



Oak Wood
Secondary

Headteacher Recruitment Information

Starting April 2026



Central England Academy Trust
“Serving the Heart of England”

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Welcome from our CEO at Central England Academy Trust



Thank you for your interest in becoming the Headteacher of Oak Wood Secondary School. The school is part of our thriving Multi-Academy Trust (MAT) and shares the same site with its sister school Oak Wood Primary School. Both schools are oversubscribed generic special schools, meeting the educational needs of young people aged 4 to 19. The schools are independent of each other, but work very closely towards ensuring that resources are fully utilised for maximum impact.

Oak Wood Secondary School is currently undergoing an exciting expansion project, with the adaptation of an offsite premises to house post-16 vocational provision under way. The school also manages the educational provision at Jade Unit for young people with significant SEMH needs at Brooklands NHS Hospital in Solihull.

Our growing Trust currently consists of a diverse family of 5 schools in the Nuneaton area. We are opening a new mainstream 2-form entry primary school in September 2026, and we are also sponsoring a primary special school in Birmingham to join our Trust. Our vision for Trust growth is centred around our mantra of 'the right schools for the right reasons'. We are extremely proud of our family of schools and the work they do to serve our communities.

We are excited to recruit a dynamic and visionary leader who can bring our core values to life, and provide outstanding opportunities and education from the very first day.

We look forward to welcoming applications from experienced, inspirational leaders who thrive on collaboration and innovation and making a difference to the life chances of the young people who we serve. I hope this application pack provides you with the information needed to consider applying for this position, and I wish you every success with your application.

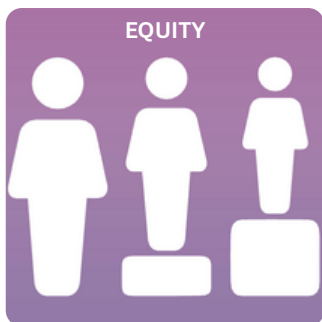
Best wishes

Andrew Dickinson
Chief Executive Officer

Our Trust Values



Collaboration: To work closely and productively with others for the greater good of everyone involved. To be positive, thoughtful and supportive towards others through showing appreciation and respect of own and other cultures, values and beliefs. We want everyone in our Trust to feel as though they are an important part of a large family.



Equity: Recognising that we do not start from the same place equity is about providing others with what they need in order to provide an equal access to opportunities. We want our school communities to be happy, empowered and supported through democratic processes and robust systems and structures where the autonomy, strengths and the uniqueness of the individual is supported, promoted and celebrated.



Aspiration: To always be ambitious ensuring that pupils and staff in our schools have the knowledge and skills to progress towards their aspirations and beyond. To support pupils to take their place in society and achieve success in adulthood.



Trust: To feel safe knowing that the reactions of others are well meaning and that systems and structures to support are consistent and predictable. To be well-informed and kept up-to-date and empowered to communicate wishes, concerns and opinions without fear of retribution.

Employee Benefits at Central England Academy Trust

We strive to be an employer of choice, and we are committed to ensuring our employees feel valued, appreciated and are at the heart of what we do.

We have a number of core benefits which include:

Professional Development

- We support all of our schools and services to offer professional development that is rooted in the evidence of what improves teaching and learning.
- We listen to what your career aspirations are and how we can support you within your role.
- We provide Trust-wide CPD in key areas, including attendance, behaviour / regulation and teaching and learning.
- We support staff in accessing a wide range of qualifications, including Diplomas, Masters and National Professional Qualifications (NPQs).

Appraisal

- Our staff appraisal focuses on supporting our employees to be the very best they can be. There is no performance-related pay in our Trust, and we put staff at the heart of what we do, so they can put children at the heart of what they do.

Apprenticeship Levy

- As a large employer we pay into the Apprenticeship Levy Fund and are therefore able to offer a wide range of apprenticeships to both new and existing staff.

