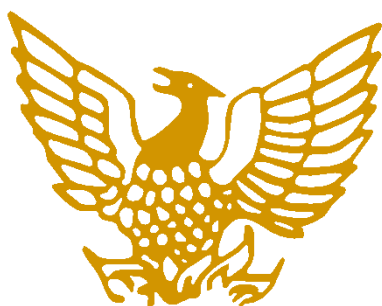


Executive Headteacher

**Phoenix Primary and Secondary
School**



**Information for Applicants
March 2021**

Contents



Included in this Pack:

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Advertisement

Required for September 2021

Executive Headteacher, Phoenix Primary and Secondary School

Group 8: Inner London Point 34-40

Following the forthcoming retirement of the current Executive Headteacher, after many years of exceptional leadership, the Governors are seeking to appoint an inspirational individual to lead the school in its continued success and to maintain and develop the school's values and ethos. Phoenix is a well-established special school, which offers a unique service to the children of Tower Hamlets. We admit children and young people with severe language and communication difficulties whose needs lie within the autistic spectrum. The school has a multi ethnic population, which reflects the diversity of the borough.

The new Executive Headteacher will be a dynamic and creative individual with previous, successful experience as a Headteacher or experienced Deputy Headteacher. We are looking for an individual whose leadership, energy and personal skills will command the respect of all within the school and wider community. He/she will lead by example with high professional standards and will motivate and empower staff to continue to provide the best possible education for our students.

Application deadline: 12 noon on Monday 15th March

Please return applications to recruitment@phoenix.towerhamlets.sch.uk

Interview dates: Tuesday 20th and Wednesday 21st April.





Phoenix Primary & Secondary School & Outreach Service

"Making A Difference Where It Really Matters"

Executive Headteacher: **Stewart Harris MBE** Associate Headteacher: **Veronica Armson**



Phoenix School

49 Bow Road, Bow, London, E3 2AD
Telephone: 020 8980 4740 Fax: 020 8980 6342

Phoenix Upper School

Paton Close, Bow, London E3 2QE
Telephone: 020 8629 8700 Fax: 020 8980 0107

Dear Applicant,

Executive Headteacher Phoenix Primary and Secondary School

Thank you for your interest in applying for this post. This vacancy has arisen following the forthcoming retirement of Stewart Harris, who has worked with staff, students and the wider community at the school for 32 years, leading it to its current outstanding success and reputation.

I hope that the information in the Application Pack, and a visit to the school, will give you a good sense of the 'Phoenix DNA'. I particularly urge you to read the school's prospectus on our website as it will give you a very clear picture of the breadth of the school's work and the approach it takes in order to fulfil our mission statement:

"to offer a positive, life enhancing education, providing opportunities for the development of each individual potential towards a fulfilling adult life".

Details of how to apply for this post are included in the pack and, as is normal practice, please address the person specification in your statement of application. However, governors would also like you to bear in mind that we are seeking to appoint someone who will be able to command the respect of the Phoenix community through enthusiasm for the values and ethos that have ensured its success, and through involving the widest range of 'stakeholders' in leading the school in its future development. The appointed person will benefit from a fantastic legacy, including a staff committed to collaborative working and professional learning, exciting new and refurbished buildings, and strong links with the local and wider community. At the heart of all of this, of course, are the students who are used to and expect creative and challenging opportunities being integral to their educational experience. The excitement this post offers lies in the opportunity to build on the strong foundations of the school's success, and the further development of what has been achieved.

This post will provide the successful candidate with a great opportunity to further a career that will already have included significant experience of school leadership, and the particular and varied needs of our students. On behalf of Phoenix Governors, I wish you well in your application and look forward to hearing from you.

With best wishes.

