

Your application

The first step in the selection process is your application. To get the most out of your application, please ensure you read through the person specification carefully and provide specific examples to demonstrate how you meet all the criteria.

We encourage you to visit our School to help you prepare for your application. You are assured of a warm welcome. Visits can be arranged by calling Linda Povey via the school office, or emailing at lpovey@hortonlodge.staffs.sch.uk

Interviews will be held on Wednesday 21st and Thursday 22nd of April at Horton Lodge. These will be held in person, on site and not virtually.

Key dates

Deadline for applications: **12 noon on Monday 19th April 2021.**

Shortlisting: **Monday 19th April 2021, candidates to be interviewed informed that evening**

Interviews and assessments: **Wednesday 21st and Thursday 22nd April 2021**

Contract begins: **1st September 2021**

Candidates should complete their application form electronically and email it to the school, together with a short covering letter addressed to Chair of Governors, Mr J Harris, explaining their reasons for applying. There is no need to submit a separate CV.

Please email your completed application form and covering letter (both as PDF files please) to: **harris.j@hortonlodge.staffs.sch.uk**

HEADTEACHER: JOB DESCRIPTION

Horton Lodge is a special school currently with 58 pupils, and a PAN of 55, in Primary years (2-11 years) with SEND. There are also 10 residential places per night available over 3 nights per week led by the Head of Care.

Responsible to: the Governing Board and Local Authority

Grade: Leadership Scale L12 – L18

Salary £55,338 - £64,143 (plus £4,457 Residential Allowance)

General Headteacher Accountabilities

The Headteacher is accountable to the school's Governing Body and through the Director of Children's Services to the Local Authority. The professional duties and job description of the Headteacher are outlined in the School Teachers' Pay and Conditions Document, which should be read in conjunction with this document. This job description is based on the National Standards for Headteachers.

Job Purpose

The Headteacher is the lead professional in the school, and working with the Governing Body, is responsible for providing vision, leadership and direction for the continuous improvement of the school. The Headteacher, with the Governing Body is responsible for ensuring that teaching and learning are highly effective and that all pupils achieve their maximum potential:

Creating a structured and safe learning environment
Ensuring continuous improvement of the quality of education
Raising standards and outcomes for all pupils
Ensuring equality of opportunity for all
Ensuring that resources are effectively and efficiently used to achieve the school's aims and objectives
Developing and promoting the residential provision and its added value for pupils
Maximising the service provision

Key Tasks

The Headteacher works with the governors and staff in relation to these key tasks.

1. Leadership and the strategic direction and development of the school

a) Providing a clear and soundly based educational vision, ethos and direction that promote and support pupils' learning, achievement and spiritual, moral, social and cultural development.

b) Working with the governing body to formulate, implement and sustain policies which support the school's values, aims and objectives and ensure equality of opportunities.

c) Ensuring that the strategic and operational management, finance, organisation and administration of the school support its values, aims and objectives.

d) Ensuring that the school has effective systems for monitoring, evaluating and reviewing policies, priorities and targets for the school.

e) Ensuring that the school development plan identifies appropriate priorities and targets for improvement and relates to overall financial planning.

f) Developing relationships with pupils, staff, governors, parents, agencies and the community in order to secure support for the school and its aims.

g) Maintaining a commitment to outreach and in conjunction with the Local Authority to give advisory support to specialist and mainstream provision.

h) Ensuring that the residential provision, Kiplings, meets all legal and safeguarding requirements. Working with the LA and other Special providers, support the Staffordshire model for SEN and residential offer.

2. Management of Teaching and Learning

a) Ensuring that the statutory requirements for the curriculum are met and that the curriculum provided is appropriate for the needs of all pupils.

b) Developing and maintaining the provision of an appropriate and safe learning environment for effective teaching and learning, which models the behaviours which enable learning to take place and promotes the pupils' spiritual, moral, social and cultural development.

c) Creating and maintaining pastoral and welfare systems for all members of the school community in order to support a positive and caring ethos

d) Maintaining and developing systems to monitor, record and evaluate the quality of education and outcomes for pupils including preparation for, and transition to, adult life.

e) Implementing strategies to secure improvements in the educational standards achieved by all pupils.

f) Working with the manager of Kiplings to ensure that the residential care and activity is of the highest quality.

3. Management of People

a) Be an effective listener and communicator who uses group processes and facilitator skills effectively.

b) Planning, allocating and evaluating work carried out by staff so that all are clear about their roles and responsibilities.

c) Managing the performance of the school's staff through the provision of appropriate procedures for induction, support, observation and review and ensuring that professional development activities are linked to individual and school needs through appraisal and the school development plan.

d) Creating, maintaining and enhancing effective working relationships among all members of the school community.

e) Ensuring all staff are supported, challenged and receive appropriate CPD.

4. Management of Resources

a) Managing accommodation, the school site and teaching and learning equipment in order to create a positive, effective and safe learning environment.

b) Managing the residential provision, Kiplings.

c) Ensure health support and training for medical need is robust.

d) Monitoring and evaluating the use of resources in order to ensure that support for learning is maximised.

e) Ensuring that all pupils receive the entitlement specified in their Statements/EHCP plans or when this is not possible ensure that the parent/carer and the LA is advised so that appropriate changes can be made.

f) Ensuring that Multi-agency teams and other additional Resources/ Bought in Services meet the needs of the pupils and staff.

5. Accountability for the effectiveness and efficiency of the school

a) Implementing monitoring systems in order that reviews and evaluations of the school's effectiveness and efficiency can be made, this includes pupil progress in meeting targets identified in their Statements/EHCP plans and Provision Maps.

b) Ensuring that results are reported and discussed with governors, parents, staff, the Local Authorities, the community and other agencies as appropriate.

6. Welfare and Safeguarding

a) Creating and maintaining a nurturing school environment in which all pupils develop physically, socially and emotionally.

b) Being responsible for Child Protection and Safeguarding of pupils. Ensure that staff are safe.

c) Ensuring the health and safety of all in relation to their individual needs and ensuring that processes and procedures are renewed to guarantee safety and support learning.

It is implicit that these duties are carried out in accordance with school and Council policies on equal opportunities.