Pension Schemes

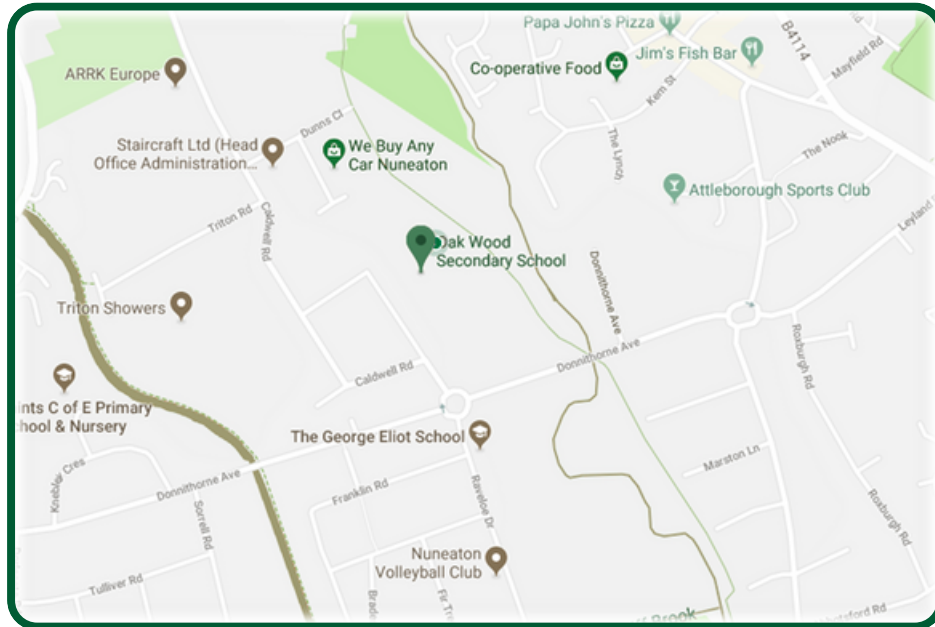
- A contributory pension scheme relevant to your role: Teachers' Pension Scheme for teaching staff, and the Local Government Pension Scheme for non-teaching staff.

Employee Support Schemes

- Subsidised eye care for extended VDU users
- A Gym Membership Scheme
- A Cycle to Work Scheme
- An Employee Assistance Programme, providing practical and emotional support
- An Employee Benefits Scheme, offering discounts on everyday essentials
- A Health Cash Plan benefit, providing reimbursements for various health-related expenses, including dental treatments, optical care, physiotherapy and more

Key Information about Oak Wood Secondary

Location: Morris Drive, Nuneaton, CV11 4QH



Local Travel

Oak Wood School is less than 2 miles from the M6 junction 3 which provides easy access to the Midlands motorway network of the M6, M69, M42 and M5. This means it is easy to reach Midlands towns and cities and their attractions including:

Coventry: Cathedral, Coombe Abbey, Transport Museum, Belgrade Theatre, Ricoh Arena. Birmingham: NEC, NIA, Cadbury World, numerous theatres, shops and sporting venues. Leicester: Resting place of Richard III, New Walk Museum, Abbey Park, Cultural Quarter Warwick, Royal Leamington Spa and Shakespeare's Stratford-upon-Avon.

Birmingham Airport can be reached within 30 minutes' drive and good rail links include London Euston less than an hour away and Birmingham and Leicester only 30 minutes.

Nuneaton

Nuneaton is a market town, the largest in Warwickshire, with a population of approximately 87,000. It is currently undergoing a significant house building programme with new estates containing a variety of housing.

It is the home of George Eliot, with a town museum and art gallery, Pingles Leisure Centre, several private gyms, the Arbury Hall Estate and Hartshill Hayes Country Park, all within its boundaries. There is a cinema, ten pin bowling alley and a soft play centre. Bedworth Civic Hall is nearby and hosts a variety of music, comedy and theatre. Bosworth Water Park, Hoar Park Craft Village and Children's Farm and the smaller market towns of Atherstone, Hinckley and Coleshill are all also nearby.