Laura J. Worsley

Laura Worsley
Chair of Governors



The Application Process

Thank you for your interest in this post. Please find the following documents included in the recruitment pack:

- Person Specification and Job Description

There is additional information about our school on our website at

<https://www.phoenix.towerhamlets.sch.uk/>

You can also find our most recent Ofsted report from November 2018 below

<https://reports.ofsted.gov.uk/provider/25/100987>

Key Dates

The closing date for applications is noon on **Monday 15th March 2021**.

There will be an opportunity to visit the school prior to application. Visitors to the school will be required to take a Lateral Flow Test onsite. To arrange a visit please contact: Stacey.Marsh@phoenix.towerhamlets.sch.uk

It is anticipated that shortlisting will take place on Monday 22nd March 2021. Candidates will be invited for an interview as soon as possible after this date.

Interviews will take place after the Easter holiday on Tuesday 20th April with final interviews for a smaller number of candidates taking place on the morning of Wednesday 21st April 2021. It will not be possible to re-arrange these dates, so if you are intending to apply please ensure you are available to attend for an interview. Candidates invited for an interview will be required to take a Lateral Flow Test onsite, as will members of the panel.

References will be required prior to the interview. Please ensure that you provide an email address for your referees and ensure that they are expecting a request.

To apply please complete the application form provided ensuring that all sections are completed. The personal statement, in addition to addressing the person specification, should also clearly state your attraction to working in Tower Hamlets and to Phoenix School. It is important that you understand the local community that the school serves. The completed statement should be no more than 3 sides of A4 (font size 12). In addition, using one side of A4 (font size 12), please address the following question: *How would you wish to lead the school post-Covid to respond to issues that will have been raised?*

Please return the completed form to recruitment@phoenix.towerhamlets.sch.uk

Prior to being offered employment, the successful candidate will be required to provide a DBS and medical clearance will need to be received.

PERSON SPECIFICATION

Implicit in each of the points below is the commitment of Phoenix School to the promotion, implementation and monitoring of equal opportunities across all aspects of the school's work.

Professional qualifications and experience	Candidates should have: <ul style="list-style-type: none">• Qualified Teacher Status and degree• A record of CPD relevant to Headship• Leadership experience as an existing Headteacher or experienced Deputy Headteacher• Leadership and teaching experience in special education• Knowledge of national and local safeguarding guidance• Knowledge of best practice and procedures in schools for safeguarding students
Personal skills, qualities and attributes	Candidates should demonstrate: <ul style="list-style-type: none">• The highest level of integrity and sense of moral purpose• An understanding of, and empathy with, the lives of families living with autism• An ability to work with young people and adults in a manner that commands respect and confidence• Excellent interpersonal and 'people management' skills• Decisiveness and consistency, with a focus on solutions• Clear and effective communication skills• Good organisational skills in order to plan, lead and delegate effectively by valuing the contributions of all
Leadership and management: Students	Candidates should: <ul style="list-style-type: none">• Have excellent knowledge and understanding of autism and other special educational needs to inform school planning and policy• Be able to inspire and motivate students to attain high goals• Have strategies to deliver the outcomes expressed in the school's ethos and values• Have experience of successful strategies to monitor, evaluate and improve the quality of teaching and learning

<p>Leadership and management: Staff</p>	<p>Candidates should:</p> <ul style="list-style-type: none"> • Have the ability to inspire and motivate staff • Be able to employ a range of leadership styles to support school improvement • Ensure management structures and systems are in place that support the school's goals • Be committed to both the well-being and professional learning and development of all staff, ensuring equality of opportunity for all • Be able to manage conflict
<p>Leadership and management: School development and curriculum</p>	<p>Candidates should demonstrate:</p> <ul style="list-style-type: none"> • Experience of successful school development planning and a strong track record of implementing and managing the delivery of sustained improvement • A good knowledge of all aspects of the curriculum and of what constitutes highly effective teaching, learning and assessment for students with autism • Experience of successful strategies to monitor, evaluate and improve the quality of teaching and learning • In-depth knowledge and understanding of relevant, current educational research and practice to inform school priorities and developments • Understanding of the Ofsted Framework and its implications for school • A vision for the future development of the curriculum
<p>Managing resources</p>	<p>Candidates should have:</p> <ul style="list-style-type: none"> • The ability to analyse issues relating to financial, human, premises and other resources, developing effective and creative responses • A vision for a 21st century learning environment, including the use of appropriate technology

