

# The GALLERY TRUST

A community of special schools



**Assistant Head**

**Candidate Information Pack**

**Mabel Prichard School**

**November 2024**



**Mabel Prichard Assistant Headteacher**  
**(with an interest in behaviour and attitudes)**

***Welcome***

Mabel Prichard School is seeking a dynamic and creative Assistant Headteacher to join a new, forward thinking leadership team taking Mabel Prichard into its next phase of development and improvement.

You will be an excellent practitioner and role model with high standards and expectations of staff and learners alike.

You will be responsible for an area of the school's Raising Achievement Plan and take a strategic and operational leadership role across both sites, primary and secondary. Applicants with an interest in behaviour and attitudes and personal development are warmly welcomed

Mabel Prichard School is a community special school for children and young people with complex needs from the ages of 2 to 19. We currently have 119 pupils on roll and are in a period of expansion.

At Mabel Prichard School, we believe in enabling every student to realise their full potential through motivating and preparing to succeed, so learners can have a happy, fulfilling childhood and a meaningful, positive adulthood. Our curriculum is accessible and aspirational and offers a broad range of opportunities to all learners in order to give them the best preparation for their futures.

Mabel Prichard School is built across two sites, each providing a learning environment and therapeutic space to meet the needs of our learners. The team consists of teaching staff, health professionals, pastoral support workers, speech therapists, physios and occupational therapists.

Thank you for your interest in Mabel Prichard School. This is an exciting time to join our school and we look forward to receiving your application.

Alison Martin  
*Head of Primary*

## **Assistant HeadTeacher**

Salary: L9-L13

Full Time (part time would be considered for the right candidate)

Contract: Permanent

Start Date: To be negotiated

Mabel Prichard School wishes to appoint a new Assistant Head. If you have the skills and experience to build constructive relationships and work proactively with children and families to improve outcomes, this opportunity could be perfect for you.

The successful applicant will join a talented and hardworking staff team which includes a community learning team, teaching assistants and teachers and support staff. You will work as part of the Senior Leadership team and be committed to actively pursuing the best outcomes for learners with SEND. This role will lead on an area of the school development plan. Applicants with an interest in behaviour and attitudes are warmly welcomed.

The successful candidate will bring their leadership experience, operational and strategic abilities and knowledge of SEND to the role. They will also be a skilled practitioner, modelling and understanding excellent classroom practice. They will have the ability to engage students with a complex range of special educational needs and have a clear commitment to improving student outcomes.

This role also provides the opportunity to contribute to the Gallery Trust as it expands and to work with colleagues across the MAT

This role will include:

- A 0.5 teaching role
- Supporting Quality of Education
- Supporting curriculum and pedagogy development
- Deputising for the Deputy Head Teacher
- Strategic leadership of Accreditation with the school
- Operational leadership

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
- A strong understanding of SEND
- Have experience of Safeguarding procedures within 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 coach and mentor new staff

- Have the vision and skills to support 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
- Align with Mabel Prichard's school values, vision and ethos

## **Benefits of working at Mabel Prichard School, part of The Gallery Trust**

### **Career Progression**

- Be a key member of a friendly and supportive staff team who are dedicated to achieving the best for every one of our pupils
- Participate in high quality professional development opportunities which are tailored to your needs and to your career aspirations
- Develop your career in The Gallery Trust, an expanding and successful organisation which offers opportunities for progression, secondments and collaborative working with colleagues across our schools

### **Financial**

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Perkbox membership
- Access to LGPS pension linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work

### **Wellbeing**

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- Free car parking and cycle storage

## **Application Process**

To apply for this post, please email an application form to [recruitment@mabelprichard.org](mailto:recruitment@mabelprichard.org) or by post FOA Alison Martin, Head of Primary, Mabel Prichard School, Cuddesdon Way, Oxford OX4 6SB. If you would like to visit please phone Alison on 01865777878.

**Deadline for applications: 3pm Friday 6th December**

**Interviews: December 11th**

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.

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. If you have previously worked in a school, your referees must include your most recent 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, 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

A community of special schools

The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

## Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for pupils and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. 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. There are currently seven special academies in the Trust located throughout Oxfordshire, and a further academy scheduled to open in 2026. 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, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.

## **JOB DESCRIPTION**

### **Assistant Headteacher**

**Responsible to:** Headteacher

#### **Introduction:**

To advise and support the Headteacher and Deputy Headteacher in providing vision, strategic direction, professional leadership and management to ensure high quality education for all students. The post holder will also lead and support the implementation of strategy and will have 0.5 teaching commitment.