Oak Wood
Secondary

Key Information about Oak Wood Secondary (continued)

- **Latest Ofsted Inspection:** Oak Wood Secondary was inspected in September 2023 and was judged to be a 'Good' school.
- **Senior leadership team:** Headteacher, Deputy Headteacher and an Assistant Headteacher. There are also middle leaders with TLR responsibilities creating leadership capacity across the school
- **Pupil Places:** 170, increasing to 190 over the next two years (ages 11 – 19)
- **Areas of need:** Oak Wood Secondary is a generic special school, but the four broad areas of need are Communication and Interaction, Cognition and Learning, Social and Emotional Difficulties, and Sensory and Physical Needs
- **Part of a local Multi-Academy Trust:** Strong collaborative culture, shared professional development, and strategic support
- **Shared site:** shared site with its sister school Oak Wood Primary School. Both schools are oversubscribed generic special schools, meeting the educational needs of young people aged 4 to 19 and are independent of each other but work very closely towards.
- **School Group:** 6
- **Salary Scale:** Leadership Pay Range L26 – L29
- **Headteacher Start Date:** April 2026

Further information is available on the school's website: <https://ows.ceatrust.co.uk/>

Our Values

Our core values of **Collaboration**, **Equity**, **Aspiration** and **Trust** underpin everything we do. We provide a broad, enriching learning environment for all of our young people, whatever their special educational need or disability.

We are committed to being a safe, caring school, which provides a curriculum dedicated to the needs, development and aspirations of every individual and family.

We believe that our personalised approach enables, challenges and supports our young people to become valued members of society in the future. It is our belief that our young people, where at all possible, should have opportunities to excel in the field of employment. To this end the school has focused on developing its vocational provision and has forged links with many local businesses.



Key Dates

- **Application Deadline:** 9am on Friday 16th January 2026
- **Shortlisting:** Friday 16th January 2026
- **Interviews:** Thursday 22nd and Friday 23rd January 2026
- **Start Date:** 13th April 2026

Contact Us

Visits to the school are encouraged and warmly welcomed. To organise a visit with our CEO, Andrew Dickinson, please contact:

Vicky McKay (PA to the CEO): vmckay@centralengland.co.uk

How to Apply

The closing date for applications is: **9:00am, Friday 16th January 2026.**
(If you encounter a problem in meeting this deadline, please contact the Trust).

If you are interested in applying for this post, please click on this link <https://centralenglandacademytrust.face-ed.co.uk/vacancies> and select the Headteacher position.

As part of your application, please attach a supporting statement (no more than 2 pages) outlining your vision for the school as well as your leadership experience and strengths. We really look forward to reading your application!

Safeguarding and Data Protection

Safeguarding

Please note our clear expectations regarding personal and professional conduct of staff and the safeguarding of students:

- To have total regard for the need to safeguard students' wellbeing, in accordance with statutory provisions.
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality.
- To have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

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

All successful applicants will be subject to an enhanced DBS check and will also be taken through the school's vetting procedure. Candidates should be aware that online searches will also be carried out, in line with KCSIE expectations.

Data Protection

Central England Academy Trust is also strongly committed to protecting personal data. Our Privacy Notice, which can be found under the GDPR section on the Trust website, describes why and how we collect and use personal data and provides information about individuals' rights.

Job Description

Main Purpose

- Provide strategic leadership for Oak Wood Secondary School, constantly striving for success and continuous improvement and ensuring high quality education for every pupil
- Take an active role in the growth of the MAT
- Provide professional leadership which secures the success and improvement of the school
- Ensure high quality education and care for the pupils so that they are safe and happy at school, enabled to be successful learners and thus achieving high standards
- Drive forward and promote the shared vision and values of the Trust, and ensure that robust systems and structures are in place to enable all staff to meet the needs of every pupil
- Have the highest aspirations and relentlessly strive to raise standards

