Together We Grow

Oak Wood Secondary

Deputy Headteacher

Recruitment Information

Starting September 2026

PART OF THE Central England Academy Trust SERVING THE HEART OF ENGLAND

Central England Academy Trust

"Serving the Heart of England"

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Welcome from our CEO

at Central England Academy Trust

Thank you for your interest in becoming the Deputy Headteacher of Oak Wood Secondary School. The school is part of our thriving Multi-Academy Trust (MAT) and shares the same site with its sister school Oak Wood Primary School. Both schools are oversubscribed generic special schools, meeting the educational needs of young people aged 4 to 19. The schools are independent of each other, but work very closely towards ensuring that resources are fully utilised for maximum impact.

Oak Wood Secondary School is currently undergoing an exciting expansion project, with the adaptation of an offsite premises to house post-16 vocational provision under way. The school also manages the educational provision at Jade Unit for young people with significant SEMH needs at Brooklands NHS Hospital in Solihull.

Our growing Trust currently consists of a diverse family of 5 schools in the Nuneaton area. We are opening a new mainstream 2-form entry primary school in September 2026, and we are also sponsoring a primary special school in Birmingham to join our Trust. Our vision for Trust growth is centered around our mantra of 'the right schools for the right reasons'. We are extremely proud of our family of schools and the work they do to serve our communities.

We are excited to recruit a dynamic and visionary leader who can bring our core values to life, and provide outstanding opportunities and education from the very first day.

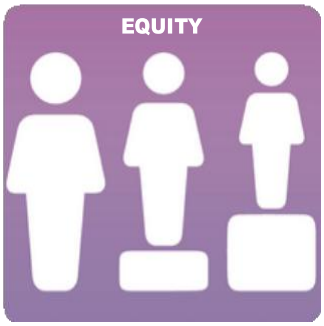
We look forward to welcoming applications from experienced, inspirational leaders who thrive on collaboration and innovation and making a difference to the life chances of the young people who we serve. I hope this application pack provides you with the information needed to consider applying for this position, and I wish you every success with your application.

Best wishes,

Andrew Dickinson
Chief Executive Officer

Our Trust Values

Collaboration: To work closely and productively with others for the greater good of everyone involved. To be positive, thoughtful and supportive towards others through showing appreciation and respect of own and other cultures, values and beliefs. We want everyone in our Trust to feel as though they are an important part of a large family.



Equity: Recognising that we do not start from the same place, equity is about providing others with what they need in order to provide an equal access to opportunities. We want our school communities to be happy, empowered and supported through democratic processes and robust systems and structures where the autonomy, strengths and the uniqueness of the individual is supported, promoted and celebrated.

Aspiration: To always be ambitious ensuring that pupils and staff in our schools have the knowledge and skills to progress towards their aspirations and beyond. To support pupils to take their place in society and achieve success in adulthood.

Trust: To feel safe knowing that the reactions of others are well meaning and that systems and structures to support are consistent and predictable. To be well-informed and kept up-to-date and empowered to communicate wishes, concerns and opinions without fear of retribution.

Employee Benefits

at Central England Academy Trust

We strive to be an employer of choice, and we are committed to ensuring our employees feel valued, appreciated and are at the heart of what we do.

We have a number of core benefits which include:

Professional Development

- We support all of our schools and services to offer professional development that is rooted in the evidence of what improves teaching and learning.
- We listen to what your career aspirations are and how we can support you within your role.
- We provide Trust-wide CPD in key areas, including attendance, behaviour / regulation and teaching and learning.
- We support staff in accessing a wide range of qualifications, including Diplomas, Masters and National Professional Qualifications (NPQs).

Appraisal

- Our staff appraisal focuses on supporting our employees to be the very best they can be. There is no performance-related pay in our Trust, and we put staff at the heart of what we do, so they can put children at the heart of what they do.

Apprenticeship Levy

- As a large employer we pay into the Apprenticeship Levy Fund and are therefore able to offer a wide range of apprenticeships to both new and existing staff.