Stakeholders and the local community	Candidates should be able to: <ul style="list-style-type: none">• Maintain effective communication with staff, parents, students, governors and the local authority• Establish effective links with the local community, appreciating its dynamics and be sensitive to the school's role within it• Establish a good working relationship with a variety of stakeholders including health and social care professionals, the Local Authority and PFI providers
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EXECUTIVE HEADTEACHER JOB DESCRIPTION

The Executive Headteacher is accountable to the Governing Body for the professional leadership, strategic direction and operational management of Phoenix School in order to ensure that the school's aims are implemented in accordance with its ethos and values, the school development plan (SDP) and the policies of the Governing Body. The Governing Body of the school is committed to safeguarding and promoting the welfare of children, young people, and staff and the Executive Headteacher must ensure that the highest priority is given to following all safeguarding guidance and regulations.

(The appointment is subject to the provisions of the School Teachers' Pay and Conditions Document, mandatory for maintained schools).

Key Responsibilities

**At Phoenix we aim to give all pupils equality of opportunity and this is clearly stated in our mission statement: "to offer a positive, life enhancing education, providing opportunities for the development of each individual potential towards a fulfilling adult life".
(School Prospectus)**

LEADERSHIP AND MANAGEMENT OF STUDENT ACHIEVEMENT, PROGRESS AND SAFETY

- Ensure that student safety and wellbeing is at the centre of all the school's functions.
- Ensure and promote an aspirational culture and ethos of challenge, support and creativity, where all students can achieve success and become engaged in their learning and the learning of others, celebrating achievement wherever appropriate.
- Ensure a consistent and continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress in every student's learning.
- Implement strategies which secure high standards of behaviour and attendance, student welfare and citizenship.
- Ensure collaboration with other agencies in providing for the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of students.

LEADING AND MANAGING STAFF

- Ensure that highly effective teaching is a key objective for all teachers.
- Ensure that all staff are engaged with the school's key SDP priorities and the development of the school's aims and objectives, through effective communication across the whole school community, whether they be teaching or support staff.
- Lead, motivate, support, challenge and develop staff to improve the quality of education provided and the standards achieved and to ensure staff wellbeing.
- Implement and sustain rigorous procedures for monitoring the progress and contributions of all staff including objective setting and personal development plans.
- Organise and manage resources effectively through teamwork, delegation and accountability.
- Celebrate the achievements of individuals and teams.

LEADERSHIP AND MANAGEMENT OF CURRICULUM

- Determine and ensure implementation of a diverse, flexible, creative curriculum to ensure high quality and personalised learning experiences for all students.
- Ensure that the curriculum enhances the intellectual, spiritual, moral, cultural, physical, social and emotional wellbeing of all students.

MANAGING RESOURCES

- Promote creativity, innovation and the use of appropriate existing and new technologies to achieve excellence.
- Agree and set appropriate priorities for expenditure with the Governing Body; allocate funds and monitor the effective administration and control of school budgets.
- Deploy and manage the school's financial and human resources efficiently and effectively to achieve the school's educational goals and priorities.
- Working with PFI providers, where appropriate, ensure school buildings and facilities meet the needs of the students and staff and are of the highest standard of cleanliness and repair and compliant with health and safety regulations.
- Explore and develop additional sources of funding.

