



# **Assistant Headteacher Candidate Pack - Bishopswood School**

**Start date: September 2024**

# Welcome



Dear Prospective Candidate,

Many thanks for your interest in the role of Assistant Headteacher at Bishopswood School.

We are seeking a new Assistant Headteacher for September 2024 who is committed to providing the best possible education and life opportunities for all our students.

If you are an experienced senior leader looking to consolidate your experience, or someone who is taking their first step into a senior post, with a passion for improving the life chances of students with SEND, have a drive, vision and relentless pursuit of excellence, then Bishopswood is for you. You will be ambitious for all our students, demand excellence from both staff and pupils and quickly determine aspirational end points for our students, securing high quality provision to achieve this.

Bishopswood is currently a local authority, maintained community special school in South Oxfordshire (Berkshire border) that provides specialist education for children aged 2 – 16 years with severe (SLD) or profound and multiple learning difficulties (PMLD) and complex needs, including those children with ASD. Holding an inclusive ethos, Bishopswood endeavours to provide specialist provision alongside its co-located mainstream partners across two sites;

Primary Provision - Sonning Common Primary School, Sonning Common

Secondary Provision - Maiden Erlegh Chiltern Edge School, Sonning Common

Bishopswood was inspected in November 2021 and judged to be inadequate. As part of the rebuilding process, Propeller Academy Trust (PAT) was identified as the sponsor by the Regional Schools Commissioner and Bishopswood later joined the Trust in January 2023.

Bishopswood now benefits from strong leadership at both school and governance level with a clear strategic plan for improvement in place. At the Propeller Academy Trust, our guiding principle is to be a Trust providing quality educational offerings alongside excellent facilities, whilst maximising each school's potential. The vision is for every school in the Trust to be a centre of excellence for education, building a collaborative ethos and maximising opportunities for staff and young people.

The new Assistant Headteacher at Bishopswood will have the opportunity to support the Headteacher to further shape and develop the team, building on the excellent work of the leadership group, Bishopswood has secured funding for a state of the art £5 million new build on our secondary site which will include a hydrotherapy pool and life skills centre.

As the Assistant Headteacher you will have direct support from the Headteacher, Deputy Headteacher, Governing Body and CEO of the Propeller Academy Trust and benefit from a collegiate and collaborative approach to school improvement.

Visits to the school are welcome by arrangement. Please contact the school office on 0118 9724311 or by email [recruitment@bishopswoodschool.co.uk](mailto:recruitment@bishopswoodschool.co.uk) to arrange a suitable time.

Completed applications and a supporting statement should be returned to [recruitment@bishopswoodschool.co.uk](mailto:recruitment@bishopswoodschool.co.uk). Applications will be considered upon receipt and interviews arranged accordingly.

It is important that you include accurate contact details including email addresses for all your referees.

**Tom Pegler**

**CEO of the Propeller Academy Trust**



## The Propeller Academy Trust

### Our Values

The Propeller Academy Trust supports young people with special needs. It's a special place where every student moves forward on their own trajectory. We never stand still!

Our Headteachers create enriched curriculums which enable our young people to move through society with academic achievements, life experiences and emotional, communication & sensory skills.

The Trust is the enabler for creating opportunities, working with Headteachers to deliver what our next generation of students need.

Every young person has a personalised journey everyone is different!

Our schools have their own identity and values. However, we come together with a shared vision, mutual respect and amazing resources. In return we are a collective team of passionate staff, who believe anything is possible!

### Our Schools

Kingfisher and Fitzwaryn Schools are both Special Needs Schools based in South Oxfordshire, who joined together in 2013 to form The Propeller Academy Trust. In 2019, Kingfisher was graded a good school & in 2022, Fitzwaryn was again graded Outstanding. Bishopswood School joined the Trust in January 2023.

We have successfully embraced the role of being a Sponsor School to support schools to achieve a minimum of good rating with Ofsted. We are delighted to be recognised for this aspect of our offering.



**Fitzwaryn School  
Wantage**



**Kingfisher School  
Abingdon**



**Bishopswood School,  
Sonning Common**



# JOB DESCRIPTION



## ASSISTANT HEADTEACHER BISHOPSWOOD SCHOOL - OXFORDSHIRE

Title: Assistant Headteacher  
Leadership scale: L6 — L10  
Start Date: September 2024  
Location: Sonning Common, South Oxfordshire

### Job Overview

With support from the Headteacher, Governing Body and CEO, the Assistant Headteacher will be an outstanding senior leader who is passionate about securing the best possible outcomes for pupils and who is willing to embrace our mission of a learning community where “every child is a valued individual”.

