



MacIntyre
Academies



Deputy Principal

Endeavour Academy, Headington, Oxford

Recruitment Pack



Recruitment Advertisement

Deputy Principal

Job Title: Deputy Principal
Salary: £58,135-£67,364 per annum (L14 – L20)
Hours of Work: Full-Time
Interview Date: 21st May 2021

Reference No(s): 0000000059
Location: Headington, Oxfordshire
Closing Date: 14th May 2021, Midday
Start Date: 1st September 2021

MacIntyre Academies Trust opened its first academy, in Headington, Oxford in September 2014. Endeavour Academy is an Academy School for children and young people with autism and associated severe Learning Difficulties aged from 8 to 19 years old and is rated Good by Ofsted. MacIntyre Academies is sponsored by MacIntyre Charity, which over the last 50 years, has developed a strong reputation nationally, as a high quality, person centred organisation.

The Role

We are currently recruiting for an enthusiastic and dynamic Deputy Principal to join Endeavour Academy. This is a newly created role to support our Principal and senior leadership team in delivering the vision of the school and to foster a culture that promotes excellence, equality and high expectations of all students and staff.

It is a really exciting opportunity to be part of something very special. Endeavour Academy is a small and friendly school with incredibly passionate staff who all want the best for our children and young people. You will hear our staff describe working for us as being part of the Endeavour Family.

We currently have a senior leadership team of 4 (Principal, Assistant Principal, Head of Care and School Business Manager). As Deputy Principal you will join the senior leadership team and be fully involved in the strategic leadership and daily management of the school through a wide-ranging awareness and contact with staff, the students and their families/carers.

With a passion for working with students with SEN and their families, you will embrace coaching approaches as essential, be creative and flexible and, as with all staff, be non-judgmental, unconditionally accepting and highly resilient. As Deputy you will lead on teaching and learning and deputise for the Principal in her absence.

Our school delivers a highly personalised and holistic curriculum to students with autism and learning disabilities. Each class is supported by a Teacher, HLTA and TA's and is focused on preparing children and young people for adulthood. Classes are usually between 7 and 10 students. The Academy is very well staffed and committed to the Professional Development of all; roles can be tailored to allow strengths to be shown as well as areas for development or professional interest to be experienced and understood.

Our Teachers are exceptional classroom practitioners and have demonstrable experience of working with Children and Young People with sensory and communication difficulties and potential additional needs such as trauma, ADHD and physical disabilities.

You will have Qualified Teacher Status, experience of working with our cohort of students as well as a proven track record of implementing a person-centred curriculum and driving high standards of teaching and learning.

Benefits

In return, we can offer you a competitive salary, local government pension scheme, an Employee Assistance Programme to support your health and wellbeing and full induction, training and career opportunities. We also offer enhanced maternity, paternity, adoption and shared parental leave schemes (once you have a year's service with us), annual flu vaccinations and a cycle to work scheme alongside our tailored wellbeing offering.

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All positions will require an enhanced Disclosure and Barring Service check and registration with the DBS Update Service together with all other relevant recruitment checks including obtaining references. Referees will be asked to assess suitability of candidates to work with vulnerable adults, children or young people and will be verbally verified. MacIntyre Academies' Safeguarding Policy can be found on our website and candidates will be asked about this as part of the recruitment process.

Information for Candidates

MacIntyre Academies Trust opened its first academy, in Headington, Oxford in September 2014. Endeavour Academy is an exciting Academy School for children and young people with autism and associated severe Learning Difficulties aged from 8 to 19 years old.

MacIntyre, a national charity founded in 1966 by the parents of a disabled child, is delighted to have been chosen as the sponsor for this new Academy. With over 40 years of experience in providing specialist provision for over 1,000 children and adults with learning difficulties and autism across the UK, MacIntyre has developed a strong reputation both nationally and locally in Oxfordshire, as a high quality, person centred organisation.

Currently, in Oxfordshire, a significant number of children and young people with autism are placed in out of county residential placements. Many parents and carers have told us that they would prefer their child to be as close to home as possible. We also understand that there is a gap in specialist provision in Oxfordshire and the prevalence/diagnosis of autism is increasing. The trustees of MacIntyre (many of whom are family members of people with disabilities) have created the independent MacIntyre Academies Trust and this trust runs the residential special school academy, Endeavour. It is exciting, as young people are able to remain close to their families and friends, but also MacIntyre uses its wider expertise to develop a more integrated approach to delivering our support to all local children and their families.

The school building and residential facility is located in Headington, Barton and has capacity for 32 students and the availability of 11 residential/respite placements. The Academy provides six, 52 week placements and the opportunity for day placements and some shorter stays (e.g. weekly, term- time boarding). The academy also provides After School Club Monday to Thursday.

The Academy welcomes children and young people who have an Education, Health and Care Plan (EHCP) that details the provision required to help the child to overcome the barriers to learning caused by their autism. Referrals are through the local authorities who have named the school in individual EHCP.



