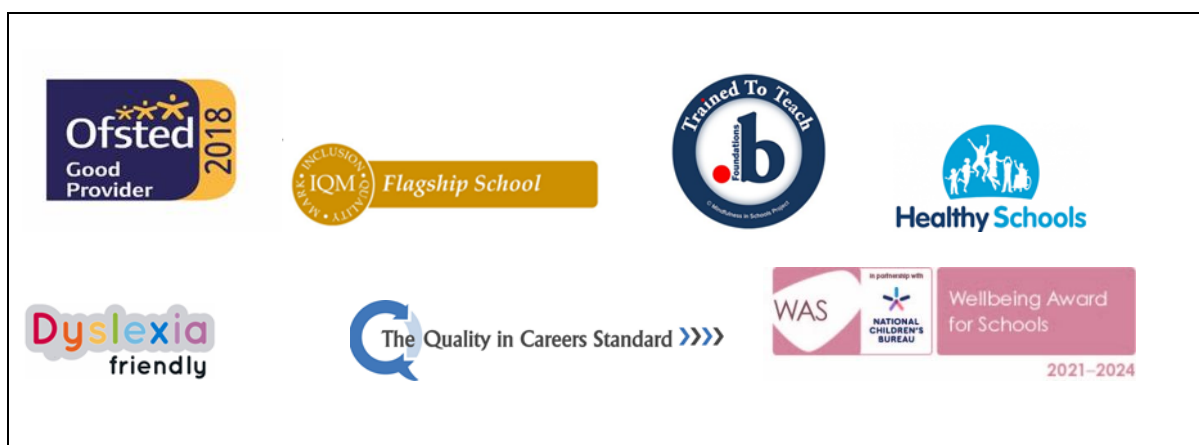


# HEAD OF SCHOOL

## L 15-19 (Under review)

### APPLICATION INFORMATION AT KETTLEBROOK SHORT STAY SCHOOL TAMWORTH



KETTLEBROOK SHORT STAY SCHOOL  
TAME STREET  
TAMWORTH  
B77 1AL  
TEL: 01827 312840

CONTACT: [admin@kettlebrook.staffs.sch.uk](mailto:admin@kettlebrook.staffs.sch.uk)

WEBSITE: [www.kettlebrook.staffs.sch.uk](http://www.kettlebrook.staffs.sch.uk)

Visits to our school are very much welcome – please call to make an appointment to visit and meet myself, my team of staff and students.

### CONTENTS

## A letter from the Executive Headteacher

**Notes to applicants:** The Advertisement and selection process  
Further information about Kettlebrook Short Stay School (PRU)



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**Job Descriptions:** L 15 to 19 (under review)

**Person Specification:** Wanting to lead and manage a successful PRU with the Executive Headteacher and Management Committee to continue to enable all our students to achieve academic and social success. To be mentored with an experience PRU Headteacher to ensure greater success for all who attend and work at Kettlebrook Short Stay School. Work in a culture of supporting each other, working as a team of staff etc that is based in Restorative Practice and Emotion Coaching. Have a good sense of humor and are Responsible, Reflective, Resilient and Resourceful!!!!

**Last OFSTED report** <https://reports.ofsted.gov.uk/provider/22/133583>

**Safeguarding Policy** on the school website



3-R6-Application-For  
m---Teaching-Staff-(U

**Application Form R6:**



Pre-Employment-Hea  
lth-Assessment-Quest

**PEAQ:**



RecruitmentMonitorin  
gForm%20(1).doc

**Recruitment Monitoring Form:**

January 2023

Dear Applicant,

Thank you very much for your interest in Kettlebrook Short Stay School (KSSS) and in the **post of Head of School**. I hope that this information will help you decide whether this would be the appropriate next step for you in your career and in the next stage of the development of Kettlebrook in becoming an Outstanding Pupil Referral Unit. **The successful candidate will be operationally fully responsible for KSSS and work closely with the Executive Headteacher & the other Head of School as a senior leadership team for the Federation.**

I have been in post as Headteacher at Kettlebrook since September 2009 and Executive Headteacher since 2018. (KSSS Federated with Burton Pupil Referral Unit). My current Head of School has been successfully promoted to become an Executive Headteacher within the SEND sector. I am both proud and delighted to be leading these two schools at this challenging but exciting time. We have great students who are proud to be a part of their school; who want to move on and achieve the success that they deserve. I am honored to lead, with my Head of School, a highly dedicated and caring team of staff who fully support the inclusive child centred approach that is the basis of our School and Federation ethos.