The Assistant Headteacher will not only be ambitious for the pupils, but also for themselves. They will need a strong track record of working within specialist schools along with excellent leadership skills, along with the drive and enthusiasm to help develop, build achievements, and support the vision and ethos of the school. They will need experience in improving teaching and learning, curriculum development and effective use of pupils’ data to raise achievement levels.

### Main Purpose

The Assistant Headteacher will support the Headteacher to create a culture of constant improvement through inspirational leadership, being committed to the highest achievement for all areas of the school, to provide an outstanding education for all students.

Utilising their excellent leadership skills, the Assistant Headteacher will support the Headteacher to manage the day-to-day operations of the school and have a strong track record of working within specialist schools, improving teaching, and learning and curriculum development. This requires a hands-on approach.

The duties outlined, in line with Headteacher and Teacher Standards, are in addition to the ones stated in the latest School Teachers' Pay and Conditions Document that you will automatically be required to meet. You may also be required to undertake professional duties delegated by the Headteacher.

### Key Responsibilities

- Communicate the school’s vision compellingly and drive strategic leadership, empowering all pupils and staff to excel
- Provide professional leadership, ensuring that pupils are provided with a world-class education, receive the best possible care and achieve high standards in all areas of learning
- As directed by the Headteacher, work collaboratively with other school and organisations to champion best practices and secure excellent achievements for all pupils
- Review the quality of teaching and learning across the school and conduct monitoring activities in collaboration with the Senior Leadership Team
- Monitor and review the effectiveness of the school curriculum and support TLR leads and subject leads in curriculum development
- Lead and manage a range of identified staff and staff groups, developing a framework of mentoring, coaching and peer support
- Develop effective relationships with the therapy team and colleagues in other public services to improve academic and social outcomes for all pupils



## Leadership and Managing staff

The Assistant Headteacher will support the Headteacher to work with the Propeller Academy Trust and the Local Governing Committee (LGB) to develop the strategic view of the school and analyse and plan for its future needs and future developments.

### The post holder will:

- Support development of the school's systems, organisation and processes, so they are well considered, efficient and fit for purpose, upholding the principles of transparency and integrity
- Monitor, evaluate and review the effectiveness of the school policies and procedures
- Be responsible for the effective use and monitoring of budgets as directed by the Headteacher
- Actively support the governing board by liaising and reporting to Governors on specific areas
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils, staff, parents, governors, and local community members
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on own scholarship, expertise, and skills and those around them
- Sustain wide, current knowledge and understanding of education and school systems, locally, nationally, and globally, and pursue continuous professional development
- Work with political and financial astuteness within clear principles centered on the school's context
- Liaise with parents and key professionals as part of a multi-disciplinary team working to support pupil outcomes
- Undertake in the absence of the Headteacher and Deputy Headteacher and to the extent required by the Governing Body, the professional duties of the Headteacher, including the deployment of staff to ensure their effective contribution to pupil learning

## Teaching and Learning

- To have a teaching timetable providing a model of excellent practice, including the planning and assessment of learning activities, and to be flexible regarding the future balance of class teaching and strategic leadership as the school grows
- Demand ambitious standards for all pupils, overcoming disadvantages and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
- Secure excellent teaching through an analytical understanding of pupils' learning and the core features of successful classroom practice and curriculum design. This leads to rich curriculum opportunities and pupils' well-being
- Establish an educational culture of 'open classrooms' to share best practices within and between schools, drawing on and conducting relevant research and robust data analysis.

## Strategic Direction

- Contribute to the whole school improvement plan and school evaluation procedures and lead on identified areas of the school improvement
- Contribute to strategic decision-making as part of the school's senior leadership team
- Plan and manage change in accordance with the School Improvement Priorities



## Staff and Resources

- Create an ethos within which all staff are motivated and supported to develop their skills and subject knowledge and support each other
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
- Inspire and influence others - within and beyond school
- Hold all staff to account for their professional conduct and practice
- Manage the performance of identified staff, address any underperformance, support staff to improve, and value excellent practice
- Exercise strategies and curriculum-led financial planning to ensure the equitable deployment of allocated budgets and resources in the best interests of pupils' achievements and the school's sustainability
- Support distribution of leadership throughout the organisation, forging teams of colleagues with distinct roles and responsibilities and holding each other accountable for their decision-making
- Support and promote high-quality training and sustained professional development for all staff
- Support the Headteacher and Senior Leadership Team in the recruitment, development, and deployment of staff. Make effective use of staff skills, abilities, and training.

