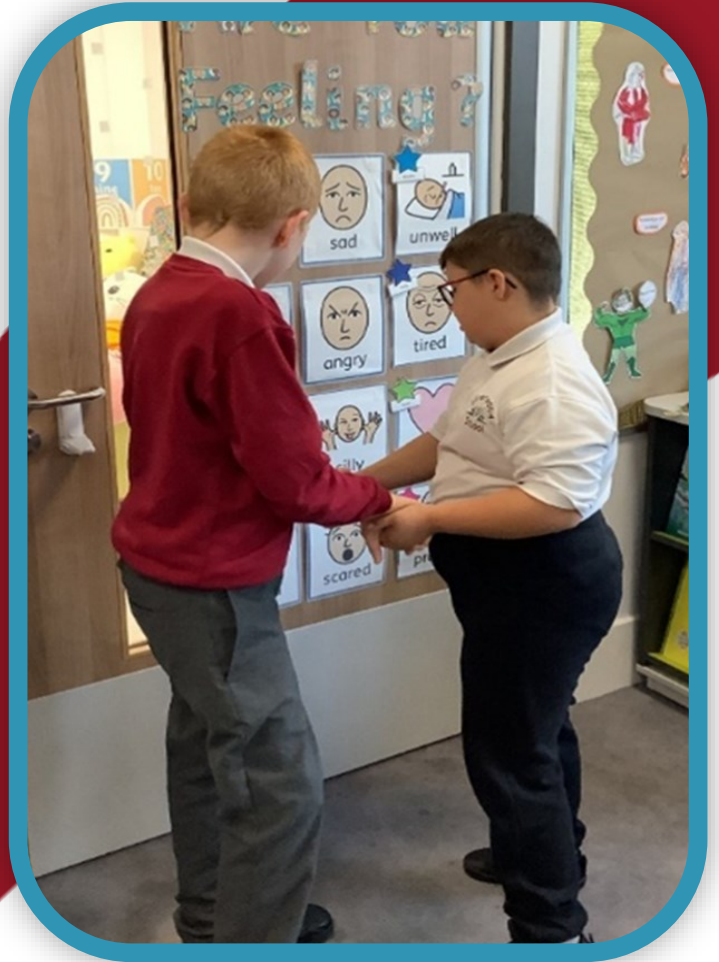


Silverwood
School



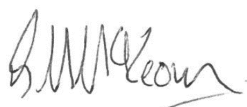
**Head of Campus, Chippenham
Candidate pack**

Welcome from the Executive Headteacher

Dear Candidate,

Thank you for your interest in the Head of Campus role at Silverwood School, Chippenham. Silverwood is a thriving and dynamic special school dedicated to providing the highest quality education for children and young people with a wide range of special educational needs and disabilities (SEND). We are seeking an inspiring and dedicated individual to lead our Chippenham campus, ensuring the best outcomes for our students. If you share our vision for inclusive and innovative education, we would be delighted to hear from you.

Best regards,



Sean McKeown
Executive Headteacher

About us

Silverwood School is a maintained co-educational special school for pupils aged 4 - 19 years. We formed in September 2020 with campuses in Chippenham, Trowbridge and Rowde.

Our mission is to enhance opportunities, enjoyment and outcomes for our pupils. We have an ambitious vision 'Building community; Inspiring learning', to create a truly integrated and inclusive system of outstanding education for all young people with special educational needs and disabilities (SEND). Our SEND Support and Training Service, which contributes to our vision of 'Building Community; Inspiring Learning' supports the advancement of excellence in education for young people with special educational needs and disabilities in Wiltshire and beyond.



We are proud to be a Values Based Education (VBE) School and place our shared values at the heart of everything we do. Our values are principles that guide all our actions, decisions and relationships. At Silverwood School, we have chosen cooperation, courage, honesty, perseverance, respect and kindness as our six shared values. VBE goes beyond learning what our values mean; it encompasses living and experiencing our values every day.



Introduction

The Role

Salary: L19 - L23 dependent on experience

Location: Chippenham, SN15 1QF & SN15 3QH

Contract Type: Full-time, Permanent

Silverwood is seeking a dynamic Head of Campus for our Chippenham site (which supports our primary phase, with a separate sixth form site). This is a strategic leadership role that extends beyond traditional headteacher responsibilities. In this role, you will oversee education at the Chippenham campus while driving senior strategic initiatives across the school. Working closely with the Director of Learning, you will help shape and implement a shared vision that inspires pupils, staff, and the wider community. Your leadership will be pivotal in embedding our core educational values, a strong moral purpose, and an unwavering commitment to meeting the needs of all learners.

In addition, you will collaborate with the Director of Learning to develop and implement a strategic view of the school and its community. By analysing and planning for future needs, you will secure the school's ongoing success and continuous improvement, ensuring high-quality teaching and learning and better outcomes for every pupil. This is a unique opportunity to take individual and collective professional responsibility for championing Silverwood's vision, values, and mission.