Kettlebrook is a very successful school in enabling all of our students to succeed by overcoming or learning how to deal with major life experiences. I believe that we provide a very supportive and secure environment that allows all students the opportunity to flourish both socially and academically. We have a very committed, dedicated, well qualified and well trained body of staff who work together as a team. They are innovative, enthusiastic and loyal to the school and it's ethos. Kettlebrook is a very special place in which to work in. It is highly regarded and respected in the Tamworth District and within the Local Authority of Staffordshire. Staff are key in leading and sharing good practice across Staffordshire and within other non-educational settings. Kettlebrook continues to be rated as OFSTED Good and is nationally recognised as a fully inclusive, trauma informed school.

As a school, we are constantly looking to improve the quality of provision for all our students on and off site. We work in close partnership with all the schools in Tamworth, as well as the alternative providers and many different agencies – Kettlebrook tends to orchestrate an overview for this multi-discipline approach to student development. We have a complex programme of learning opportunities for 60 students; each of them have been referred to us for a variety of reasons. Kettlebrook will take students who have been permanently excluded or are at risk of this. The majority of our students have a social or emotional or behavioural difficulty. As a group of experienced staff we are dedicated to giving each student a set of 'tools' or strategies to help them overcome these difficulties or at least learn how to live with them in what is expected by our society.

The students' attendance generally increases with us and hence so does their attainment and achievement in qualifications and social skills. Our Year 11 students leave KSSS with greater self-esteem, confidence and a range of quality examination results with positive POST 16 destinations of their choice. This is a test of Kettlebrook working in true partnership with all our alternative providers and a suitable bespoke academic curriculum & holistic approach delivered by quality staff.

The successful candidate will join a very friendly, supportive and highly committed professional team of staff

and dedicated Management Committee. The senior leadership team (SLT) consists of myself (EHT), my Head of School (HoS) and Assistant Headteachers (AH).

If successful, you will be closely working with me, our Management Committee of Governors and the Local Authority, to provide the best outcomes for each student in this child-centred school for students who have been and/or are at risk of being permanently excluded. You will be fully responsible for Kettlebrook as a highly successful and nationally recognised Pupil Referral Unit.

I would very much like for you to come and visit Kettlebrook (but realise that this might not be achievable with your current pressures of work) to have an informal look around. You can always contact me at school to discuss any aspects of this post. We must appoint the right person for this key role in the school – interviews should always be a two-way process.

Should you decide to apply for this post then please complete:

- the Staffordshire application form R6;
- PEAQ form;
- Recruitment Monitoring Form;
- Return your completed form to [admin@kettlebrook.staffs.sch.uk](mailto:admin@kettlebrook.staffs.sch.uk) by **Friday 27.1.23 by 12 noon**.

Thank you in advance for your time and commitment in applying for this post – we do appreciate the work that you will have put into your application. We are looking forward in receiving your completed application form.

Yours sincerely

Kirsty Rogers  
**Executive Headteacher**

John Brodie  
**Chair of Management Committee**



**PERMANENT POST:  
HEAD OF SCHOOL  
L15-19  
From April 2023 onwards**

**KETTLEBROOK SHORT STAY SCHOOL  
TAMWORTH, STAFFORDSHIRE  
[www.kettlebrook.staffs.sch.uk](http://www.kettlebrook.staffs.sch.uk)**

### **HEAD OF SCHOOL**

Due to the current post holder being promoted, we are looking to appoint a Head of School to be fully responsible for the operational leadership and management of Kettlebrook Short Stay School (KSSS).

