



**Horizons Education Trust**  
c/o Spring Common Academy  
American Lane  
Huntingdon  
Cambs  
PE29 1TQ  
[www.horizons.org.uk](http://www.horizons.org.uk)

**Job description: Head Teacher, Spring Common Academy**

**Salary:** (Group 4 special school pay scale L21 – 31 according to experience).

**Location Address : American Lane, Huntingdon. Cambs. PE19 1TQ.**

Spring Common Academy is an area special school for 209 pupils in Huntingdon. Most pupils have severe learning difficulties and related needs some have autism and some have profound and complex medical needs. The school is part of Horizons Education Trust which includes Riverside Meadows SEMH school sites at St Neots and Wisbech and there is a new area special school for the Trust at Alconbury Weald (Prestley Wood Academy) opening September 2024. This Head Teacher job role provides opportunity to work in a collaborative partnership with our Head Teachers and in particular the Head Teacher designate for our new Prestley Wood Academy an area special school with pan of 150 pupils in Alconbury from September 2024. This Head Teacher post at Spring Common is a truly amazing opportunity to build upon success and to work with an experienced and supportive team.

**Applications** are welcomed for this outstanding special school which is part of Horizons Education Trust using the application form. We expect a letter for the panel for shortlisting to let us know how you might apply your special education knowledge and experience to gain high standards for the Spring Common team and any additional information related to this application.

**Interviews will be held over two days** to give candidates time to view the school on day 1. The formal interview will be day 2 with a panel and will include discussion about a presentation which you will send to us when shortlisted for interview.

## **Job description: Head Teacher, Spring Common Academy**

**American Lane, Huntingdon, Cambridgeshire. PE19 1TQ.**

**Reporting to: CEO, Horizons Education Trust**

### **Main purpose of the job:**

This is an exciting opportunity for a visionary leader to lead an amazing staff team in a purpose - built special school. This post is suitable for either a serving special school Head Teacher or an experienced senior leader.

Our Head Teacher will provide the leadership, vision and direction to provide the day-to-day leadership that will enable it to build success and provide high quality education for all pupils with special educational needs with Education, health and care plans. The building design enables inclusive practice and eco values. As Head Teacher you will lead and manage the school on a day-to-day basis and be the first point of contact of accountability related to matters at the school.

We are searching for a leader who can collaborate and grow a team overtime to promote the values and strategic plan for Horizons Education Trust and to engage with the community and parents and carers.

Our CEO has strategic responsibilities for schools within Horizons Education Trust and will support and advise the Head Teacher in each school and act as line manager.

As an employee within Horizons Education Trust, you may be required to work at any school within the Trust to support school improvement and staff training. Your expertise will be valued and shared. This post is an exciting opportunity to support an established special school with many supportive partners within Horizons Education Trust. We offer additional training and career opportunities so you can be fulfilled as a Head Teacher.

### **Key responsibilities:**

As Head Teacher you will inspire the best practice and raise standards of achievement, take the lead for all day- to -day management of the children, staff, multi – agency professionals, resources and maintenance of the building and also secure the well - being of all pupils and staff. You will provide a positive environment in which all staff and children are enabled to achieve success and to build towards achieving their potential supporting the pupils with special education needs and disabilities. You will be accountable to your Academy Advisory Group and CEO for Horizons Education Trust and follow the scheme of delegation from the Trust.

You will be responsible for the safety of pupils and monitor and act upon information to create a positive environment to support calm environment and attention to wellbeing for pupils and staff. You will have safeguarding experience and build a team with a protective ethos and ensure the criteria for safeguarding is met.

As Head Teacher will be responsible on a day-to-day basis for your internal organisation, management and decision making for the effective operation of the school. In carrying out these duties the Head Teacher will liaise with and work in partnership with the CEO and Trust central team, local authority and health partners to sustain the school to high standards of practice.

You will have consultative skills to liaise with a wide range of multi – agency professionals and build a reputation to provide the best opportunities and outcomes for your pupils with Local Authority and other stakeholders, the Trust, the staff of the school, the pupils and the parents and carers of its pupils. Like the best leaders you will listen and take account of these ideas to form a strategic vision for the school and community to strive to be truly collaborative.

As Head Teacher you will effectively manage, encourage, develop and support staff and visibly demonstrate responsibility towards them as they grow in their roles. You will be selfless in approach and take pride in the development of others in your school team to achieve a wider vision.