Key Responsibilities

- Principal lead for teaching, learning and the curriculum across Secondary School
- Designated Safeguarding Lead and Child Protection Coordinator for Secondary School including overseeing the Single Central Record and completion of related whole school documentation
- Trust headteacher responsible for agreed areas of responsibility linked to MAT School Improvement Central Services
- Strategic lead for Jade School, Brookland's NHS Hospital Education Provision
- Strategic Coordinator for Pathways Post-16 Centre, Bermuda Park
- Lead appraiser and coordinator for staff performance management across Secondary School (SLT, multi-agency staff, and all classroom staff)
- Strategic lead for budgetary control and financial management across the Secondary School supported by the Chief Finance Officer
- Principal lead and coordinator for Secondary School development and evaluation procedures including quality assurance
- Coordinate the development and implementation of whole school policies within the Secondary school
- Coordinator for recruitment of new staff induction for the Secondary School and Lead Mentor for ECTs
- A member of the Trust Headteacher Network who promotes the values of Collaboration, Equity, Aspiration and Trust

This job description covers the overall areas of strategic responsibility; however, further specific tasks and responsibilities will be determined through consultation and discussions with the CEO.

This job description may be amended at any time, following consultation between the CEO and member of staff, and will be reviewed annually.

Job Description

Duties and Responsibilities

You are required to carry out the professional duties as set out in the School Teachers' Pay and Conditions Document.

Strategic Direction and Development of the Secondary School

- Support the CEO in promoting the vision and direction of the Trust through the implementation of a range of well-planned strategies that enable staff to work to their full potential
- Lead and advise on the best teaching and learning strategies and ensure that the curriculum and where appropriate external accreditation meets the specific needs of all pupils. To make certain that pupils have the very best life opportunities to meet their current needs and beyond
- Work closely with the Trust as a member of the Headteacher Network
- Ensure the commitment of all who are involved in Oak Wood Secondary School so that Trust aims and objectives are successfully realised. To hold staff to account when necessary, through rigorously following Trust and school policy and procedures
- Strategically lead on the Secondary School Development Plan and School Evaluation Summary ensuring reports are presented professionally and is submitted in a timely manner
- Lead on and manage the school budget to ensure financial efficiency for the best value with support and guidance from the Chief Finance Officer
- Report directly to the CEO and Local Governing Body on a termly basis on pupil progress and impact of various initiatives. To ensure that Governors, Trustees and the CEO have full access to pupil data on progress, behaviour, attendance, safeguarding and standards in teaching and learning when this information is requested
- Collaboratively work with the Local Authority on expanding the school to meet the increasing need for special school placements in Nuneaton and the surrounding areas
- To forge links with the local community

Teaching and Learning

- Lead on teaching and learning in the Secondary School ensuring that there is excellent provision covering all areas of SEND
- Have curriculum oversight and where appropriate accreditation in order to provide bespoke and personalised learning programmes for every pupil across the school
- Oversee pupil progress ensuring that all pupils achieve well whatever their starting points or circumstances
- Have oversight of total communication with the aim that it is an expectation that all staff and every pupil communicate in a manner that suits their personal learning needs
- Model exemplar classroom practice to support staff development
- Collate evidence of impact from quality assurance procedures
- Lead on supporting and developing teachers with a commitment to each teacher being consistently good or better
- Oversee high standards of attendance and behaviour and ensure that strategies are in place to support pupils



Job Description (continued)

- Oversee learning and support well-being programmes that promote pupils' independence, welfare, personal development and health and sex education
- Constantly strive for consistently high standards of education and care for all pupils
- Lead on staff training programmes and provide evidence of impact
- Have an in-depth understanding of current educational theory and practice relating to pupils with special needs and inform staff of these developments through leading on training and initiatives

Leading and Managing Staff

- Lead on the Secondary school's Performance Management of all staff
- Oversee CPD across the school so that all staff receive training that is appropriate to the current School Development Plan. Map out and cost training plans to ensure equity and that training is directly related to the SDP and needs of the school. Report on the impact of training through cascading learning to the wider school community
- Overview IBPs, Risk Assessments, H&S plans and relevant documentation related to pupils. Expect and ensure that these documents are consistently implemented, monitored, evaluated and updated in line with school and Trust policies
- Lead staff INSET and develop a staff training programme for staff for identified training days and twilight sessions.
- Overview consultations, EHCPs and annual review procedures
- Coordinate robust induction and support for new staff
- Lead Mentor for ECTs

Headteacher Standards

These standards underpin best practice and will shape the professional and personal development of the Headteacher to raise standards and support the successful implementation of whole school initiatives and priorities. The ten Headteachers' Standards outline the expectation of the Trust:

- School Culture
- Teaching
- Curriculum and Assessment
- Behaviour
- Additional and Special Educational Needs and Disabilities
- Professional Development
- Organisational Management
- Continuous School Improvement
- Working in Partnership
- Governance

Ensuring leadership has a decisive impact on the quality of teaching and pupils' achievement is at the core of everything we do to facilitate the best outcomes for all young people in the school.