Kettlebrook is a Local Authority Pupil Referral Unit (PRU) – it is recognised as a fully inclusive school that empowers our students to make positive changes and achieve positive outcomes onto the next phase of their education. Kettlebrook is judged by OFSTED as a good school, a nationally recognised Flagship school as part of IQM. We have strong links with schools and agencies within our District, because of our commitment to providing the best holistic education to each of our students (and their families) who have been or are at risk of being permanently excluded.

We wish to appoint a new Head of School, who will report to the Executive Headteacher. You will have overall responsibility for the smooth running of the school with responsibility for the culture, ethos and behaviour and attitudes across Kettlebrook's 2 sites.

You will need to have a range of leadership styles and experience in managing staff and students. Your educational philosophy will need to be based in trauma informed and emotion coaching and be a relational minded person who wants to make a difference to our students lives. You will work closely with the Executive Headteacher and KSSS's Senior Leadership Team, to shape and deliver the mission, vision and values of our school and across the Federation. You will articulate high expectations; quality assure teaching and develop staff through high quality rigorous performance management process.

You will consult and work with the Executive Headteacher, our Management Committee of Governors, all the staff, parents and carers, Local District High Schools & other professional organisations.

- You will have a strong academic track record to degree level and above
- You will have Qualified Teacher Status (QTS)
- You will have quality experience of working at a senior level in secondary or primary schools or Alternative Provision
- You will have evidence of Continuous Professional Development

**Kettlebrook is committed to safeguarding and promoting the welfare of children and young people and expects that all staff and volunteers share this commitment. Enhanced CRB disclosure is required for the appointment to this post with 2 outstanding references.**

Please complete the application form and highlight the areas requested in your letter of application. Please note, CVs will not be considered.

**ADVERTISEMENT DATES: w/b 2nd January 2023**

**CLOSING DATE: Friday, 27<sup>th</sup> January 2023 by 12 noon**

**SELECTION PANEL MEETING: Friday, 27<sup>th</sup> January 2023**

**INTERVIEW DAY: 2<sup>nd</sup> & 3<sup>rd</sup> February** – it will be a two-day interview process which will include a tour of the school; an informal chat with the Executive Headteacher, Head of School and other staff; student facing tasks; desk top tasks; a presentation and the formal interview with the interview panel.

**RETURN COMPLETED APPLICATION FORMS TO:**

**[admin@kettlebrook.staffs.sch.uk](mailto:admin@kettlebrook.staffs.sch.uk) by 12 noon on Friday, 27<sup>th</sup> January 2023**

## **FURTHER INFORMATION ABOUT KETTLEBROOK SHORT STAY SCHOOL**

### **LOCATION:**

Kettlebrook Short Stay School (KSSS) is located in Kettlebrook near the Tamworth Football Ground / Snow Dome in Tamworth, (near the A5 / A38 / M42) in Staffordshire.

### **HISTORY:**

The site has been a place of education for over 100 years educating the young people of Tamworth. This school has been located at this site for the past 16 years as a pupil referral unit. It has some Victorian buildings and has been gradually increased in size over time. Staffordshire LA has 6 short stay schools, of which Kettlebrook was the first to be opened.

### **PURPOSE:**

KSSS is for those students (who reside in Tamworth) who need an alternative curriculum that is delivered in a different way to that of the 5 Secondary academy schools and Two Rivers SEN school who make the referral to our school. It will generally take students who are at risk of exclusion / permanent exclusion or are in a situation that traditional teaching and learning is not appropriate.

KSSS works very closely, predominantly with the local secondary schools, (Rawletts; Tamworth Enterprise College; Landau Forte Academy Amington; The Wilnecote School; Landau Forte Academy QEMs) as our students will have been referred to KSSS through one of these schools or as directed by Staffordshire County Council. KSSS is also a key part of the districts SEND & Inclusion Hub. Most recently, we have also been working with Warwickshire secondary schools (The Polesworth and Kingsbury).

As a short stay school, Kettlebrook works with the most vulnerable students in Tamworth who usually have numerous external agencies working with them at home. As a school we spend a lot of time also working in conjunction with the following agencies: Educational Psychologist; SEND team; Educational Welfare; T3; Youth Service; Parent Support Workers; CAMHS; School Counsellor; School Nurse etc; Early Help Team and Social Services etc.

