



# THE VALE FEDERATION



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## Head of School Stocklake Park Candidate Pack September 2021

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**Inspire - Enable - Achieve**

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# Welcome from the Chair of Governors

Dear Applicant,

Thank you for your interest in the Head of School role at Stocklake Park School, The Vale Federation. I hope you find this information pack a useful introduction to our schools. We are delighted that you see The Vale Federation as schools where you can make an impact.

The vacancy has arisen as a result of our current Head of School moving on to pursue a new venture close to her heart. The Governing Board is also looking to develop and increase the leadership & management team at Stocklake Park to meet the additional capacity required in coming years.

The Governors are proud to be part of our schools. We believe that working together and developing strong links and relationships between staff, pupils, parents, multi professional teams and the broader school community is central to helping our young people succeed.

The Governors of The Vale Federation are looking for:

- A leader with an excellent knowledge of the complex learning needs of our children and young people.
- A leader who acts as a role model to all and has a passion and commitment to improve student outcomes.
- A confident professional with the continuous drive and ambition to raise standards and aspirations for the whole federation.
- A leader that understands and values the contribution of families to the school community.
- A leader who can shape and share our vision and ethos.

We can offer:

- A dedicated and committed staff team
- A positive and inclusive school community
- A supportive Governing Board
- An exciting opportunity to build on the outstanding practice of The Federation and extend its influence further.

Thank you for your interest in the Vale Federation. My colleagues and I look forward to meeting and interviewing motivated candidates interested in taking on this important and exciting new challenge.

We wish you the best with your application and look forward to meeting you.

Yours faithfully,

Angela Coneron, Chair of Governors

# Welcome from the Principal

Dear Applicant,

Stocklake Park has a strong and committed staff team currently led by Sophie, our Head of School. We are looking for someone to carry on and develop further the work that has taken place over recent years to provide our students with the curriculum and learning opportunities they deserve.

With a LA review of its SEN provision it has become apparent that there will be a growth in the number of secondary places required within the Aylesbury area. We are also aware of the future population of Stocklake from its feeder school, Booker Park school, which is part of our Federation. We are excited to be looking for the right person to take the school forward at this time of growth. Once in role, the new Head of School will appoint to their leadership team in order to meet the growth in our pupil population.

We can offer a comprehensive induction from the current Head of School in order to support and ensure full handover.

Chris Stephenson

Principal



# The Vale Federation



## About the Vale Federation of Schools

The Vale Federation is a federation of schools in Aylesbury incorporating Booker Park Primary Special School and Stocklake Park Secondary Special School which also caters for post-16 students.

The schools cater for students with a range of complex needs, including SLD, ASD, PMLD and MLD. We strongly believe in the benefits of multi-professional working, the students have access to a range of therapies including speech and language therapists, specialist teachers, occupational therapists, physiotherapists, and school nurses.

We aim for all our young people to be successful learners enabling them to achieve in a caring and supportive environment. Working together is at the heart of The Vale Federation and our relationship with parents, carers and all the many professionals is central to helping our young people succeed. Everyone has a part to play and together we work to provide the best that we possibly can to support all their unique learning needs.

We are fortunate to have wonderful facilities across the Federation for the students to enjoy and enhance their learning experiences. We are proud to be able to offer our facilities to both businesses and the local community.

The Federation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



# Booker Park School



Booker Park is a Local Authority Maintained Special Primary school in Aylesbury with 225 pupils on roll. The school is set near Stoke Mandeville Hospital, in a residential area, a 5 minute drive from the town centre. The school is within easy reach of Aylesbury and Stoke Mandeville train stations and there are excellent bus links too. There is parking on-site for staff and visitors. The school classrooms are on one level and the admin and staffroom are on the first floor. The school staffs a hub kitchen providing meals for the Federation and to other local schools.

Booker Park school is able to meet the needs of primary age pupils and we have an Early Years Department for nursery and reception age children. Staff are trained and experienced in working with children who have a range of special educational needs. These may include moderate or severe learning difficulties, autism, physical and other sensory disabilities and sometimes challenging behaviour as a consequence of these difficulties. Many of our pupils will experience a range of difficulties.