Job Description (continued)

Accountability

Accountable for measured outcomes and impact of strategies and initiatives in relation to:

- Pupil progress data
- Impact of curriculum
- Behaviour and attendance
- Keeping children safe

Other

- Directly work with the Local Authority on matters relating to pupil admissions through representing the school on the Admissions Panel
- Promote the Trust's vision and champion the Trust's values.
- Contribute to the wider life of the Trust, its schools and its community through out of hours and partnership work.
- Undertake other reasonable duties as may be requested by the CEO

Person Specification

Qualifications and Training	Essential / Desirable	Application Form	Interview
Qualified Teacher Status	E	X	
Relevant qualification in special educational needs	D	X	
Substantial teaching experience in a special school and significant levels of impact	D	X	
Recent and relevant involvement in professional development	E	X	
NPQH or willingness to undertake this qualification	E	X	
Experience	Essential / Desirable	Application Form	Interview
Three years or more experience as a senior leader at either Headteacher or Deputy Headteacher level.	E	X	
Proven track record of raising standards and challenging underachievement	E	X	
Experience of holding others to account including challenging underperformance	E	X	
Knowledge and Skills	Essential / Desirable	Application Form	Interview
A thorough knowledge of safeguarding and safer recruitment procedures	E	X	X
Ability to develop and promote a shared Trust vision and the leadership and management skills to ensure its realisation	E	X	X
Aptitude to work effectively with others across a range of settings	E	X	X
Effective leadership skills in Performance Management to enable good outcomes or better and proven track record of staff development including holding staff to account	E	X	X
Understanding and knowledge of budget management to ensure best value	D	X	X

Person Specification (continued)

Knowledge and Skills	Essential / Desirable	Application Form	Interview
Ability to lead school self-evaluation and link outcomes to school development and MAT priorities	E	X	X
Strong knowledge of appropriate curriculums and effective assessment procedures	E	X	X
Creating the Future	Essential / Desirable	Application Form	Interview
Can think strategically and communicate a coherent vision that promotes high standards for all	E	X	X
Has the skills to inspire, motivate, compel and expect others to drive the school's vision forward	E	X	X
Is able to contribute towards the vision of the Trust as a leader and a member of the Headteachers Network	E	X	X
Leading, Learning and Teaching	Essential / Desirable	Application Form	Interview
Excellent knowledge and in-depth understanding of the curriculum	E	X	X
Sound knowledge of different SENDs and the knowledge and skills to support all pupils across the school	E	X	X
Ability to demonstrate highly effective practice that is expected in the classroom	E	X	X
Understands the importance of managing data and analysis of pupil progress	E	X	X
Developing Staff and Working with Others	Essential / Desirable	Application Form	Interview
Ability to lead, inspire and motivate all members of the staff team	E	X	X
Ability to challenge in a professional manner	E	X	X
Have an in-depth understanding of leading with emotional intelligence	E	X	X

Person Specification (continued)

Developing Staff and Working with Others	Essential / Desirable	Application Form	Interview
Commitment to lifelong learning for self and others within the school and community	E	X	X
Possess a passion to perform the role and the persistence in achieving goals	E	X	X
Adaptable and resilient, adjusting to multiple demands	E	X	X
Experience of working with a wide range of services and partners providing support to children and young people with special educational needs	E	X	X
Successful experience of working with pupils with SLD, PMLD, ASD, MLD and SEMH	D	X	X
Strong people management skills with evidence of impact	E	X	X
Good sense of humour	D	X	X
Be passionate, calm and driven	D	X	X
Have excellent personal skills and proven ability to communicate effectively with stakeholders	E	X	X