Pension Schemes

- A contributory pension scheme relevant to your role: Teachers' Pension Scheme for teaching staff, and the Local Government Pension Scheme for non-teaching staff.

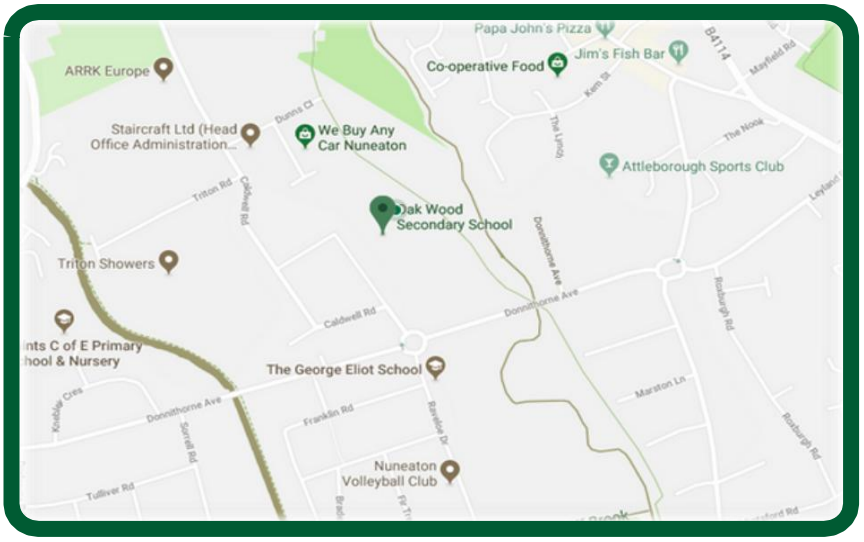
Employee Support Schemes

- Subsidised eye care for extended VDU users
- A Gym Membership Scheme
- A Cycle to Work Scheme
- An Employee Assistance Programme, providing practical and emotional support
- An Employee Benefits Scheme, offering discounts on everyday essentials
- A Health Cash Plan benefit, providing reimbursements for various health-related expenses, including dental treatments, optical care, physiotherapy and more

Key Information

About Oak Wood Secondary

Location: Morris Drive, Nuneaton, CV11 4QH



Local Travel

Oak Wood School is less than 2 miles from the M6 junction 3 which provides easy access to the Midlands motorway network of the M6, M69, M42 and M5. This means it is easy to reach Midlands towns and cities and their attractions including:

- Coventry: Cathedral, Coombe Abbey, Transport Museum, Belgrade Theatre, Ricoh Arena.
- Birmingham: NEC, NIA, Cadbury World, numerous theatres, shops and sporting venues.
- Leicester: Resting place of Richard III, New Walk Museum, Abbey Park, Cultural Quarter Warwick, Royal Leamington Spa and Shakespeare's Stratford-upon-Avon.

Birmingham Airport can be reached within 30 minutes' drive and good rail links include London Euston less than an hour away and Birmingham and Leicester only 30 minutes.

Nuneaton

Nuneaton is a market town, the largest in Warwickshire, with a population of approximately 87,000. It is currently undergoing a significant house building programme with new estates containing a variety of housing.

It is the home of George Eliot with a town, museum and art gallery, Pingles Leisure Centre, several private gyms, the Arbury Hall Estate and Hartshill Hayes Country Park all within its boundaries. There is a cinema, ten pin bowling alley and a soft play centre. Bedworth Civic Hall is nearby and hosts a variety of music, comedy and theatre. Bosworth Water Park, Hoar Park Craft Village and Children's Farm and the smaller market towns of Atherstone, Hinckley and Coleshill are all also nearby.

Oak Wood Secondary

Key Information

About Oak Wood Secondary (continued)

- **Latest Ofsted Inspection:** Oak Wood Secondary was inspected in September 2023 and was judged to be a 'Good' school.

