



Head Teacher –
Spring Common Academy
recruitment pack

**HORIZONS EDUCATION TRUST
AMERICAN LANE, HUNTINGDON, CAMBRIDGESHIRE. PE29 1TQ**

Head Teacher required for Spring Common Academy from September 2022. (NOR 195 - Group 5 special school)

We are searching for a dynamic Head Teacher for September 2022 for our friendly and welcoming special school. This is a fantastic opportunity for an inspirational and passionate individual to lead and develop our area special school into the future.

Spring Common Academy is an area special school for pupils aged 3-19 with an increasingly complex range of learning difficulties associated with Autism, communication and interaction, physical disabilities and medical needs. It is a very large special school with 195 pupils from Huntingdon and the surrounding area of Cambridgeshire and is part of Horizons Education Trust. It is permanently in demand for places and is well thought of within the area and region due to outward facing work and collaboration.

If you:

- have the abilities to lead an 'Outstanding' special school (last 2 inspections) and continue its journey;
- have strong leadership and management skills either as an existing Head or someone who has extensive Leadership experience in a special school;
- have the ability to further develop a clear vision of continued excellence with the current leadership team, staff, parents and Trustees;
- are committed to working with the other special schools in the MAT for Horizons Education Trust and working with our supportive Trustees to develop a centre of excellence.

We can offer you:

- a friendly warm and welcoming first name school;
- a supportive, experienced and motivated Senior Leadership Team;
- a school where all staff are always valued, secure and have a strong sense of commitment and belonging;
- a supportive induction period for the first term working alongside the Executive Headteacher;

- friendly pupils and families who love the school, some of whom have had a challenging journey so far but appreciate help and support;
- the opportunity to work strategically to develop your leadership skills, within an expanding Trust and use your school improvement skills to support new schools;
- Take the lead on trust – wide initiatives for the benefit of the Trust to grow capacity across multiple sites and to build succession readiness.
- opportunities to work locally and regionally to develop the work of the school to develop the curriculum and preparation for adulthood.
- Relocation package can be negotiated to support expenses for removals to move into the area.

For full information about the school and the trust please visit the trust website:

www.horizons.org.uk

As a Trust we are committed to ensuring the welfare and safeguarding of all pupils. All staff will be subject to an enhanced Disclosure and Barring Service (DBS) check.

Closing date: 3.00pm Wednesday 26 January, 2022.

Interview date: 3 and 4 February, 2022.

Some items may be held via Teams prior to interview.

For further information about the position, contact Dr Kim Taylor OBE, Executive Headteacher. exehead@horizons.org.uk

To apply, please contact Jon Panther, Executive Personal Assistant, jpanther@horizons.org.uk



Horizons Education Trust
c/o Spring Common Academy
American Lane
Huntingdon
Cambs
PE29 1TQ
www.horizons.org.uk

Job description: Head Teacher

Location: Spring Common Academy, Huntingdon. Cambs. PE29 1TQ

Reporting to: Executive Head Teacher, Horizons Education Trust

Salary: Head Teacher Leadership Pay Spine L25 – 29

(Group 5 special school pay scale L21 – 31. Trustees will reserve L30 and L31 for exceptional performance in role).

Main purpose of the job:

The Head Teacher will promote and support the vision and direction of Spring Common Academy by providing the day-to-day leadership that will enable it to build success and provide high quality education for all pupils. The Head leads and manages the school on a day-to-day basis and has primary accountability for matters related to the school. The Head Teacher will promote the values and strategic plan for Horizons Education Trust and raise the profile of the school in the local and wider community.

The Executive Head Teacher has strategic responsibility 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.

Key responsibilities:

The Head Teacher will raise standards of achievement, be responsible 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 responsible for the safety of pupils and monitor and act upon information to create a positive environment to support calm behaviour and attention to wellbeing.

The Head Teacher will be responsible on a day-to-day basis for the internal organisation, management and decision making for the effective operation of the school. In carrying out these duties the Head will liaise with and work in partnership with the Executive Head Teacher.

The post holder will also consult, as appropriate, with the Local Authority and other stakeholders, the Trust, the staff of the school, the pupils and the parents and carers of its pupils.

The Head Teacher will effectively manage, encourage, develop and support staff and visibly demonstrate responsibility towards them.

The Head Teacher will report to the Executive Head Teacher / CEO regarding impact measures for recruitment, retention and deployment of staff to enable the school achieving its operational priorities and accountabilities.