We have two large halls, a dedicated computer suite, soft play room, dark room, and hydrotherapy pool. Outside are lots of wonderful spaces with fun and exciting play equipment that is accessible for all our students. We also have a MUGA and an outdoor learning space. The school has a number of minibuses to ensure our students can access the community for learning. We also have a number of meeting and training rooms which provide a comfortable environment for parents to meet as well as being an excellent location for courses and workshops.

In the most recent Ofsted report dated 29<sup>th</sup> November 2018 Booker Park was judged 'Requires Improvement'. In the previous inspection in November 2014 the school was judged 'Good'.

# Stocklake Park School



Stocklake Park is a Local Authority Maintained Special Secondary school based in Aylesbury, currently with 82 students on roll. The school is set in a residential area within walking distance of the town centre and Aylesbury train and bus stations. The school is on one level with car parking for staff and visitors on site.

Stocklake Park School meets the needs of secondary aged students and provides post-16 education for students aged 16-19. We offer educational provision for students with complex learning difficulties and those that have higher therapeutic needs. We have highly trained staff delivering the curriculum in a range of ways to ensure that it is accessible to all our students. This includes the use of specialist equipment, particularly for those with sensory needs and profound and multiple learning difficulties.

We have links with Aylesbury High and Aylesbury Grammar Schools and students very much enjoy meeting and interacting with new people, in turn developing their social skills. There are also opportunities through visits within the local community to develop communication and numeracy skills relating what students learn to real life situations. Our aim is for students to become as independent as they can and to develop life and social skills that will help prepare them for the future.

Facilities include a large hall, separate dining hall, dark room, a full sized MUGA, new bespoke climbing castle, and a greenhouse. Students across the Federation access the Rebound Centre with floor level trampolines and soft play area as part of their physical activities. The school has minibuses to ensure that all students can access the community for learning.

In the most recent Ofsted report dated 5<sup>th</sup> February 2019 Stocklake Park was judged 'Good'. In previous inspections during November 2014 the school was judged 'Good'.

# Our Vision

## Vision








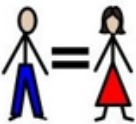
Through a multi-professional approach, we will create a high quality, inclusive, happy and safe school environment where pupils with a range of learning difficulties are:

- Inspired to engage in learning
- Enabled to realise their greatest possible level of independence and emotional resilience
- Supported to recognise and celebrate their achievements now and in the future





# Our Values

<p><b>DETERMINATION</b></p> 	<p>We aim for our pupils to always persevere, even when something may be difficult, to keep going and not give up, and to develop a positive “can do” attitude.</p> <p>Staff are unfailing determined to support pupils in achieving their very best.</p>
<p><b>EXCELLENCE</b></p> 	<p>We aim for our pupils to give their best in everything that they do. We recognise all their small steps of progress and their achievements. Whatever the child’s starting point, we have high expectations of them. All children can make progress with their academic skills, their physical skills, their communication skills, and their personal development.</p> <p>Staff have high expectations of themselves and fulfil their role to a standard of excellence.</p>
<p><b>COURAGE</b></p> 	<p>We aim for our pupils to show courage in the challenges that they will be face in life. It takes courage to have the confidence to have a go, to be willing to make mistakes, and to bounce back after a mistake.</p> <p>Staff model having courage and support children’s resilience.</p>
<p><b>TRUST</b></p> 	<p>We aim for our pupils to learn in a school environment that is safe and secure, and to develop trusting relationships with others. Over time, we want our pupils to develop a sense of responsibility. We aim for children to develop an awareness of who they can trust in the wider community.</p> <p>Staff always act in a trustworthy manner. They are honest and reliable at all times.</p>
<p><b>KINDNESS</b></p> 	<p>We aim for our pupils to show kindness to others. We value being polite, friendly and welcoming to others.</p> <p>Staff always act in a manner that demonstrates kindness towards children and towards each other. Staff will be positive role models for children.</p>
<p><b>FRIENDSHIP</b></p> 	<p>We aim for our pupils to develop communication and social interaction skills in order to develop positive friendships with others, and to take pleasure in shared experiences.</p> <p>Staff demonstrate friendship by being caring, supportive, having fun, and sharing ideas.</p>
<p><b>RESPECT</b></p> 	<p>We aim for our pupils to learn and develop in a school environment that promotes tolerance and respect for individual differences, abilities, needs and beliefs.</p> <p>We aim for our pupils to develop into individuals who respect themselves and respect others by treating them with consideration and care, and recognising that not everybody is the same.</p> <p>Staff are positive role models at all times and demonstrate their respect for others through their behaviour.</p>
<p><b>EQUITY</b></p> 	<p>We aim for our pupils to experience a school environment in which fairness is promoted, and equity is achieved by understanding that individuals needs different levels and types of support, depending on their needs, to achieve their goals.</p> <p>Staff are committed to ensuring that each individual has their needs well met</p>

