none"> • Experience of working with stakeholders and wider members of a school community

Additional benefits and support

Benefits

- **Pension Scheme** – The Trust operates a Group Personal Pension Scheme. The employee's contribution is flexible from 3.2% of basic salary up to the maximum allowed by the Inland Revenue. The employer will pay one and a half times the employee's contribution up to a maximum of 7.5% of basic salary. Teachers may join the Teachers Pension Scheme.
- **Independent Financial Advice** – available to those who join the Group Personal Pension Scheme
- **Life Insurance** – free life insurance cover equal to 3x basic salary (excluding those in Teachers Pension Scheme who have life insurance provided as part of their pension arrangements)
- **HSF Health Cash Plan** – HSF health plan covers day to day health costs like dental & optical bills, as well as physiotherapy and chiropractor support. Also included within the plan is HSF Assist which provides unlimited access to a variety of assistance helplines and services such as GP Telephone Advice, Counselling service, legal helpline.
- **HSF Perkbox** – access to a large variety of discounts

Occupational Health Service

- **Discounted Gym Membership** – at nominated gym club premises close to Treloar
- **Critical Illness** – one year's salary as a lump sum payment to those colleagues who have a critical illness recognised by the policy.



Training and Development

We are committed to developing and supporting our colleagues throughout their career. Our training package is extensive. You will have multiple paid training opportunities during your time here and if you are interested in expanding your career, we are committed to career progression, with many progress pathways open to you.

How to apply

To apply, please visit our website and complete the application form on-line.

Alternatively an application form can be downloaded and returned to hr@treloar.org.uk

If you'd like to visit or have an informal conversation with the Head of School please contact lisa.bond@treloar.org.uk

Treloar Trust is committed to safeguarding children, young people and vulnerable adults.

All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks.



We look forward to hearing from you and thank you for your time.