



Headship information pack

glover recruitment
consultancy



Letter from the Chair of Governors

Dear Candidate

The Governing Body is looking to appoint an inspirational, visionary and dynamic Headteacher who will lead the school through its next period of opportunity, growth and development.

We are delighted that you are interested in becoming the Head of Bents Green School. Our vision for the school is to be a great school community for all students, families and staff. At our last Ofsted inspection in 2018 we were judged Good. The school is proud of what Ofsted said in our last inspection: "Your school has a friendly atmosphere. Pupils very much enjoy attending Bents Green. They are proud of their school and told me that they 'enjoy all their lessons'."

We are passionate about ensuring that all our students receive the best education possible, preparing them for adult life outside school and helping them become respected and valued members of society.

We want our headteacher to have a highly developed emotional intelligence and the ability to build effective relationships with all stakeholders. You will need to be able to challenge positively and lead change effectively. Ours is a supportive school committed to our staff's wellbeing, work-life balance, and professional development.

This is a tremendous opportunity and an exciting challenge to shape the development of our school in becoming an inspirational outstanding autism provision that promotes the enjoyment and aspirations of our students.

I would like to thank you for your interest in this post and wish you all the best.

Yours faithfully

Laura Gillespie
Chair of Governors



Headteacher

Bents Green School

L28-L34 (£86,040-£99,660) (starting point dependent on experience)
Group 7 NOR 303

Required for September 2023

Bents Green provides specialist education for young people aged 11-19 with Autistic Spectrum Conditions whose primary area of need is Communication and Interaction. We are located across three sites: Ringinglow, Gleadless and a satellite hub at Westfield School. Our vision is simple – to be a great school for all students, families and staff.

Here at Bents Green, we provide high quality, creative teaching and lifelong learning experiences that are personalised to our students and which are designed to promote curiosity and wonder. We celebrate the individuality of all our learners and instil acceptance and understanding of other people's uniqueness. To prepare them for adulthood, we seek to develop our young people's knowledge, skills and cultural capital so that they can contribute meaningfully to society while leading happy, healthy and fulfilling lives.

Working closely with the governing body, you will shape the vision and strategic direction of the school as we negotiate a challenging educational landscape. The role will involve multi-site leadership and you will be able to build effective relationships with all stakeholders.

We are looking for an aspirational headteacher who will:

- Continue the delivery of an ambitious and coherent curriculum that meets the needs of all our students, inspiring and engaging them in preparation for their journey to adulthood
- Maintain and further develop a safe and supportive learning environment that promotes wellbeing and personal growth for both students and staff
- Ensure high-quality teaching and learning throughout the school
- Develop future provision while ensuring our school remains financially stable

In return, we can offer the opportunity to:

- Lead a successful and recently expanded school
- Work with a happy, talented and committed staff team, and a governing body which is

committed to your ongoing professional development

- Bring fresh and innovative ideas to the role while making a real difference to the lives of our students

Our next Headteacher will have experience of working with young people with ASC in a special or mainstream setting.

Bents Green School is committed to safeguarding and promoting the welfare and safety of our young people. We expect all our staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. All shortlisted candidates will be asked to disclose any cautions or convictions prior to interview. The amendments to the ROA Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected' and are therefore not subject to disclosure to employers. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

The successful candidate will be required to complete an enhanced Disclosure and Barring Service check and a Children's Barred List check. Candidates are asked to read the school's safeguarding policy, which is available at:

<https://www.bentsgreenschool.co.uk/page/?title=Safeguarding+Team&pid=45>

Visits to our school are warmly encouraged and can be arranged by contacting Karen Taylor, PA to the Leadership Team, on 0114 236 3545. For an informal conversation with Laura Gillespie, the Chair of Governors, please contact the school in the first instance.

Completed applications forms, and any queries about the recruitment process, should be addressed to Scott Glover at scott@gloverrecruitment.co.uk or by phoning 0776677 3682.

Please note that we can only accept applications submitted on the attached Sheffield City Council application form.

Closing date for applications: 4.00pm on Friday 3rd February 2023

Assessment centre and interviews: Thursday 23rd and Friday 24th February 2023



Please use the personal statement to demonstrate how you meet the various elements set out in the person specification, providing examples and, wherever possible, evidence of positive impact. Candidates will be shortlisted on their track record and how well they demonstrate the attributes set out in the person specification.

The deadline for the receipt of applications is 4.00pm on Friday 3rd February 2023. Completed forms (and any prior queries) should be submitted to scott@gloverrecruitment.co.uk. If you would prefer to send your application by post, please address it to Glover Recruitment Consultancy, 64 Valley Road, Sheffield, S8 9FY. School visits are encouraged and should be arranged directly with the school.

All candidates will be informed of the shortlisting outcome by 1.00pm on Friday 10th February.

Shortlisted candidates will be asked to attend Bents Green School on Thursday 23rd February for in-school activities. An assessment centre and interviews will take place on Friday 24th February. Full details will be provided to shortlisted candidates on 10th February.

The assessment centre will consist of a series of job-related exercises designed to give candidates the opportunity to demonstrate the key attitudes, skills and knowledge required for the post. Shortlisted candidates will be fully briefed at the beginning of the process.

Telephone feedback will be available for all applicants, regardless of outcome.