# What We Can Offer



As well as making a positive contribution to the lives of our children and students, we can offer you;

- An exciting opportunity to contribute to the school's success
- The chance to work collaboratively to further develop and drive continued improvement at Stocklake Park school
- Supportive, collaborative and friendly staff environment, in a setting where you will have the chance to make a real and positive impact on the lives of students
- A Governing Body committed to supporting you in your continued professional development
- Competitive salary
- Free on-site parking
- Benefits of working for Buckinghamshire Council, including Teacher Pension Scheme; a 24 hour free, confidential Employee Assistance Programme; discounts on travel and on purchases from local shops, cafes and restaurants
- Aylesbury is a central location within easy reach of Milton Keynes, Wycombe, Watford, Hemel Hempstead and London with excellent bus and train links

# What Our Parents and Staff Say



*"The difference the school has made to our son's life is nothing short of incredible. Daily life was not enjoyable at all, but now our son looks forward to attending every day and on occasion we have had to persuade him to leave at the end of the school day"*

*"The staff from the leadership to the teachers and support staff are all willing to listen and make you and our child feel welcome"*

*"Understanding and friendly staff. My child's best interests at heart"*

*"I enjoy working at the school, I enjoy the challenge and working with others"*

*"We have a good working environment, especially the class I work in, the team is amazing and we all work extremely well together"*

*"One of the best features of the school is the staff and their commitment to supporting the children, their colleagues and to the school. Another is the amazing expertise we can offer the children coming to this school"*

# Information for Candidates

Job title:	Head of School
Reports to (job title):	Principal
Salary:	<b>Salary Range L16-20</b>
Start Date:	January 2022

## Overview:

A unique and exciting opportunity to join us at the Vale Federation. Governors are seeking to appoint an ambitious, inspiring and motivated leader to lead our secondary provision within the Vale Federation as Head of school at Stocklake Park.

## Key Dates:

- The closing date for applications is midday Friday 8<sup>th</sup> October 2021. Any applications received after this time may be rejected. CVs alone will not be accepted.
- Candidates will be advised whether they have been shortlisted by 1.00 pm on Friday 15<sup>th</sup> October 2021
- Interviews will be held on Thursday 21<sup>st</sup> October 2021.

Completed applications should be emailed to: [recruitment@thevalefederation.com](mailto:recruitment@thevalefederation.com)

For further information on our recruitment process please visit our website at <https://www.thevalefederation.com/careers/recruitment-process/>

For further information about our schools, please visit our website <https://www.thevalefederation.com>.

To find out more about the role and to arrange a visit, please contact Chris Stephenson, Principal on 01297 427221.

## Safeguarding Statement

The Vale Federation of Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, workers and volunteers to share this commitment. The successful candidate will be required to provide two satisfactory references, undertake pre-employment checks and have a cleared Enhanced Disclosure & Barring check.

## Application Form

Using the standard application form provided (CVs are not accepted) please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. Include all the training you have completed, particularly those in recent years which have helped to develop your leadership practice.



