

# The GALLERY TRUST

A community of special schools



**Head Teacher  
Mabel Prichard School  
Candidate Information Pack  
September 2024**

## ***Welcome***

Thank you for your interest in the post of Head Teacher at Mabel Prichard School.

Mabel Prichard School is a special school for children and young people with complex needs from the ages of 2 to 19. Students have a range of severe and profound learning needs and physical disabilities. The school has a site for primary school aged children at Cuddesdon Way, Oxford, co-located with Orchard Meadow Primary School, and a site for secondary school and post-16 aged children and young people at Sandy Lane West, Oxford, co-located with Oxford Academy. The school serves a large catchment area across Oxfordshire.

The Board of Trustees is seeking an inspirational and dynamic Head Teacher to lead and manage Mabel Prichard School: a gifted practitioner who demonstrates strong operational and strategic abilities. You will have leadership and SEND experience, and a strong track record in school improvement.

Mabel Prichard School is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county. With seven academies currently in the Trust, and a further academy scheduled to open in 2026, our aim is to continue to grow over the next five years.

As the largest Special Multi Academy Trust in Oxfordshire, The Gallery Trust values powerful collaboration and knowledge sharing whilst fully celebrating the distinct ethos and individuality of our schools.

Whether you are an aspiring or current Head Teacher, what matters to us is that you are a leader who is passionate about special education, and that you have the capacity to inspire those around you. Our Head Teachers need to be driven by a moral purpose to strive for outstanding outcomes for students with SEND and wholly dedicated to the promotion of the Trust's vision and values throughout their work.

If this sounds like you, we would love to hear from you.

On behalf of the Board of Trustees, thank you again for your interest and we look forward to hearing from you.



*Chris Scrivener*  
*Chair of Trustees*



*Kay Willett*  
*Chief Executive Officer*

## **Head Teacher required for January 2025**

### **Mabel Prichard School**

#### **Leadership Scale L19 – L25**

The Board of Trustees is seeking to appoint an inspirational and dynamic Head Teacher who will lead Mabel Prichard School through its next period of opportunity, growth and development.

Mabel Prichard School is a special school for children and young people with complex needs from the ages of 2 to 19. Students have a range of severe and profound learning needs and physical disabilities. The school has a site for primary school aged children at Cuddesdon Way, Oxford, co-located with Orchard Meadow Primary School, and a site for secondary school and post-16 aged children and young people at Sandy Lane West, Oxford, co-located with Oxford Academy. The school serves a large catchment area across Oxfordshire. The school currently has 106 students on roll and will be expanding to 136 students by September 2025.

Mabel Prichard School is a member of The Gallery Trust, an expanding and successful Special Needs Multi Academy Trust dedicated to improving outcomes for SEND learners in Oxfordshire.

The successful candidate will clearly demonstrate:

- The vision and skills to lead and manage the school on a journey of continued excellence, focused on creating opportunities for all
- Commitment to working in partnership with the CEO, the Trust's executive team, Board of Trustees, Local Academy Board, staff, parents and carers and key stakeholders to improve outcomes for students, and to ensure all students reach their potential
- Excellent abilities in operational management and strategic thinking
- Substantial leadership experience and recent SEND experience
- A proven track record of restorative practice
- Dedication to the inclusion of students with SEND in education and society as a whole

The Head Teacher is responsible for strategic and operational leadership of Mabel Prichard School, and will benefit from working collaboratively with the Trust's executive team. The Head Teacher is the public face of the school, and provides leadership for staff and students, focusing on the development of teaching and learning, and improving outcomes for learners.

The successful candidate will receive a thorough induction programme, continuing professional development, the prospect of working with skilled and enthusiastic colleagues across our highly successful Trust, and, above all, the opportunity to work with the fantastic students and staff at Mabel Prichard School.

#### **How to apply:**

The closing date for the receipt of completed applications is **Tuesday 1<sup>st</sup> October at 9:00am.**

If you would like to arrange a visit to Mabel Prichard School before submitting your application, please contact Emily McKenzie (07535018939: [e.mckenzie@thegallerytrust.co.uk](mailto:e.mckenzie@thegallerytrust.co.uk)).

A 2-day interview process is scheduled to take place on 8<sup>th</sup> and 9<sup>th</sup> October 2024.

To apply for this post please send your completed application form and an accompanying statement of up to 500 words about your reasons for applying for the post and how your previous experience has prepared you for the role to [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk) or by post to Emily McKenzie, The Gallery Trust, Northern House Academy, 23 South Parade, Summertown, OX2 7JN.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check.

The Gallery Trust is an equal opportunities employer and we welcome applications from candidates from all ethnic and community backgrounds.



## About the Gallery Trust

The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

### Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for pupils and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently seven special academies in the Trust located throughout Oxfordshire, with a further academy scheduled to open in 2026. The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.