Key Responsibilities:

- ◆ Provide strategic leadership and management for the Chippenham campus, the primary phase and the sixth form.
- ◆ Lead and inspire staff to deliver outstanding education and care.
- ◆ Drive continuous improvement and innovation in teaching and learning.
- ◆ Promote a positive and inclusive school culture aligned with Silverwood's values.
- ◆ Work collaboratively with the Director of Learning and Executive Headteacher to ensure the highest standards.
- ◆ Engage with families, external agencies, and stakeholders to enhance pupil outcomes.
- ◆ Manage resources effectively to support staff and pupil development.
- ◆ Work collaboratively with other Heads of Campus to support Silverwood's development.

This role is a full-time position (1FTE) based at our Chippenham campus, with cross site working at our other campuses at Rowde and Trowbridge.

Silverwood School is committed to all aspects of personal development, it is inclusive and seeks to ensure every individual achieves. You will be part of the Teacher's Pension Scheme, Wiltshire Employee Rewards and offered continuous professional development.

How to apply and further information



Visit our Eteach page to download an application form.

<https://www.eteach.com/careers/rowdeford-wilts/>

Or email HR@Silverwood.wilts.sch.uk and request further information or a visit to the school.

Please note we cannot accept CVs and our standard application form must be completed.

Closing date: 12noon 24th March

Interviews to be held: Week commencing 31st March



JOB DESCRIPTION

Key Strategic Role and Purpose

1. Strategic Direction and Improvement of the School

- 1.1 Lead by example, provide inspiration and motivation and embody for the pupils, staff, governors and parents/carers the vision, purpose and leadership of Silverwood School
- 1.2 Work in partnership with the Senior Leadership Team, staff, parents/carers, Local Authority (LA), Governors and local community to:
 - Create a person-centred learning culture and ethos, providing educational vision and direction, which inspires the highest quality teaching and learning
 - Ensure all pupils achieve their maximum potential through monitoring progress towards achievement
 - Implement the school's values and policies on equality and inclusion
 - Support and implement an ambitious School Development Plan
 - Formulate an ambitious vision, aims and objectives for the school and develop the policies through which they will be realised and achieved
- 1.3 Ensure that all those involved in the school understand and are committed to its vision, values and aims, are motivated to achieve them and engaged in meeting long-, medium- and short-term objectives and targets that secure the quality of education and success of the school
- 1.4 The Head of Campus will be expected to lead a whole-school area(s) of improvement as directed by the Executive Headteacher which could vary over time

2. Leading Teaching and Learning

The Head of Campus, working closely with the Senior Leadership Team and the Director of Learning, will ensure the highest quality teaching and learning, taking account of the individual needs and abilities of the pupils.

- 2.1 Support and maintain an environment and professional conduct that promotes and secures the highest quality teaching, effective learning, high standards of achievement, good behaviour and discipline, enabling teachers to meet the expectations set out in the Teacher Standards
 - Promote high expectations for attainment amongst all pupils, commensurate with individual needs and abilities
 - Promote the active involvement of pupils in their own learning
 - Prepare pupils for adult life
- 2.2 To lead the monitoring and evaluation of the quality of teaching and the standards of learning and achievement of all pupils at the school
- 2.3 Improve the teaching performance of all staff in the school through an effective appraisal process, coaching and development opportunities
- 2.4 Embed the use of assessment for learning and effective use of pupils' data, in order to set challenging yet realistic targets to ensure pupil progress
- 2.5 Develop effective links with the community to extend the curriculum and enhance teaching and learning, where appropriate working with other special and mainstream schools and the LA
- 2.6 Undertake a teaching commitment of 0.1 and, by example, provide exemplary teaching practice

3. Curriculum

Working closely with the Senior Leadership Team, the Head of Campus shall actively support the development and implementation of the school curriculum, including:

- 3.1 Ensuring that all statutory curriculum requirements and school policies are being met and that the school provides a rich, broad and balanced curriculum appropriate to the needs of all its pupils
- 3.2 Implementing the approved curriculum across the whole school, including monitoring and evaluating content, methods and delivery standards.
- 3.3 Planning the allocation of resources designated to support the approved curriculum and advising the Executive Headteacher and the Director of Learning of current and future resource and staff requirements
- 3.4 The compilation of the school timetable and the proposed allocation of class groups, staff, rooms and other resources
- 3.5 Organise information meetings for parents/carers on matters relating to the curriculum

4. Leading and Managing the Organisation

The Head of Campus will assist the Director of Learning and Senior Leadership Team to provide strong leadership and effective organisation and management, seeking ways to continually improve the school's organisational structures and functions based on rigorous self-evaluation.