As Head Teacher you will be held accountable to the CEO and a Local Governing Body (Academy Advisory Group) regarding impact measures for recruitment, retention and deployment of staff to enable the school achieves operational priorities and accountabilities building up a new school with good standards.

### **Vision, direction and development:**

**We require a Head Teacher who is visionary and can make that vision clear to others:**

- Can secure all operational plans for securing the vision, values and direction of the school. You will interweave the Trust values and strategic plan in consultations with staff and all relevant stakeholders including Head Teacher at Prestley Wood Academy (area special school) and other Head Teachers and multi – agency.
- Work collaboratively with the CEO, Academy Advisory Board (AAG) and other key stakeholders to ensure your school's vision is clearly articulated, shared, understood and acted upon by all.

- Can demonstrate the Trust values in everyday work and practice.
- Work with senior leaders, staff and Trustees to translate the strategic plan for the Trust into action plans that identify clear achievable priorities and outcomes. These plans will take fully into account the SEND diversity of the school and community.
- Develop your senior leaders, staff and AAG to evaluate progress towards priorities and outcomes for children and the wider school development.
- Develop a plan to implement induction for new staff and ensure policies are regularly reviewed and updated and that staff can be involved in this process.
- Ensure everyone in your team can articulate the curriculum offered at the school.
- Collaborate and seek support from the central team who will support you to ensure that all statutory requirements are published upon the new school website, including the schools aims, values, standards, SEND information and statements relating to all government restricted funds.

### Leading Teaching and learning

**You will report impacts to the CEO on a regular basis and provide reports for your AAG of the school outcomes and pupil progress. As invited, you will make presentations to the Teaching, Learning and Welfare committee for the Trust.**

As a Head Teacher you will continually build the quality of education:

- Pupils can access inclusive learning and this is central to your operational planning and resource management.
- establish good working relationships with parents and carers, within the community and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all pupils.
- Ensure statutory requirements and statutory returns for sharing of information is met and published.
- Personal development and pastoral care systems in the school is appropriate to the special education needs and disabilities, diversity of pupils, differing real life experiences, interests, aspirations and aptitudes.
- Prioritise high quality teaching and learning across the school and monitor outcomes.
- Ensure the school environment, including each classroom or therapy environment, reflects the need of pupils for the delivery of the quality of education.
- Create a culture and ethos of challenge and support where all children can achieve success, have an appropriate layer of challenge and become engaged in their own learning to develop personal independence as they leave the school for transition.
- Ensure that a system for monitoring and developing the quality of teaching and learning is fit for purpose and informs future practice for teachers through coaching and mentoring models operating within the school.

- When appropriate introduce new and emerging technologies to enhance and extend the learning experience of pupils.

### **Leading and Managing Staff:**

As Head Teacher you will have responsibility for:

- Recruitment and selection of teaching and support staff except any Deputy Head Teacher and Assistant Head Posts that will require liaison with the CEO who will act as panel member representing the Trust.
- Operation of the Appraisal System for teachers and support staff and recommend pay decisions to CEO within a budgetary framework.
- Creating and maintaining good working relationships amongst all members of the school community.
- Identifying and addressing areas for staff development and building on their strengths to support school succession planning
- Promote the highest standards of courtesy and mutual respect amongst all members of the school community in the best interests of pupils.
- Regularly lead whole school assemblies.
- Ensure that all staff carry out their professional duties in accordance with their job description and priorities within the school within legal guidance and regulations.
- Encourage innovation, team work and collaboration as a school ethos.
- Develop and strengthen overall leadership capacity, including middle leadership, across the school
- Deputise for the CEO at meetings for the Trust when requested to do so and to support your professional development overtime.

### **Efficient use of resources**

As Head Teacher will have benefit from the Trust and expanding central team to:

- Work with the CEO (AO) and Finance Manager (CFO) on setting an allocated budget to deliver a quality education to meet the objectives of the school improvement plan.
- Support from the Finance team to manage the agreed budget on a day-to day basis for the school ensuring effective administration and value for money.
- Support from CEO and Finance Manager (CFO) to make appropriate adjustments to spending patterns in accordance with all financial regulations and audit requirements.
- Ongoing support from the Trust Operations Manager with responsibilities related to

Estates, HR and administration to gain compliance with health and safety and fire risk requirements. You in turn will ensure all regulated school activities have appropriate health and safety, risk assessments and contingency plans.

- Support from the finance team to manage curriculum resources to support the needs of pupils within budgetary allocation.