## About Mabel Prichard School

Mabel Prichard School is a community special school for children and young people with complex needs from the ages of 2 to 19.

At Mabel Prichard School, we believe in enabling every student to discover who they are and to realise their full potential. Our curriculum offers a broad range of opportunities to face challenge; develop independence; prepare for adulthood; discover the world; be safe and develop the skills and knowledge needed to lead a happy, positive and fulfilled life.

Through our strong caring ethos, we support students to respect their whole community, regardless of background, race, gender, faith and disability and to celebrate diversity, so they are able to develop skills of empathy and tolerance in their life ahead.

We believe education plays a pivotal role in developing as individuals, alongside the vital input from families and other professionals whom we enjoy working closely with. The purpose of the school is to create opportunities through education for each student to value themselves and each other; develop confidence; communicate their thoughts and ideas and to enjoy discovering their strengths to take forward in their life ahead.

We understand that students can give their best when their needs are met, when they feel safe and when they understand their relationships with others. When a student starts at our school every effort is made to ensure that they maximise their progress, enjoy coming to school, make new friends and feel safe. They become part of our community and, importantly, their family also becomes part of our community.

## **JOB DESCRIPTION**

### **Head Teacher**

**Responsible to:** Chief Executive Officer, The Gallery Trust

**Core Job Purpose:**

- To work collaboratively with the Trust Executive Teams to support strategic oversight and development, and the operational management of the school
- To be responsible for the day to day running of the school
- To articulate to stakeholders the vision, ethos and values of the Gallery Trust through leadership of Mabel Prichard School
- To be accountable for the progress and achievement of students and the quality of learning and teaching in the school
- To work in partnership with the Chief Executive Officer and the Trust Executive Teams to implement the agreed policies and practices of the Gallery Trust
- To ensure a secure and safe learning environment that promotes the welfare of students and staff, and fulfils statutory and Trust policies and practice
- To fulfil all the professional duties as laid out in the School Teachers Pay and Conditions documents and the National Standards of Excellence for Head Teachers.

**Introduction:**

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the CEO and Directors of Education.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the County Council's Stress as Work policy and the Dignity at Work policy.

### **Responsibilities**

#### **Shaping the Future**

The Head Teacher will ensure that their leadership demonstrates commitment to promoting and developing the existing excellent practice at Mabel Prichard School.

#### **Main Tasks/Actions**

- Articulate and promote the school's agreed educational vision and values
- Share this vision and values with all members of the school community, securing their understanding and commitment and creating a shared culture
- Translate the vision and values into agreed objectives, ensuring that the school's planning, policies and procedures promote sustained improvement
- Embracing the Trust's 'Living our values' strategy, 'Leading Learning' tool kit and People Strategy.

#### **Leading Learning and Teaching**

The Head Teacher will lead a learning community which promotes positive attitudes to learning amongst students and staff and achieves excellence across all school activities.

### **Main Tasks/Actions:**

- Demonstrate the principles and practice of effective teaching and learning
- Ensure a consistent and continuous school wide focus on student achievement which reflects the agreed vision and values, monitoring progress
- Analyse and use data to inform strategies for improvement
- Ensure that learning is at the centre of strategic planning and resource management
- Establish creative, responsive, and effective approaches to learning and teaching, embedded in a culture and ethos of challenge and support where all students engage with learning, have high expectations and can achieve success
- Implement strategies and practice which achieve standards of behaviour and attendance which reflect the school's expectations
- Implement an appropriate curriculum which takes account of the needs and aspirations of all students, including the acquisition of skills for independence and independent living
- Implement an effective assessment framework
- Monitor, evaluate and review classroom practice and promote improvement strategies.

### **Developing Self and Working with Others**

The Head Teacher's relationships with students, parents/carers and staff should demonstrate a belief in their unique contribution as individuals, valued and respected by all. They will recognise and act upon their own potential for growth and that of others.

### **Main Tasks/Actions**

- Treat all people fairly, equally and with respect to create and maintain a positive culture in line with the school's agreed vision and values
- Build a collaborative learning culture within the school community and actively engage with other schools, both within and outside the trust
- Maintain effective strategies and procedures for staff induction, professional development and appraisal
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, including clear delegation of tasks and responsibilities
- Develop and maintain a culture of high expectations and aspirations for themselves and for others, celebrating the achievements of staff and taking appropriate action when performance is unsatisfactory
- Participate in arrangements for review of their own performance, reflecting on their personal contribution to school achievements and taking account of feedback from others
- Have regard for the well-being of themselves and others, managing their workload to promote a healthy work-life balance and encouraging and enabling others to do likewise.

### **Managing the Organisation**

In partnership with the Executive Teams, including the Director of Schools, the Head Teacher is responsible for ensuring that key principles and priorities for the school are identified and achieved.