Our Vision and Ethos

We believe all young people, regardless of disability, deserve the best education possible. We want our students to be ambitious for themselves and we need to be ambitious on their behalf. Therefore, our aim is to deliver an 'outstanding' school with outstanding outcomes. A school which is truly family centred with education individualised to each child/young person. The academy provides a healthy, safe and enjoyable environment, with excellent teaching and learning with a focus on high quality personalized education and support. It will evolve according to local needs. Parents/carers are encouraged to be fully involved and connected from the outset.

Academies Trust is sponsored by Macintyre Charity who have, for many years been successfully providing innovative and person-centred services to local children/young people and their families. Many of our young people and families struggle to access facilities and services successfully due to their complex autism, and MacIntyre has established an excellent reputation locally.

With a holistic, Endeavour specific curriculum that focuses on developing life skills and on the achievement of each student's full potential, the academy will offer flexible arrangements that meet the needs of individual children and families. Key to the academy's success is the recruitment and development of a highly skilled, flexible workforce that delivers outstanding education and support, and benefits from MacIntyre Academies Trust's in-depth understanding and experience of how to design bespoke education solutions to children who requires specialist support strategies to achieve excellent outcomes.

We have a holistic approach to supporting behaviour that empowers the child or young person to engage in education.

To achieve this vision, partnership working is crucial. MacIntyre Academies Trust works alongside Oxfordshire County Council, staff and stakeholders to ensure that the academy is successful in delivering their strategic aims.



Deputy Principal Job Description

Reporting to

Principal of Endeavour Academy

Purpose:

- To **deputise** and undertake overall responsibility for the school in the absence of the Principal and on any other occasions which are deemed necessary.
- To lead alongside the Principal on ensuring **school compliance**.
- To further the aims of the school and support the Principal in **ensuring the vision of the school is communicated** and clarified and to foster a culture that promotes excellence, equality and high expectations of all students and staff.
- To share with the Principal a responsibility for providing **quality assurance** in all the school's activities.
- To provide for the Principal an overview of the school's running through a wide-ranging awareness and **contact with staff, the students and their families/carers**.
- To contribute to the overall **leadership and management** of MacIntyre Academies with specific responsibilities identified.
- To assist the Principal in promoting awareness and observation of the **Health and Safety** Guidelines and **Safeguarding** procedures of MacIntyre Academies Trust.
- To support the Head of Care at Endeavour House in the Principal's absence.

Key Responsibilities:

Strategic Direction and Development of the Academy:

1. To work with the Principal and other members of the leadership team to ensure the successful delivery of the vision, ethos, aims and objectives of the academy.
2. To contribute to the formulation of overall aims and objectives for the academy and relevant policies requiring implementation.
3. To contribute to the review of an ethos and provide the educational vision and direction which enables effective teaching and support, successful learning and achievement by students and sustained improvement in their spiritual, moral, cultural, mental and physical well-being in preparation for the opportunities, responsibilities and experiences of adult life.
4. With the school leadership team, support the Principal in the evaluation, development and implementation of the School Development Plan.
5. To assist the Principal in identifying school needs by a process of school self-evaluation, as agreed by the governing body and MacIntyre Academies Trust. To assist in the monitoring and review of the outcomes of the review.
6. To develop a clear knowledge of the administrative and financial matters related to the Academy and to work with the Principal and school business manager in monitoring and managing the Academy budget.
7. To support the Principal in securing the commitment of parents, carers, stakeholders and the wider community to the vision and direction of the academy.
8. To ensure high standards of quality in the delivery of teaching and learning, focusing on attainment, progress of teaching and learning, and achievement of person-centered learning outcomes for students.
9. To provide appropriate leadership in order to ensure all staff are committed to and involved in the achievement of objectives securing the success of the academy.

Leading Learning and Teaching:

1. To work with the Principal to ensure that an engaging and person centred curriculum is developed, and the delivery of the curriculum is translated into effective teaching, learning and assessment practice.
2. In consultation with the Principal to secure and sustain effective teaching and learning throughout the
3. Academy and monitor and evaluate the quality of teaching and standards of students' achievement and setting targets for improvement.
4. To monitor and review students' progress and outcomes.
5. To monitor, evaluate and review practice and promote improvement strategies to ensure that under-performance is challenged at all levels and appropriate changes to practice are implemented.
6. To monitor, evaluate and review the learning in the community.
7. To monitor, evaluate and review external accreditations and examination.
8. To lead an outstanding transition and family liaison practice across the academy.

Leading and Developing People:

1. To participate in the recruitment and retention of the best employees and ensure an effective induction for all new starters.
2. Promote a culture of continuous professional development for all, where learning and development activity is closely linked to individual, team and organisational priorities.
3. To ensure that performance reviews are undertaken in a timely manner and that target setting is of a high standard, relevant and plays a key role in securing continuous improvement.
4. To share with the Principal the responsibility for supporting and promoting the wellbeing of all staff.
5. To support staff working with students whose behaviour may be challenging through behaviour meetings, the formulation and evaluation of behaviour support plans, incident debriefing and monitoring of the school behaviour policy and procedures.
6. To ensure that appropriate support systems are in place for NQTs.
7. To co-ordinate cover for absent staff in partnership with the school administrative officer.
8. To carry out return to work interviews following staff absence.
9. To assist the Principal in the deployment of staff.