Bents Green School

Headteacher job description

Salary range:	Group 7 L28 – L34
Role of the Headteacher:	Headteachers occupy an influential position in society and shape the teaching profession. They are lead professionals and significant role models within the communities they serve. The values and ambitions of headteachers determine the achievements of schools. They are accountable for the education of current and future generations of children. Their leadership has a decisive impact on the quality of teaching and pupils' achievements in the nation's classrooms. Headteachers lead by example the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff. They secure a climate for the exemplary behaviour of pupils. They set standards and expectations for high academic standards within and beyond their own schools, recognising differences and respecting cultural diversity within contemporary Britain. Headteachers, together with those responsible for governance, are guardians of the nation's schools. <i>(Preamble: The Role of the Headteacher, from the National Standards of Excellence for Headteachers January 2015)</i>
Responsible to:	The Governing Body and the Executive Director, Children Young People & Families, Sheffield City Council
Responsible for:	The teaching and support staff of the school and its children and young people.
The Headteacher will be expected to:	• Fulfil all the requirements and duties set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher. • Meet the standards set out in the guidance document National Standards of Excellence for Headteachers 2015. • Achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document. • Understand fully the current legal requirements, national and local policies and guidance on safeguarding and the promotion of the wellbeing of children and young people and ensure that all requirements are met.

Job Description

Detailed below are the 24 characteristics expected of an excellent school leader, divided into the four 'Excellence As Standard' domains. The Governing Body has identified these as the specific characteristics that are vital for the post to ensure the school is led effectively.

This job description will be subject to annual review as part of the performance management cycle.

Domain One Qualities & Knowledge	Domain Two Pupils & Staff	Domain Three Systems & Processes	Domain Four The Self-Improving School System
<i>Headteachers:</i> 1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.	<i>Headteachers:</i> 1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.	<i>Headteachers:</i> 1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.	<i>Headteachers:</i> 1. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.	2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.	2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.	2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.	3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.	3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.	3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.	4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.	4. Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.	4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.

Job Description continued

5. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.	5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.	5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.	5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.	6. Hold all staff to account for their professional conduct and practice.	6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.	6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people. The Headteacher must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).



Person Specification

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification.

Qualifications and experience

Candidates should have and be able to evidence:

1	Qualified Teacher Status (QTS)
2	Knowledge and understanding of what it means to be a learner in a special school and of working with children with autism
3	Evidence of recent leadership experience that has contributed to school self-evaluation and the development of whole school priorities
4	A proven track record of leading whole school improvement successfully
5	Evidence of recent, appropriate leadership development (e.g. NPQH*)

Personal qualities

Candidates should:

1	Demonstrate a passion for teaching and learning
2	Communicate effectively both orally and in writing to a range of audiences
3	Develop positive relationships with pupils, staff, parents, governors and members of the local community
4	Adapt to changing circumstances and be receptive to new ideas
5	Demonstrate excellent interpersonal skills
6	Be decisive, consistent and focused on solutions
7	Demonstrate the capacity to be reflective, flexible and adaptable
8	Have a positive, enthusiastic outlook, embracing risk, innovation and creativity
9	Show resilience, perseverance and optimism in the face of difficulties and challenges
10	Lead by example with integrity and clarity
11	Listen carefully, learn from others and seek advice and support when necessary
12	Demonstrate a commitment to the continuing professional development of self and others within the school

Skills

Candidates should be able to:

1	Formulate a vision and strategy for the school and secure commitment to it from others
2	Analyse and interpret data accurately to inform school improvement and to monitor pupil progress
3	Plan strategically and set challenging targets for improvement
4	Managing change successfully
5	Assess, monitor and evaluate the quality of teaching and learning, providing next steps for improvement
6	Work effectively with parents and the community

Person specification continues on next page

7	Work effectively with the governing body, enabling governors to fulfil their roles and meet their core responsibilities
8	Work in collaboration with other schools, fellow professionals and external organisations to improve outcomes for all children
9	Drive improvement and challenge underperformance
10	Have excellent organisational skills, prioritising and managing time well under pressure, to meet deadlines
12	Distribute leadership, enabling staff and teams to take on responsibility and hold each other to account for their decision making
13	Manage resources efficiently
14	Engage leaders at all levels in systematic and rigorous self-evaluation

Professional knowledge and understanding	
Candidates should:	
1	Be committed to securing equality of opportunity throughout the school
2	Have an understanding of national policy, curriculum developments and the statutory and legal framework within which a school operates, including the new Ofsted Inspection Framework
3	Have knowledge of what constitutes good and outstanding teaching and a secure understanding of how pupils learn and the impact of a highly creative curriculum
4	Have knowledge of effective assessment for learning practices and an understanding of the impact of excellent questioning and immediate verbal feedback on the progress of learners
5	Have knowledge of the management of children's behaviour and attitudes to learning and the ability to put this into practice
6	Have knowledge of effective strategies to include and meet the needs of all children, including the most able and those who are disadvantaged
7	Have experience of multiagency working to support vulnerable children and families
8	Have an understanding of effective financial management
9	Have experience of school self-evaluation and performance management processes and their impact on raising standards
10	Have experience of using local and national research to support school improvement

Safeguarding	
Candidates should have:	
1	Knowledge of national and local safeguarding guidance
2	Experience of safeguarding and promoting the welfare of children and young people
3	A commitment to co-operate and work with relevant agencies to protect children and young people
4	Knowledge of best practice and procedures for safeguarding children and young people

*It is no longer mandatory for all first-time headteachers to have been awarded the National Professional Qualification for Headship (NPQH) *before* being appointed to the post. However, NPQH is a credible threshold qualification, which signals readiness for headship.

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Queries about the application and recruitment process
should be addressed to scott@gloverrecruitment.co.uk or
by phoning 07766773682.