STAKEHOLDERS AND THE LOCAL COMMUNITY

- Seek to gain the commitment of all parents and carers, especially 'hard-to-reach' parents, and the wider community to embrace the vision and direction of the school.
- Act at all times as an ambassador for the school in a manner, which upholds its values and ethos.
- Develop relationships between the school and the local community, for the benefit of both.
- Promote innovative initiatives and share effective practice, working in partnership with other schools.
- Maintain effective relations with the Local Authority and its PFI provider.
- Contribute, as appropriate, to the work of the Phoenix Autism Trust (PAT) and the Phoenix School for Autism Charitable Trust (PSACT) for the benefit of the wider Phoenix community.

ACCOUNTABILITY AND GOVERNANCE

- Work with the Governing Body to analyse, and plan for, the future needs and further development of the school to inform the SDP.
- Monitor, evaluate and review the impact of policies, priorities and targets of the school and take timely action as necessary.
- Maintain a school ethos which enables everyone to work together, share knowledge and understanding, and celebrate success.
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, the local authority, the local community, Ofsted and others.

TEACHING

- Teach as necessary and appropriate, relative to the other duties of the post.

TO NOTE:

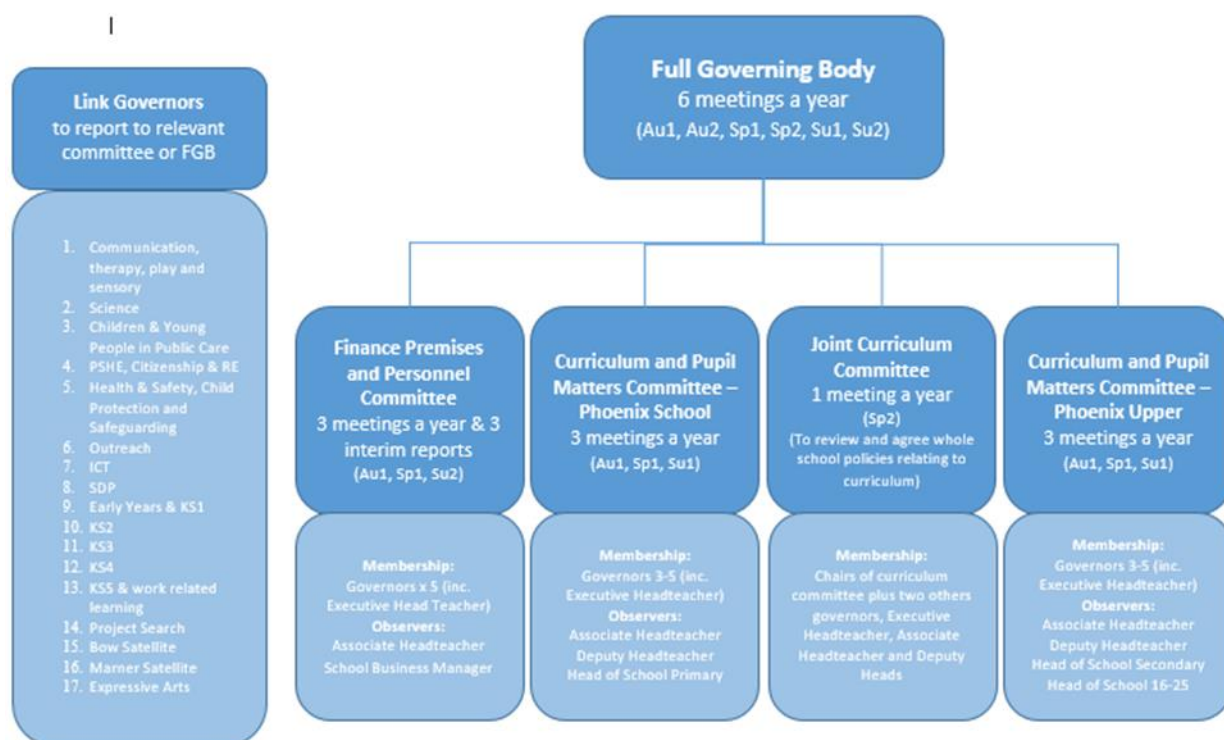
The Executive Headteacher may be asked by the Governing Body to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post. This job description will be reviewed annually at the end of the academic year, or earlier if necessary, and may be amended at any time after consultation with the post holder.