#### **Job Purpose**

This job description should be read in conjunction with the current School Teachers' Pay and Conditions document for those on the leadership spine and the provisions 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 Headteacher and Deputy Headteacher. The Headteacher, Deputy Headteacher, 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.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the County Council's Stress as Work policy and the Dignity at Work policy

#### **Key Tasks**

##### **Teaching and Learning**

- Support the development of curriculum, pedagogy and teaching and learning
- Support the management of quality of education
- Ensure all students within the school receive an exciting, effective and appropriate education as outlined in their Educational and Health Care Plan and in accordance with the school's curriculum framework. In doing this the Headteacher/ Deputy Headteacher will have due regard to the curriculum, and the school's aims together with the policies of the Trustees. This will also include monitoring and developing the school's curriculum framework and recording system.
- Monitor, evaluate and report on the quality of teaching and classroom management standards conducive to excellent and imaginative delivery of the curriculum framework and recording system.
- It is expected that the role will model exceptional teaching, learning and planning when required
- Support the EHCP review cycle, chairing reviews and working with teachers to ensure outcomes are appropriate

### **The teaching aspect of the post will require:**

- The provision of suitability differentiated work to meet the individual needs of the pupils
- The curriculum planning and review cycle is maintained in accordance with the school's planning framework and policy
- On-going assessment of pupils' work and abilities thorough comprehensive record keeping based on the school's agreed format
- Supporting pupil's regulation and engagement for learning, in line with the school's behaviour policy and restorative ethos
- Contribution wherever appropriate, to the display, presentation and celebration of pupil's work
- Safeguarding and promoting the welfare of all pupils
- implementing and modelling high standards of behaviour management.

### **Leadership and management**

Responsibility for the routine organisation and management of the school in line with the schools stated purpose, aims and values, management of documents, policies and development plans.

The role will include operational management of the school on a day-to-day basis. A full understanding of the school's behaviour policy and the principles of restorative justice is required.

### **Deputising for the Deputy Head Teacher**

- Be a member of the senior leadership team and make a significant contribution to the team's effectiveness
- Support the development of the curriculum delivery and design
- Lead by example in a way that motivates all involved with the school to achieve their potential
- Responsibility for pastoral care of pupils
- Contribute to the vision, self-evaluation and strategic plans for the development of the school
- Contribute to the Raising Achievement Plan, taking responsibility for specific priorities
- Monitor and contribute to the raising of pupils' standards of achievement and attainment
- Attend and chair meetings
- Be involved in the organisation, planning and delivery of assemblies as and when necessary
- Take responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and colleagues, in accordance with the requirements and locally adopted policies; including taking responsibility for raising concerns with a



manager

- Foster the development of a positive and supportive ethos for pupils and staff
- Display a high standard of professional behaviour and integrity at all times
- Represent the school at external events
- Carry out other duties as may be reasonably assigned by the Headteacher or Deputy Head Teacher

### **Staff management, development and support**

- Deliver training and lead staff meetings to include inset days
- Act as a team leader within the school's performance management and appraisal frameworks
- Act as a personnel link for a group of staff and taking a whole school interest in staff wellbeing and welfare
- Participate in the recruitment and development of teaching and support staff of the school
- Contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- Support activities that ensure that the ethos of the school enables staff at all levels to embrace learning, in order to improve their own skills

### **Links with parents, trustees, governors and the wider community**

- Encourage full parental participation in the work, life and development of the school and to make sure they are fully informed of their child's progress. To be available to deal with parental concerns and to provide support where possible or refer to other professionals or agencies.
- Provide objective and clear support when required to the Trust Directors and Trustees in a way that enables it to meet its responsibilities, including attending meetings and preparing reports.
- Work in partnership with the Local Authority, external agencies and other professionals
- Liaise with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- Develop and maintain positive links and relationships with the community, local organisations and employers.

## **Professional conduct**

- Be responsible for the care, accuracy, confidentiality, security and maintenance of highly sensitive information, in accordance with GDPR regulations.
- Remain aware at all times of confidentiality and sensitivity requirements in relation to the service provided.
- To operate within agreed legal, ethical and professional boundaries when working with children and families and those involved with them.
- To adhere to the school guidance about lone working and conducting off site visits to ensure own safety
- Remain up to date and compliant with all relevant organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
- To adhere to school policies practices and procedures and be an advocate for school safeguarding, anti-bullying, behaviour and online safety policies.
- To be a good and positive role model to the school community.