- In turn in your role as Head Teacher you will ensure all staff and pupils contribute towards a positive learning and working environment and respect resources and make positive suggestions to the central so they may assist you.

### **Accountability: Pupils and staff, Systems and processes, Self – improving school system**

As Head Teacher you will:

- Ensure that all adult users of the school and site comply with working safe practices and current legislative requirements to safeguard pupils and to ensure effective child protection.

- Sustain positive working relationships in performance of your role and accountabilities and be mindful of building a community in the longer term.

- Provide information and performance data to the CEO based on a well-grounded and practical knowledge of the school on a day-to-day basis.

- To provide for approval of the CEO a Self - Evaluation Form (SEF) for the school using Ofsted regulations, school improvement plan and collate evidence of impact to support judgments made in evaluating the school's continued success. The Trust will provide you with a School Improvement adviser to support this aspect of your role.

- Ensure that school reporting arrangements are efficient, actioned according to schedule and keep parents informed about their child's attainment and progress whilst outlining how they can contribute to supporting their child's learning. As a new school you will be there from the beginning meeting parents and supporting admissions with your team and building relationships.

### **Partnership**

As Head Teacher you will:

- Build and encourage positive working partnerships with parents and carers and form a parents' group and communication system.

- Build a strong and enduring relationship with the Head Teacher and senior leadership team at Spring Common Academy within Horizons Education Trust and work together to create seamless working together for the benefit of staff and pupils and their families. This is pivotal to the success of this post.

- Focus upon the developing good relations within the Trust and governance.
- Encourage collaboration with other special schools and schools within the local Huntingdonshire community.
- Develop and encourage an effective partnership with the local community drawing upon the strengths and expertise, sharing information and ideas and working collaboratively with your AAG, local partners including Cambridgeshire Local Authority.
- Develop and encourage mutually supportive working relationships with relevant agencies including Social Care and Health professionals to support your pupils and families.

Signed .....

Date .....

I acknowledge that I have seen and received a copy of the above job description.

Signed .....

Date .....

**Person specification:** Head Teacher, Prestley Wood Academy

	Essential	Preferred
<b>Qualifications and Training</b>		
Qualified Teacher status	✓	
First degree	✓	
Master's degree or advanced professional study		✓
Evidence of school improvement experience and positive outcomes to raise standards.	✓	
NPQH qualification	✓	
Coaching and mentoring qualification or can undertake within 12 Months within post.		✓
<b>Experience</b>		
Leadership experience in a Special School	✓	
Experience of curriculum development management	✓	
Experience of Designated safeguarding lead and leading a DSL team.	✓	
Experience of health and safety management or willingness to undertake training.	✓	
Experience of project team management		✓
<b>Knowledge and skills</b>		
Knowledge of school self-evaluation	✓	
Wide knowledge of teaching and learning strategies for SEND	✓	
Operational experience of safeguarding, health and safety and legal guidelines for attendance, behaviour and personal development.	✓	
Ability to analyse and interpret assessment data accurately to raise standards and pupil achievement	✓	
Knowledge of a range of special needs, including SLD, PMLD and medical conditions & ASC to be able to train and advise others	✓	



Resources management experience to deploy staff and to manage expenditure within budget.		✓
<b>Leadership and Management</b>		
Ability to manage the day to day running of the area special school with other senior leaders, to ensure a safe, secure and healthy environment.		
Ability to work with the CEO for strategic planning and provide reports		
Ability to manage change and work with integrity when implementing change		
Professional approach to leadership, managerial and organisational decisions based on informed judgements		
Support the values and vision of the Trust		
Promote high expectations of achievement and learning for all pupils		
<b>Communication and working with others</b>		
To be able to develop and maintain a positive relationship with parents and other stakeholders and encourage staff to support engagement of parents		
Adopt a confident, calm approach and be able to communicate well orally and in writing to a range of stakeholders		
Create an open, fair and equitable culture		
<b>Promoting the welfare of children</b>		
Have a thorough understanding of safeguarding and the measures that need to be in place to ensure pupil safety and well-being		
<b>Self-management and personal qualities</b>		
Work with Senior Managers to create a positive and innovative atmosphere		
Respond and adapt effectively to change and view this as positive		
Ability to solve problems and seek innovative solution with others		
Develop competences and expertise in self and others		
Calm under pressure and able to know when to seek support and advice.		

**For and on behalf of Horizons Education Trust**

**September 2023.**