Vision, direction and development:

The Head will:

- Deliver all operational plans for securing the vision, values and direction of the school based on The Trust values and strategic plan in consultation with staff and all relevant stakeholders.
- Work with the Executive Head teacher who is also CEO, Academy Advisory Group and other key stakeholders to ensure the school's vision is clearly articulated, shared, understood and acted upon by all.
- 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, values and experience of the school and community.
- Work with senior leaders, staff and Academy Advisory Group to evaluate progress towards priorities and outcomes.
- Ensure policies are regularly reviewed and updated and that staff are involved in this process.

- Advise and support staff with senior managers to understand the rationale for curriculum policy development and implementation and how you value and measure impact.
- Ensure that all statutory requirements are published upon the school website, including the schools aims, values, standards, SEND information and statements relating to Catch up, pupil premium and sports premium expenditure.

Leading Teaching and learning

You will report to the Executive Head teacher / CEO on school outcomes and pupil progress.

As Head Teacher you will ensure quality of education by ensuring:

- Pupils can access inclusive learning as this is central to the school operational planning and resource management.
- Close 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.
- 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.
- High quality teaching and learning is prioritised across the school and monitor outcomes.
- The school environment, including each classroom or therapy environment, reflects the need of pupils for the delivery of the quality of education.
- A culture and ethos of challenge and support is created 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.
- The 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 new and emerging technologies are introduced to enhance and extend the learning experience of pupils.

Leading and Managing Staff:

Our Head Teacher will have responsibility for:

- Recruitment and selection of teaching and support staff except Assistant Heads Posts that will require liaison with the Executive Head Teacher who will act as panel member.
- Operation of the Appraisal System for teachers and support staff and recommend pay decisions to Executive Head Teacher / 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 leading whole school assemblies.
- Ensuring that all staff carry out their professional duties in accordance with their job description and priorities within the school within legal guidance and regulations.
- Encouraging innovation, team work and collaboration as a school ethos.
- Developing and strengthening overall leadership capacity, including middle leadership, across the school
- Deputising for the Executive Head Teacher /CEO at meetings for the Trust when requested to do so.

Efficient use of resources

Our Head Teacher will:

- Work with the Executive Head Teacher and Finance Manager on setting an allocated budget to deliver a quality education to meet the objectives of the school improvement plan.
- Manage the agreed budget on a day-to day basis for the school ensuring effective administration and value for money.
- Monitor the budget and with the Executive Head Teacher and Finance Manager to make appropriate adjustments to spending patterns in accordance with all financial regulations and audit requirements.
- Manage the operation of the day-to-day use of the building and grounds to be compliant with curriculum and health and safety requirements. Ensure all regulated school activities have appropriate health and safety, risk assessments and contingency plans.

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Executive Head Teacher: Dr Kim Taylor OBE Email: exehead@horizons.org.uk

- Manage curriculum resources to support the needs of pupils within budgetary allocation.
- Ensure all staff and pupils contribute towards a positive learning and working environment and respect resources and make positive suggestions to assist your role.

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

Our Head Teacher will:

- Ensure that all adult users of the school and site comply with safe working practices and current legislative requirements to safeguard pupils and to ensure effective child protection.
- Sustain positive working relationships in performance of the role and accountabilities.
- Provide information and performance data to the Executive Head Teacher / CEO based on a well-grounded and practical knowledge of the school on a day-to-day basis.
- Provide for approval of the Executive Head Teacher / CEO a Self - Evaluation Form (SEF) for the school using Ofsted regulations, school improvement plan and collect evidence of impact to support judgments made in evaluating the school's continued success.
- 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.

Partnership

Our Head Teacher will:

- Encourage positive working partnerships with parents and carers.
- Develop good relations between the school and other schools within the Trust.
- Encourage collaboration with other special schools in the local area 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.
- Develop and encourage mutually supportive working relationships with relevant agencies including Social Care and Health professionals to support 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, Spring Common Academy

	Essential	Preferred
Qualifications and Training		
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 or above	✓	
Coaching and mentoring qualification or can undertake within 12 Months within post.		✓
Experience		
Extensive 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 and willingness to take the lead on Trust wide initiatives for the benefit of the Trust	✓	
Knowledge and skills		
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 & ASC to be able to train and advise others	✓	
Resources management experience to deploy staff and to manage expenditure within budget.		✓
Leadership and Management		
Ability to manage the day to day running of the school with other senior leaders, to ensure a safe, secure and healthy environment.		
Ability to work with the Executive Head Teacher 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		
Communication and working with others		
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		
Promoting the welfare of children		
Have a thorough understanding of safeguarding and the measures that need to be in place to ensure pupil safety and well-being		
Self-management and personal qualities		
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
January 2022