## Safeguarding

- Provide a safe, calm, and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society
- Ensure the welfare and safeguarding of pupils across the whole school through rigorous application of the school child protection, behaviour management and pupil welfare policies
- Support safeguarding across the school as Deputy Designated Safeguarding Lead
- Contribute to the safety and welfare of our pupils, staff and parents and work collaboratively with other agencies to protect children and share information where appropriate.

## Other Duties

- Promote equal opportunities throughout the school and ensure the application of the school equal opportunities policy
- Promote an ethos of inclusion and opportunity for all
- Please note that the Propeller Academy Trust is based over a number of sites in and around the area and you may be required to work from different sites, as directed by the Headteacher and CEO.
- The post holder may be required to perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-valuation of a post.
- The Headteacher, CEO and LGB retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the post holder.

# Person Specification



	Essential	Desirable
<b>1. Qualifications</b>		
1.1 Qualified teacher status	✓	
1.2 Recent and relevant in-service training courses and qualifications	✓	
1.3 Recognised leadership study and qualification		✓
<b>2. Experience, knowledge, and understanding</b>		
2.1 Experience of successful teaching pupils with Special Educational Needs, including severe and profound learning difficulties, moderate learning difficulties and pupils on the Autism Spectrum	✓	
2.2 Significant experience in performing a leadership role in a special school		✓
2.3 Evidence of substantial and successful school improvement	✓	
2.4 Evidence of involvement in curriculum planning and development at a whole school level	✓	
2.5 Excellent classroom practitioner with a proven track record of delivering outstanding outcomes for pupils with severe and profound learning needs	✓	
2.6 Experience working within a multi-agency context to support pupils with learning difficulties	✓	
2.7 Experience facilitating links with other agencies and schools to extend learning opportunities		✓
2.8 Experience of the whole school assessment systems development and use of school data to drive improvement	✓	
2.9 Good understanding of current theory and practice of best practice in teaching and learning, particularly as it relates to achieving high rates of progress for children with a range of learning needs	✓	
2.10A knowledge of school self-review and evaluation processes	✓	
2.11 Commitment to equality of opportunity and inclusive education for all children	✓	
2.12 An understanding of "safeguarding" as applied to a school for pupils with complex learning needs.	✓	
<b>3. Skills in leadership and management</b>		
3.1 Demonstrate excellent communication experience with various audiences, including pupils, parents, governors and the wider community	✓	
3.2 Ability to develop and maintain effective relationships with pupils, staff, parents, and agencies working with the school and the wider community	✓	
3.3 Ability to positively influence people and successfully work with members of the school community while promoting the school's ethos and values	✓	
3.4 Commitment to continuous professional development for all staff	✓	
3.5 Proven ability to manage change, and conflict, empower others and construct solutions	✓	
<b>4. Personal qualities</b>		
4.1 Demonstrate personal enthusiasm for and commitment to the learning process	✓	
4.2 Calm and organised approach to work under pressure and ability to inspire confidence in others. Ability to work under pressure and to recognise and manage stress	✓	
4.3 Thinking strategically, contributing to the whole school vision and inspiring others to carry the school vision forward	✓	
4.4 High levels of resilience and determination	✓	
4.5 Ability to work with the Headteacher and other senior leaders to motivate and create a shared culture and positive climate	✓	

# How to Apply

If you wish to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact Priya Bhagrath, Headteacher:

**Priya Bhagrath**

[head@bishopswoodschool.co.uk](mailto:head@bishopswoodschool.co.uk)

**0118 9724311**

Completed application forms should be posted or emailed to [recruitment@bishopswoodschool.co.uk](mailto:recruitment@bishopswoodschool.co.uk)

A shortlist will be drawn up based only on the application form and supporting statement. You must explain clearly in your supporting statement why you are applying for the role and how you have been equipped for it by your experience and qualifications. In your concluding section, please also outline how you believe your skills, experience, and educational philosophy has prepared you for the role of Assistant Headteacher at Kingfisher School.

When providing details of referees, applicants must provide two references. One reference should be from your current employer or, if unemployed, your last employer. The school will contact referees for verification before the interview.

This job description sets out the main duties of the post on the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

**The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.**

**This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to necessary pre-employment checks, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question). Shortlisted candidates will be subject to online searches for publicly available information.**

The Propeller Academy Trust is an equal opportunities employer, and we welcome applications from a range of backgrounds to represent diversity in line with our school's community.



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[www.thepropelleracademytrust.org.uk](http://www.thepropelleracademytrust.org.uk)