Key Information about Phoenix

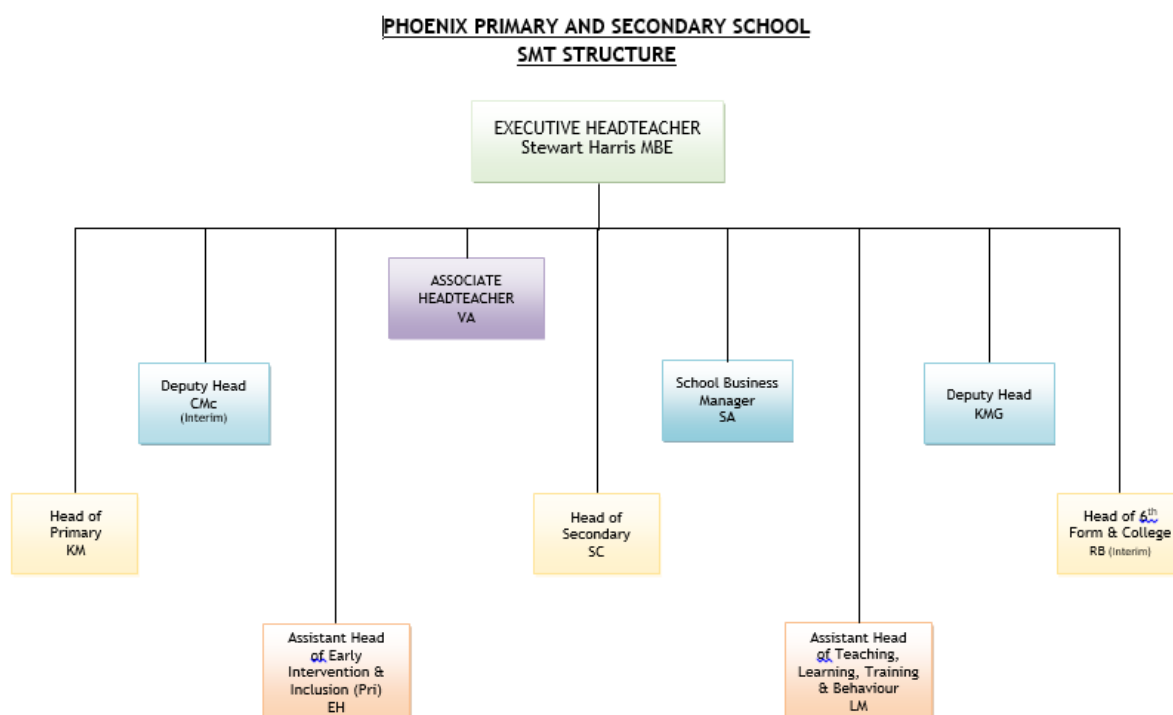
- Phoenix School – 433 pupils across two main sites and two satellite sites, growing to 450 in September 2021
- Phoenix College – 26 students
- Experienced and dedicated workforce - over 350 staff employed in a range of roles
- Innovative and engaging curriculum
- Strong financial stability. Budget: c£14m Phoenix School.
- A strong multi-disciplinary team managing a range of issues affecting pupil's welfare
- Expertly qualified and dynamic Senior Leadership Team
- Highly engaged and committed governors and trustees
- Significant investment made to buildings and facilities
- Ambitious and innovative organisation
- Significant investment in staff training and development



Phoenix Governance Structure



Senior Management Team (This shows the current roles but does not represent the line management structure)



Locations



Phoenix School | 49 Bow Road, London E3 2AD | Tel: 020 8980 4740
Phoenix Upper School | 2 Paton Close, London E3 2QD | Tel: 020 8629 8700
www.phoenix.towerhamlets.sch.uk | www.phoenixcollege.london