**Person Specification and Personal Statement**

When writing your responses it is really important you address each of the requirements in the person specification. Ensure to evidence additional aspects such as training and qualifications together with your background and experience within the personal statement.

**Covering letter**

You may wish to include a covering letter of no more than two sides of A4 paper and at a font size of no less than Arial size 11.

**References**

Please make sure your referees are aware of your application and that they are able to provide a swift turn round. Preferred referees are your last two employers and you should provide their official organisation email address for us to contact. One referee will be your last Chair of Governors.



# The Vale Federation of Schools

## Job Description

<b>School Name:</b>	Stocklake Park
<b>Post:</b>	Head of School for Secondary Provision of Vale Federation
<b>Responsible to:</b>	Principal

### Job Summary:

Work as part of the Vale Federation Strategic team and Senior Leadership team to create a strategic plan which inspires and motivates everyone. This will include leading by example, thinking strategically, communicating and implementing our vision to all stakeholders, setting and achieving challenging goals to sustain school Improvement and ensuring a positive learning environment.

The successful candidate must be an experienced, successful leader, skilled in working with children and young people and successful in leading a staff team. The Head of School is supported by the Federation admin, catering, site and finance team.

### Main duties and responsibilities include:

#### **Leading learning and teaching**

Work with the senior leadership team to secure and sustain effective teaching and learning. Monitor and evaluate the quality of teaching and priorities for improvement. This will involve:

- Leading and managing an effective secondary school, part of the Vale Federation of Special Schools.
- Ensuring learning is at the centre of strategic planning
- Driving continuous school improvement
- Monitoring, evaluating and reviewing classroom practice
- Challenging under performance and supporting and developing strategies for improvement
- Planning and implementing an effective secondary curriculum
- Embed the use of assessment for learning and effective use of pupils' data, in order to set challenging yet realistic targets to move pupils on
- Promoting a sense of wellbeing in the classroom and the wider school community
- Lead role for Well-being and mental health for all. We are part of the NHS Mental health trailblazer scheme
- Lead person for well-being at Stocklake Park School and Harding House secondary provision
- Working collaboratively with multiple agencies to secure the appropriate support for individual pupils
- Creating and maintaining effective partnership working with parents to support and improve pupils' learning and personal development
- Creating and maintaining strategies for ensuring inclusion, diversity and access

#### **Development self and working with others**

Lead, motivate, challenge, develop and support all staff. This will include:

- Lead by example as a model of professional conduct and presentation demonstrating high personal standards of expertise and commitment
- Treating people fairly, equitably and with respect, to create and maintain a positive school culture.
- Developing and providing staff induction, professional development and performance review.
- Ensuring effective planning, allocation, support and evaluation of work undertaken by your school team.
- Acknowledging and celebrating the achievements of individuals and your team.
- Reviewing strategies for the management of staff performance and take appropriate action when performance is unsatisfactory
- Reviewing own performance, setting professional and personal targets and pursuing own professional and personal development.

### **Leading and Managing the School**

Deploy personnel and resources to provide an efficient, effective and safe learning place. To further develop the school team through effective collaboration with others. This will include:

- Ensuring evidence based improvement plans and policies for the development of department and whole school.
- Write and deliver on the school improvement plan and vision in collaboration with others
- Leading and managing your school team.
- Manage and organise the school to meet the needs of the pupils, staff and curriculum whilst complying with health and safety regulations.
- Demonstrating expertise in the particular area of SEND.

### **Accountability**

- Work effectively with Principal, SLT and governing body, providing information, advice and support to enable the department and school to meet its objectives.
- Create and develop your team so that all staff recognise that they contribute to the success of the school.
- Develop and present a coherent and accurate account of your school's performance to all stakeholders, including termly reports to Principal and Governors.
- Ensure that parents, carers and pupils are well informed about the curriculum and progress and attainment.
- Reflect on own performance and contribution and to take account of feedback from others.
- Ensure Pupil Premium funds are allocated to disadvantaged pupils. Report on spending, intended impact and actual impact. Maintain Pupil Premium statement and publish for website. Termly updates to be provided to governors.
- Ensure accurate reporting of attendance of pupils and any missing children identified and action taken as appropriate.