KSSS is about getting students (and their families) back on track socially and academically. The school ethos is:

**Stepping Forward Together – Caring, Sharing & Aspiring**  
**Which is founded from the core values of:**  
**TRUST, CARE, HONESTY & RESPECT**

**STAFFING:**

There are 23 staff who all work together as a team over the week to provide the best appropriate education as well as emotional and social support to each student regardless of their background and their needs.

All staff must be trained to apply physical interventions; these are only used as the last resort from having tried other strategies. This is through PROACT-uk SCIP. An annual update is required by each member of staff.

Staff work closely together to provide the best for the students and each other. There is an excellent staff moral which is support by staff socialising together each day and more formally at least each term! Staff well being is pivotal to our culture of support for each other by each other. (This was fully recognised when achieving the Well Being in Schools Award.)

**THE CURRICULUM & ETHOS:**

The curriculum is flexible so are the students' learning groups – they will change throughout the year in order to meet the individual student's needs. The change appears at times to be constant but it has to be that way to be fully inclusive – as an IQM Flagship school (Inclusion Quality Mark) this is essential change!!

**KS 3:**

The students follow a half termly thematic curriculum (eg. Belonging, Community, Environment, Relationships etc) covering the main subjects of English; Maths; Science; ICT; Art; Food; PSHE & PE. This academic curriculum is underpinned by the holistic social interaction curriculum delivery of Emotion Coaching, Trauma Awareness, MHWB strategies etc.

**KS 4:**

The KS 4 students also follow Careers/IAG lessons and have the opportunity to have a Work Experience Placement on a weekly basis. All of our KS 4 students have an individualised learning plan that is being delivered on and off site – KSSS oversees and monitors their social and academic progress while at other Alternative Provision and College courses – currently this includes: Hair & Beauty, Motor Vehicles and Multi craft construction.

All students are entered for exams when they are ready to sit them. By giving the students the opportunity to achieve real success, most of our students can then improve their self-esteem and confidence that also helps them to want to succeed. We have over 95% having positive destinations onto their chosen POST 16 destinations and very few NEETs. KSSS is the only PRU that has the Quality in Careers charter mark covering all of the Gatsby benchmarks.



### **THE PARENTAL INVOLVEMENT:**

Each student will have had a Home Visit by a member of SLT; a pre-admission's meeting with the Head of School and a termly performance review day meeting. Any exclusions require the parent/carers to attend and be a part of their child's progress. This involvement is reinforced by daily contact by staff and the Head of School each week. There is an open door policy for all parents/carers and family units. Parents/Carers are contacted at least twice a week by staff to enable all of us to share information and support the students' learning. We require honesty from the parents/carers and students alike; otherwise we are unable to help them move forward. All staff attend twice daily briefings to share information; raise concerns, discuss future learning plans; this allows us to work together to help each child. A different method of monitoring applies to those students who are educated off-site of school.

### **THE STUDENTS:**

There are variety of reasons why students are referred to KSSS but each student has a social or emotional or behavioural difficulty and sometimes all 3; they have found COVID a difficult period of time to be in school; they may find a large secondary school a difficult place to navigate etc. KSSS's main aim is to help each one (and their family unit) to find the most suitable pathway to either:

- a) reintegrate back into the secondary school system, or
- b) move onto a suitable alternative learning programme that has suitable learning outcomes / work experience / qualifications / reference into employment or onto further education, or
- c) move into more specialist SEND provision.

Approximately 20% are already in the Youth Service/Crime Prevention system; 15% LAC; 15% have EHCPs with 25% needing them; most will have an external agency working with them at home – sometimes numerous agencies. Our students tend to be very vulnerable and tend to have mental health issues, tobacco, drugs and alcohol problems.

### **THEY NEED YOUR HELP, SUPPORT, GUIDANCE & PATIENCE**

**If you think that you have the necessary qualifications, skills, experience, commitment and ambition to help these students achieve real life long skills AND that you have positive leadership & managerial proactive approaches in working with the Executive Headteacher and Governors - then please apply. We will be looking forward to hearing from you.**