### **Main Tasks/Actions**

- Be responsible for the day to day running of the school
- Create a structure which reflects the school's values, and enables the management systems and processes to work effectively in line with legal requirements
- Produce and implement evidence-based improvement plans for the development of the school and its facilities



- With the Executive Teams, including the Chief Operating Officer and Directors of Schools & Education, manage the school's financial and human resources effectively and efficiently
- Recruit, retain and develop staff appropriately, managing their workload to enable achievement of the vision and goals of the school
- Manage and organise the school's environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and the school community.

### **Securing Accountability**

The Head Teacher is accountable for the performance of the school and will be supported by the Trust's School Improvement and Business Executive Teams.

#### ***Main Tasks/Actions***

- Work in partnership with the Trust's Executive Teams, drawing upon the expertise and experience of these stakeholders to support the operational management of the school
- Work with the Local Academy Board, enabling it to meet its responsibilities by giving objective professional advice and regular accounts of the school's progress
- Develop systematic and rigorous procedures for school self-evaluation which are appropriate and enable collaboration, sharing knowledge and understanding, celebrating success, and using the outcomes of evaluation to further improve the school
- Ensure that all available data is used to identify strengths and weaknesses of the school and to inform planning for improvement
- Ensure that individual staff accountabilities are defined, understood and agreed and are subject to review and evaluation
- Develop and present a coherent, understandable, and accurate account of the school's performance to a range of audiences and stakeholders

### **Strengthening Community**

The Head Teacher is responsible for communicating the vision of the school and The Gallery Trust to the local and wider community and beyond.

#### ***Main Tasks/Actions***

- Ensure that effective strategies, systems and support are in place to ensure the safeguarding of children and young people in the school and co-operate and work with relevant agencies for the protection of children
- Act as the public face and main advocate of the school and the Trust
- Enable students to develop an understanding of their responsibility to others and provide the means for them to respond positively to this
- Create and implement positive strategies for promoting understanding that everyone is equal, and in particular for challenging racial and other prejudices and for dealing with harassment
- Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development
- Seek opportunities to invite stakeholders (parents and carers, community figures, businesses and other organisations) into the school to enhance and enrich the school and its students

- Engage in dialogue with all stakeholders to build partnership and understanding of shared values, beliefs and responsibilities, reflecting on and taking account of their views.

## **Other**

The range of responsibilities listed above is not exhaustive and is subject to change at the direction of the CEO. This job description is subject to annual review.

The Head Teacher is required to meet the general requirements of the post as specified in the School Teachers' Pay and Conditions Document.

The Gallery Trust is committed to safeguarding and promoting the welfare of children and young people. Head Teachers must ensure that the highest priority is given to safeguarding children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, satisfactory references, health clearance and NCTL and Enhanced Disclosure and Barring Check.

The Head Teacher works for The Gallery Trust based at Mabel Prichard School. However, the Trust reserves the right, in exceptional circumstances, to deploy staff to different locations depending on the needs of the overall Trust.

**SELECTION CRITERIA**  
**Head Teacher, Mabel Prichard School**

	<b>Essential</b>	<b>Desirable</b>
Qualifications	Qualified to work and teach in the UK Qualified Teacher Status (QTS)	NPQH achieved or in progress: Qualified to degree level or equivalent
Experience	Successful leadership and management at a senior level in education  Successful teaching experience in a SEND school  Experience of having led, at a senior level, significant changes or improvements in a school  Extensive knowledge of safeguarding procedures	Successful leadership and management at a senior level in a special school
Strategic Leadership	Ability to provide clear educational vision and direction  Ability to inspire and motivate all stakeholders  Evidence of developing effective strategies for school improvement  Ability to work in partnership with stakeholders	Working at a senior level in school improvement planning
Leading Teaching and Learning	Understand the principles of effective teaching and learning for children with a range of special needs  Successful experience of monitoring, evaluating and improving the quality of teaching and learning  Understanding the role and impact of assessment  Secure knowledge of statutory requirements relating to curriculum and assessment Experience of leading curriculum innovation	
Leading and Managing Staff	Ability to lead, manage and motivate across the school community  Ability to establish positive working relationships  Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams  Successful experience of identifying the need for, and leading, in-service training  Experience of dealing with HR issues	Significant experience of taking a lead role in performance management of staff including leading lesson observations

Managing Resources	Ability to manage, monitor and review available resources, ensuring value for money	Successful experience of managing budgets
Personal Skills and Qualities	<p>Strong commitment to raising standards</p> <p>High expectations of self and others</p> <p>Ability to establish and maintain positive relationships, including with parents</p> <p>Ability to remain positive and enthusiastic, including when under pressure</p> <p>Good communication skills</p> <p>Effective computing skills for both teaching and management</p>	

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