- **Senior leadership team:** Headteacher, Deputy Headteacher and an Assistant Headteacher. There are also middle leaders with TLR responsibilities creating leadership capacity across the school

- **Pupil Places:** 170, increasing to 190 over the next two years (ages 11 – 19)

- **Areas of need:** Oak Wood Secondary is a generic special school, but the four broad areas of need are Communication and Interaction, Cognition and Learning, Social and Emotional Difficulties, and Sensory and Physical Needs

- **Part of a local Multi-Academy Trust**: Strong collaborative culture, shared professional development, and strategic support

- **Shared site:** shared site with its sister school Oak Wood Primary School. Both schools are oversubscribed generic special schools, meeting the educational needs of young people aged 4 to 19 and are independent of each other but work very closely towards.

- **Salary Scale:** Leadership Pay Range L18-L22

- **Headteacher Start Date:** September 2026

Further information is available on the school's website: https://ows.ceatrust.co.uk/

Our Values
Our core values of **Collaboration, Equity, Aspiration** and **Trust** underpin everything we do. We provide a broad, enriching learning environment for all of our young people, whatever their special educational need or disability.

We are committed to being a safe, caring school, which provides a curriculum dedicated to the needs, development and aspirations of every individual and family.

We believe that our personalised approach enables, challenges and supports our young people to become valued members of society in the future. It is our belief that our young people, where at all possible, should have opportunities to excel in field of employment. To this end the school has focused on developing its vocational provision and has forged links with many local businesses.

Key Dates

- **Application Deadline:** Friday 17th April 2026 at 9am
- **Interviews:** Friday 24th April 2026
- **Start Date:** Tuesday 1st September 2026

Contact Us

Visits to the school are encouraged and warmly welcomed. To organise a visit with our CEO, Andrew Dickinson, please contact:

Vicky McKay (PA to the CEO): vmckay@centralengland.co.uk

How to Apply

The closing date for applications is: Friday 17th April 2026 at 9am
(If you encounter a problem in meeting this deadline, please contact the Trust).

If you are interested in applying for this post, please click on this link https://centralenglandacademytrust.face-ed.co.uk/vacancies and select the Deputy Headteacher position.

As part of your application, please attach a supporting statement (no more than 2 pages) outlining how your leadership experience and skills meet the person specification for the role. We really look forward to reading your application!

Safeguarding and Data Protection

Safeguarding

Please note our clear expectations regarding personal and professional conduct of staff and the safeguarding of students:

- To have total regard for the need to safeguard students' wellbeing, in accordance with statutory provisions.
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality.
- To have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

All successful applicants will be subject to an enhanced DBS check and will also be taken through the school's vetting procedure. Candidates should be aware that online searches will also be carried out, in line with KCSIE expectations.

Data Protection

Central England Academy Trust is also strongly committed to protecting personal data. Our Privacy Notice, which can be found under the GDPR section on the Trust website, describes why and how we collect and use personal data and provides information about individuals' rights.

Job Description

Main Purpose

- To support the Headteacher in providing strategic leadership for Oak Wood Secondary School, constantly striving for success and continuous improvement and ensuring high quality education for every pupil
- Take an active role in collaboration and growth of the MAT
- Provide professional leadership which secures the success and improvement of the school
- Ensure high quality education and care for the pupils so that they are safe and happy at school, enabled to be successful learners and thus achieving high standards
- Drive forward and promote the shared vision and values of the Trust, and ensure that robust systems and structures are in place to enable all staff to meet the needs of every pupil
- Have the highest aspirations and relentlessly strive to raise standards