- 4.1 Lead by example as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment
- 4.2 Demonstrate and articulate high expectations, and set stretching targets for the whole school community
- 4.3 Support with the day to day operation of the school
- 4.4 Develop good working relationships with the, staff, pupils, parents/carers, local community, other schools, specialist professionals, Governors and the LA
- 4.5 Support the Executive Headteacher and the Director of Learning to plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of employment
- 4.6 Support the Executive Headteacher and the Director of Learning to implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers, including targets related to pupil achievement
- 4.7 Support the Continuing Professional Development (CPD) of staff through example, looking to develop the leadership capacity within the school
- 4.8 Motivate and enable all staff in the school to carry out their respective roles to the highest standards, through high quality CPD and coaching based on assessment of needs and systematic monitoring and evaluation
- 4.9 Promote an ethos that motivates and supports staff in developing their skills and encourages collaboration for mutual support
- 4.10 Deputise for the Director of Learning and, in the absence of the Director of Learning, to the extent required by the Executive Headteacher, undertake the professional duties of the Director of Learning in accordance with the provisions of the latest edition of the School Teacher's Pay and Conditions document
- 4.11 Ensure that the school operates safely and that all staff are aware of their responsibilities in relation to safeguarding of children and adults

5. Efficient and Effective Deployment of Staff and Resources

The Head of Campus will assist the Director of Learning to ensure that the deployment of all staff, finance, resources, time and energy reflect the aims of the school community and the needs of all pupils.

- 5.1 Support the recruitment and selection of the highest quality teaching and support staff who are able and willing to contribute to the ethos of the school
- 5.2 Contribute to the formation of policies and procedures as directed by the Director of Learning
- 5.3 Ensure effective working relationships with external agencies and services contracted to the school, to the Governing Body and to the LA
- 5.4 Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money

6. Securing Accountability

The Head of Campus is accountable to the Director of Learning, pupils, parents/carers, staff and the school community for the efficiency and effectiveness of the school.

- 6.1 Work closely with the Director of Learning and Senior Leadership Team to create and develop an organisation in which all the members of the school recognise that they are accountable for the success of the school
- 6.2 Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and that parents/carers are supported in relation to the contribution they can make in supporting their children's learning and development
- 6.3 Carry out any such duties as may be reasonably required by the Director of Learning
- 6.4 Regularly review own practice, set personal targets and take responsibility for own personal development
- 6.5 Manage own workload and that of others to allow an appropriate work/life balance

7. Strengthening Community

The Head of Campus will support the leadership of the wider educational system and is aware that school improvement and community development are interdependent.

- 7.1 Promote a school culture and curriculum, which takes account of the richness and diversity of the school's communities
- 7.2 Ensure learning experiences for pupils are linked into and integrated with the wider community
- 7.3 Work in partnership with other agencies in providing for academic, spiritual, moral, social, emotional and cultural wellbeing of pupils and their families
- 7.4 Seek opportunities to invite parents/carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider local community
- 7.5 Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovative initiatives

8. Other

Undertake other reasonable duties as may be requested by the Executive Headteacher.

The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions.

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

Criteria	Qualities
Qualifications/Training	<ul style="list-style-type: none"> • Qualified teacher status (QTS) • Degree or equivalent qualification • Evidence of recent and relevant leadership development
Experience	<ul style="list-style-type: none"> • Experience with primary, including pupils with SLD, PMLD and more complex needs • Proven senior leadership and management experience in a school • Ability to develop and implement strategic school improvement plans • Teaching experience across a range of school settings (e.g., SEND and non-SEND) • Active involvement in school self-evaluation and development planning • Demonstrated success in line management and staff development • Strong understanding of assessment and behaviour support strategies for pupils with SEND • Proven leadership in improving teaching and learning for pupils with SEND
Skills and Knowledge	<ul style="list-style-type: none"> • Capacity to lead, develop, and implement long-term strategic plans that align with the school's vision, mission, and values • Strong data analysis skills with the ability to use data to set targets and identify areas for improvement • Deep understanding of high-quality teaching with the ability to model best practices and support others in improving their teaching • Effective communication and interpersonal skills • Ability to communicate a clear vision and inspire others • Proven ability to build effective working relationships • Recognition of the complex needs of SEND pupils and the strategies required to enable them to access a broad and balanced curriculum • Awareness of curriculum needs and practices, including foundation stage, primary, secondary, and post-16 education
Personal Qualities	<ul style="list-style-type: none"> • Commitment to achieving the best outcomes for all pupils while promoting the school's ethos and values • Ability to work under pressure and prioritise effectively • Dedication to maintaining confidentiality at all times • Strong commitment to safeguarding and equality, ensuring personal beliefs are not expressed in ways that exploit the position • Commitment to building positive partnerships with a range of professionals and stakeholder