Supporting Children, Young People and their families:

1. To have responsibility with the Principal for the discipline, behaviour support and welfare of all students.
2. To share with the Principal responsibility for Child Protection work.
3. To work with school leadership team in ensuring that the needs of individuals are considered at all stages of planning in school.
4. To work with the school administrative team in monitoring attendance.
5. To support students and their families by ensuring that the needs and priorities for individuals are widely disseminated.
6. To share with the Principal responsibility for providing guidance, advice, counselling and support to parents and carers of students in the school.

Accountability:

1. To work collaboratively with the academy's Principal in order to provide accurate and timely reports, objective, advice and support, enabling the academy to meet its responsibilities.
2. To promote an ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
3. To ensure individual staff accountabilities are clearly defined, understood, agreed and subject to rigorous review and evaluation.

Strengthening Community:

1. To work in partnership with parents, carers and other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families.
2. To promote a culturally inclusive ethos, which actively values and promotes diversity, unity and community cohesion, and support students to become successful citizens.
3. To work in liaison with all relevant agencies in order to adequately safeguard and protect the students.
4. To contribute to the development of the education system, for example, sharing effective practice.
5. With the Principal work in partnership with other schools / agencies, promoting innovative initiatives.

Additional Duties:

- To safeguard and promote the welfare of all children and young people in the school by being familiar with and aware of the School's Safeguarding and protection issues, procedures and guidelines and to adhere to them at all times.
- To bring to the attention of a senior colleague any matter of concern over the wellbeing, safety or safeguarding of a person we support.
- To be aware of your responsibilities in accordance with the current Health and Safety at Work Act.
- To be aware of your responsibilities in accordance with the General Data Protection Regulations (GDPR) and be familiar with the content of the MAT Data Protection Policy, Acceptable use of ICT Policy, Password Policy and any other associated policies and procedures.

Training Required (provided by MacIntyre Academies):

- Prevent
- Safeguarding – Children & young people, Adults & Children, Safeguarding Vulnerable Adults.
- Code of conduct
- Accident Reporting
- GDPR – Data protection Essentials
- GDPR – Information & Security
- KCSIE
- KCSIE annual update
- Health & safety Essentials & Basics
- Equality & Diversity
- Fire Awareness in Education
- Mental Health Awareness
- Stress Awareness
- Slips, Trips & Falls
- Display Screen Equipment
- Risk Assessment
- Manual Handling
- Conflict resolution Team Teach
- Infection prevention and Control
- Administering Medication
- School Trips for organisers
- Risk Assessments
- H&S for managers and supervisors
- Food Safety & Hygiene
- DSL
- Safer Recruitment
- Appointing Officer
- Autism
- Positive Behaviour Support



Deputy Principal Person Specification

	ESSENTIAL	DESIRABLE
Education, knowledge and experience	<ul style="list-style-type: none"> • Qualified Teacher Status • Graduate or equivalent • Demonstrable commitment to own continued professional development • Experience of working with children with autism and/or learning disabilities. • Proven track record of implementing a person-centered curriculum. • Experience of undertaking assessments and assessment analysis. • Experience of developing and implementing whole school positive behaviour strategies • Knowledge of working to external accredited qualifications such as ASDAN, AQA and the Trinity Arts Award. • Demonstrable experience of excellent communication and interpersonal skills • Good ICT skills • Evidence of the ability to monitor, evaluate and reviewing the impact of policies and targets • Excellent classroom practitioner. • Proven ability in the implementation of strategies for increasing achievement to an excellent standard, including the use of data to monitor progress in learning • Demonstrable knowledge of methods of enhancing social and personal development 	<ul style="list-style-type: none"> • Post graduate SEN qualification • Experience of working with multidisciplinary teams • Experience of IT assessment packages such as Evidence for Learning. • Experience in positive behaviour support and Team Teach, or similar.
Personal Attributes	<p><i>The Candidate must be able to demonstrate:</i></p> <ul style="list-style-type: none"> • Confidence and skills to lead a successful team • Excellent communication and facilitation skills with all stakeholders • A passion for working with students with SEN and their families • Ability to work flexibly to meet the needs of the academy • Ability to work with the Principal to motivate and work with others to create a shared culture and positive climate • High level of resilience and determination • Non-judgemental, tolerant and creative • Commitment to and a genuine interest in the pastoral welfare of the school community • Calm and organised approach to work under pressure and the ability to inspire confidence in others • Ability to plan and prioritise workload in order to meet deadlines and adopt a reflective approach to work 	

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MacIntyre Academies is an equal opportunities employer. Our policy on the Recruitment of Ex-Offenders is available to applicants on request and is also available on our website under 'Work for Us.'



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