Key Responsibilities

- Principal lead for assessment, implementation of EHCPs and pupil progress reviews
- Strategic lead for curriculum, teaching and learning for pupils with complex needs
- Deputy Designated Safeguarding Lead for the Secondary School
- Principal lead for pupil admissions and consultations
- Principal lead for behaviour/communication and regulation. Team Teach tutor and daily on-call support
- Principal lead and budget holder for Pupil Premium Strategy
- Designated teacher for Children in Care and Children Previously in Care
- Induction lead for new staff across the Secondary School
- Support the Headteacher to provide professional development opportunities and appraisal procedures in line with Trust Policy
- To support staffing allocations, pupil groupings, cover, timetabling and lunchtime arrangements
- Senior Mental Health Lead
- To deputise for the Headteacher when they are absent from school
- To provide professional leadership which secures, in consultation with the Secondary Governing Committee, the success and improvement of the school
- To work closely with therapists and other professionals to ensure the best outcomes for all pupils
- Health and Safety
- 0.2 Teaching commitment
- A member of the Trust Senior Network who promotes the values of Collaboration, Equity, Aspiration and Trust

Duties and Responsibilities

You are required to carry out the professional duties as set out in the School Teachers' Pay and Conditions Document.

Strategic Direction and Development of the Secondary School

- Take a leading role in strategic decision making in collaboration with the Headteacher and other leaders.
- Co-write the School Self Evaluation (SEF) and School Development Plan (SDP) in collaboration with the Headteacher.
- Lead, plan, manage and monitor change in accordance with the School Development Plan.
- Work in partnership with the Headteacher and other leaders to plan, implement, monitor and review standards of Teaching and Learning across the school.
- Provide dynamic, consistent and motivational Leadership to staff, pupils, families and the wider community, acting as a role model to ensure the highest standards are always delivered.

Leadership and Management

- Ensure effective communication within the school, to ensure the smooth day to day operational running of the school.
- Lead, manage and support teachers, teaching assistants, volunteers and non-teaching staff.
- Support the Headteacher and other leaders with appraisals.
- Promote positive standards of conduct from staff and support staff wellbeing and attendance, in line with school policies.
- Liaise with families and key professionals, such as health colleagues, as part of a multi-disciplinary team working to support pupil outcomes.
- Review the quality of teaching and learning in school, conduct monitoring activities in collaboration with the Senior Leadership Team.
- Represent Oak Wood Secondary School as an ambassador at local, regional and national SEND events and/or cluster working groups.
- Take overall responsibility for the school in the absence of the Headteacher.

Teaching and Learning

- Support others in developing high quality teaching and support their ability to enhance pupil progress by meeting and exceeding Teachers' Standards.
- Ensure high quality teaching and learning is taking place across the key stages through effective quality assurance and analysis.
- Develop purposeful and focused learning environments.
- Monitor and Chair relevant Multi-Professional reviews

Effective Deployment of Staff and Resources

- Support the Headteacher in the recruitment, development and deployment of staff. Make effective use of staff skills, abilities and training.
- Contribute to the school's continuing professional development programme.
- Ensure that staff are effectively deployed to meet the needs of pupils on a daily basis.
- Support the Headteacher and Senior Leadership Team to organise pupil groupings, provisions and timetables to ensure that effective teaching and learning takes place.
- Work with the Headteacher, finance team and Secondary Governing Committee to establish priorities for expenditure. Monitor the effectiveness of spending and the use of resources by ensuring value for money.

Keeping Pupils Safe

- Ensure the welfare and safeguarding of pupils across the whole school through rigorous application of the school's Safeguarding, Behaviour and pupil well-being policies.
- Fulfil the role of a Deputy Designated Safeguarding Lead and act as strategic lead for the Pastoral Team.
- Ensure that all safeguarding procedures are followed including maintenance of safeguarding records, sharing information where necessary, ensuring attendance at key meetings and relevant training.
- Contribute to the safety and well-being of our pupils, staff and families and to work collaboratively with other agencies to protect children and share information where appropriate.
- Promote excellent standards of pupil safety and positive behaviour through application of Team Teach principles.
- Ensure that pupils with health and medical needs have their needs safely met within school, in line with school, local and national policy.

Other Duties

- Promote equal opportunities throughout the school and ensure the application of the School's equal opportunities policy.
- Participate in the design and delivery of training sessions for other schools or organisations.
- Be responsible for your own health, safety and well-being and undertake health and safety duties as relevant to your role.
- Promote the Trust's vision and champion the Trust's values.
- Contribute to the wider life of the Trust, its schools and its community through out of hours and partnership work.
- Ensuring leadership has a decisive impact on the quality of teaching and pupils' achievement is at the core of everything we do to facilitate the best outcomes for all young people in the school.