## **General**

- To contribute to the overall ethos, aims and objectives of Mabel Prichard School for example by attending meetings, sharing information and expertise to improve outcomes for children.
- To carry out all duties in accordance with the Equal Opportunities policy, actively promoting equality and seeking to prevent and overcome disadvantage and discrimination.
- To take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations.
- To have a due regard for safeguarding including social care thresholds and promote the welfare of children. To follow all associated child protection and safeguarding policies adopted by the Local Authority.
- To participate as required in appraisal and performance management processes and to take full responsibility for the implementation of own and continued professional development
- Work flexibly as may be required by the needs of the school and the vulnerability of the families
- To carry out any other reasonable duties as required or requested by the Headteacher or other members of SLT, consistent with the purpose and the grade of the post.
- To support safeguarding cover within agreed holiday times working alongside Headteacher and Trust Safeguarding Manager

**Selection Criteria**  
**Assistant head, Mabel Prichard**

	● <b>Essential</b>	● <b>Desirable</b>
Professional Qualifications	<ul style="list-style-type: none"> <li>● Qualified teacher</li> <li>● Qualified to work and teach in the UK</li> </ul>	<ul style="list-style-type: none"> <li>● Further study and qualification in L&amp;M/education e.g NPQs , Masters</li> <li>● Willingness to uptake NPQ</li> </ul>
Professional Experience	<ul style="list-style-type: none"> <li>● Successful teaching experience</li> <li>● Planning for and teaching pupils with SEND.</li> <li>● Effective management of students with SEND</li> <li>● Successful development of specific curriculum area/s</li> <li>● Experience of operational management during the school day</li> <li>● Evidence of strategies developed or target setting and monitoring performance, in order to raise pupil achievement</li> <li>● Evidence of participation in the development of the curriculum</li> <li>● Significant pastoral experience including middle leadership</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of organising and coordinating the work of external agencies and professionals</li> <li>● Effective involvement in school improvement planning and monitoring</li> <li>● Chairing/Leading EHCP reviews experience</li> </ul>
Professional Knowledge & Skills	<ul style="list-style-type: none"> <li>● Knowledge of effective and appropriate teaching and learning activities for pupils with SEND</li> <li>● Knowledge and experience of setting, monitoring and evaluating targets at all levels</li> <li>● Good knowledge and understanding of Curriculum</li> <li>● Awareness of behavioural analysis tools and systems and the ability to ensure consistent implementation of the school's behaviour policy</li> <li>● Awareness of current initiatives, issues and legislation</li> <li>● Knowledge of Safeguarding and Child Protection</li> </ul>	<ul style="list-style-type: none"> <li>● Good knowledge and understanding of the Code of Practice for SEND</li> </ul>
Competence Summary	<ul style="list-style-type: none"> <li>● Excellent classroom practitioner</li> <li>● Ability to lead, motivate, support and delegate</li> <li>● Ability to contribute effectively to teams</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to lead INSET</li> <li>● Ability to collaborate online and use ICT to aid co constructive learning</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to take a strategic view and prepare strategic plans</li> <li>• Ability to communicate effectively both orally and in writing with a wide range of audiences</li> <li>• Excellent organisational and time management skills</li> <li>• Ability to work under pressure with competing priorities and meeting deadlines</li> <li>• High levels of IT literacy</li> </ul>	
Personal Skills	<ul style="list-style-type: none"> <li>• Excellent team worker</li> <li>• Inspirational and proactive style and leadership</li> <li>• Committed to providing high standards of education for all pupils</li> <li>• Genuine respect for young people</li> <li>• Commitment to the safeguarding and wellbeing of young people</li> <li>• Flexible, adaptable and versatile</li> <li>• Excellent interpersonal and communication skills</li> <li>• Willingness to take an active role in all aspects of school life</li> <li>• Demonstrates a high level of integrity and is a role model within the school community</li> <li>• Respect for pupils' social, cultural, linguistic, religious and ethnic backgrounds with an understanding of how these may affect their learning</li> <li>• Able to combine routine, day to day tasks with working strategically</li> </ul>	
Professional Development	<ul style="list-style-type: none"> <li>• Evidence of commitment to personal professional development</li> <li>• A balanced programme of relevant INSET</li> </ul>	<ul style="list-style-type: none"> <li>• Team Teach trained</li> <li>• First aid trained</li> </ul>

Please ensure that your application demonstrates clearly how you meet the above criteria.