### **Strengthening Community**

- Work with all stakeholders, including relevant agencies, to protect and safeguard children.
- Ensure a range of community based learning experiences.
- Create links with other schools for inclusive opportunities.
- Working in partnership with others to support and improve pupils' achievements and personal development.
- Collaborate with other schools to make positive relationships, share expertise and bring mutual benefits which will enhance provision.

### **Safeguarding**

- To be the Designated Safeguarding Lead at the secondary provision working with the Safeguarding and Well-being Officer
- To have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the LA and Federation.
- This job description is in addition to the Conditions of Employment as laid down in the Teachers Pay and Conditions Document.

### **Training**

Employees are required to attend any relevant training for the job role

### **Level of contact and responsibility for pupils**

The Vale Federation of Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, workers and volunteers to share this commitment. An Enhanced DBS check will be required from the successful candidate.

*This job description describes in general terms the normal duties which the post-holder will be expected to undertake. In addition, duties may vary from time to time. The job description may be changed at any time, after consultation with the employee.*

I agree to accept this Job Description:

Signed: ..... Print Name: ..... Date: .....



## The Vale Federation of Schools Person Specification

<b>School Name:</b>	Stocklake Park School
<b>Post:</b>	Head of School for Secondary Provision of Vale Federation

Factors	Essential	Desirable	Assessment Method
<b>Qualifications</b>	Qualified Teacher Status Degree or equivalent Evidence of further professional development	NPQH	Certificates at interview
<b>Experience</b>	Successful teaching and curriculum experience in setting with SEN  Recent and relevant successful leadership experience  Knowledge of SEN Code of Practice  Effective behaviour management experience  Effective management of human resources		Application form References Interview
<b>Skills and abilities</b>	Ability to:  Lead and manage change  Communicate effectively orally and in written form  Listen and be accessible to others  Promote a no-blame culture  Sustain improvement and challenge under performance Analyse data to inform change and identify improvements  Initiate, monitor and evaluate quality of teaching and learning		Application form Interview



	<p>Motivate and build a team</p> <p>Use new technologies</p> <p>Foster effective relationships</p>		
<b>Professional Knowledge and understanding</b>	<p>Knowledge of SEN education strategy and initiatives in mainstream and special education</p> <p>Understanding of curriculum planning, personalised learning and assessment</p> <p>Understanding of the primary needs of the pupils and the aspirations of their parents/carers</p> <p>Knowledge and experience of monitoring and evaluating own performance and that of others</p> <p>Able to ensure quality and development of learning and teaching</p> <p>Knowledge, understanding and analysis of data. Use data to inform pupil progress and school improvement</p> <p>Knowledge of best practice and procedures for safeguarding children and young people</p>		<p>Application form</p> <p>References</p> <p>Interview</p>
<b>Professional qualities and interpersonal skills</b>	<p>Ability to:</p> <p>Build and maintain excellent working relationships</p> <p>Enthuse with energy</p> <p>Demonstrate a sense of fun</p> <p>Demonstrate respect and empathy towards others</p> <p>Be resilient in the face of difficulties and challenges</p> <p>Evaluate alternative strategies</p> <p>Lead and manage others</p> <p>Work on your own initiative</p>		<p>References</p> <p>Interview</p>

	<p>Make decisions</p> <p>Engage and collaborate with stakeholders in school and in other schools</p> <p>Be flexible, adaptable and creative</p> <p>Show commitment to continuing professional development of self and others</p> <p>Passionate about children and young people's learning</p> <p>Commitment to wellbeing and building resilience for all</p>		
<p>The Vale Federation of Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff, workers and volunteers to share this commitment.</p> <p>An Enhanced DBS check will be required from the successful candidate.</p> <p>The successful candidate will be required to provide suitable references.</p>			