Accountability

Accountable for measured outcomes and impact of strategies and initiatives in relation to:

- Pupil progress data
- Impact of curriculum
- Behaviour and attendance
- Keeping children safe

This job description covers the overall areas of strategic responsibility; however, further specific tasks and responsibilities will be determined through consultation and discussions with the Headteacher and / or CEO.

This job description may be amended at any time, following consultation between the Headteacher and member of staff, and will be reviewed annually.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post. You will be required to attend meetings outside of school.

Person Specification

Qualifications and Training	Essential (E) / Desirable (D)	Application Form	Interview
Qualified Teacher Status	E	✓	
Relevant qualification in special educational needs	D	✓	
Substantial teaching experience in a special school and significant levels of impact	D	✓	
Recent and relevant involvement in professional development at senior leader level	E	✓	
NPQSL or willingness to undertake this qualification	E	✓	
Experience	**Essential (E) / Desirable (D)**	**Application Form**	**Interview**
Substantial experience as a senior/ middle leader	E	✓	
Proven track record of raising standards and challenging underachievement	E	✓	
Experience of holding others to account including challenging underperformance	E	✓	
Knowledge and Skills	**Essential (E) / Desirable (D)**	**Application Form**	**Interview**
A thorough knowledge of safeguarding and safer recruitment procedures	E	✓	✓
Ability to develop and promote a shared vision and the leadership and management skills to support Attendance and Behaviour	E	✓	✓
Aptitude to work effectively with others across a range of settings/ agencies	E	✓	✓
Effective leadership skills in Performance Management to enable good outcomes or better and proven track record of staff development including holding staff to account	E	✓	✓
Knowledge and understanding of budget management	D	✓	✓
Ability to support school self-evaluation and link outcomes to school development and MAT priorities	E	✓	✓
Strong knowledge of appropriate curriculums and effective assessment procedures	E	✓	✓
Creating the Future	**Essential (E) / Desirable (D)**	**Application Form**	**Interview**
Can think strategically and support the school's vision to promote high standards for all	E	✓	✓
Has the skills to inspire, motivate, compel and expect others to drive the school's vision forward	E	✓	✓
Is able to promote the vision of the Trust including its core values of Collaboration, Equity, Aspiration and Trust	E	✓	✓

Leading, Learning and Teaching	Essential (E) / Desirable (D)	Application Form	Interview
Excellent knowledge and in-depth understanding of the curriculum	E	✓	✓
Sound knowledge of different SENDs and the knowledge and skills to support all pupils across the school	E	✓	✓
Ability to demonstrate highly effective practice that is expected in the classroom	E	✓	✓
Understands the importance of data analysis to support pupil progress, attendance, pupil premium interventions and behaviour	E	✓	✓
Developing Staff and Working with Others	**Essential (E) / Desirable (D)**	**Application Form**	**Interview**
Ability to lead, inspire and motivate all members of the staff team	E	✓	✓
Ability to challenge in a professional manner	E	✓	✓
Have an in-depth understanding of leading with emotional intelligence	E	✓	✓
Commitment to lifelong learning for self and others within the school and community	E	✓	✓
Possess a passion to perform the role and the persistence in achieving goals	E	✓	✓
Adaptable and resilient, adjusting to multiple demands	E	✓	✓
Experience of working with a wide range of services and partners providing support to children and young people with special educational needs	E	✓	✓
Successful experience of working with pupils with SLD, PMLD, ASD, MLD and SEMH	D	✓	✓
Strong people management skills with evidence of impact	E	✓	✓
Good sense of humour	D		✓
Be passionate, calm and driven	D	✓	✓
Have excellent personal skills and proven ability to communicate effectively with stakeholders	E	✓	✓

Signature:

Deputy Headteacher: _____

Headteacher: _____

Date: _____