



New Leaf Centre

Headteacher Recruitment Pack

WELCOME FROM THE CHAIR OF THE MANAGEMENT BOARD

Thank you for showing an interest in our pupils and our school and expressing an interest in the role of Headteacher – New Leaf continues on it's transformational journey, moving forward, always improving, and now is an incredibly exciting time to join us.

New Leaf is an incredible example of pupil centred alternative provision, and this role offers the successful applicant the opportunity to transform the lives of our pupils and to add further impact through our inspiring culture and environment. Our staff and pupils are nothing short of remarkable and it makes me incredibly proud to be Chair of the Management Board. We have a strong belief in the value of a personalised approach to educating our pupils. Our dedicated team is relentlessly committed to having a transformative impact on the lives of our learners, doing this through a challenging, tailored, wider curriculum, and fostering enjoyment in learning for life. The school continues to transition and in order to approach this new chapter, we're looking for a Headteacher who is passionate about supporting the diverse range of pupils we have, having the highest expectations and care for all of our learners, and a capacity to inspire those around them.

Is that you?

A handwritten signature in black ink that reads "T Haydock". The signature is written in a cursive style with a large, stylized 'H'.

Tina Haydock

Chair of Management Board



ABOUT OUR SCHOOL

New Leaf Centre is a pupil referral unit catering for pupils aged between 5 and 16 who have been permanently excluded in Walsall. We are a caring and inclusive school where high quality guidance and support for the whole school community is a priority. The highly skilled and dedicated team of staff support a holistic view of the pupils through a trauma informed and nurturing approach that includes not only their academic development but also their personal



and social development. We encourage them to become well rounded individuals who are able to make a valuable contribution to their communities, progressing onto the next stage of their education with appropriate support identified and in place.

This support process begins at admission where robust assessments identify pupil need.

This enables appropriate and personalised pathways and interventions to commence at the earliest opportunity. Strong partnership working between the school,

Walsall Childrens' Services and numerous other external agencies, ensure that there is coherence in support through effective communication channels and a mutual understanding of the needs of the whole child and barriers that may impact their progress.

The KS1 and 2 curriculum offers a coherently planned sequence of lessons which ensures pupils cover the skills and concepts required in the National Curriculum. Sequenced and delivered through a variety of short topics, pupils are able to take part in a broad range of subjects through engaging activities, promoting a love of learning and increased levels of engagement in school and lessons. The curriculum is complemented by opportunities to learn outside the classroom through educational trips and visits. At KS3 and 4, the curriculum offers a broad spectrum of opportunities, with pupils having the opportunity to engage in traditional academic qualifications alongside a variety of vocational qualifications. Additionally, there is a strong emphasis on supporting the need for their personal development through PSHE and careers advice and guidance. The KS4 curriculum is accessed through the use of a diverse range of alternative providers, offering a variety of specialisms to support the future aspirations of pupils. All alternative providers receive regular quality assurance visits ensuring that the school's high expectations are met.



Safeguarding is a strength of the school. All staff are well trained, have a high level of professional curiosity and understand the enhanced contextual risks associated with pupils excluded from mainstream education. The team of Family Support Workers and Keyworkers led by the Designated Safeguarding Lead offer high levels of support and challenge for pupils and families. All staff continue to develop the relationships between school and families through regular communication of all aspects of pupil progress. Opportunities for parents to visit the centre through various events has strengthened the relationships. Many parents have welcomed the positive comments and opportunities to see their child's progress first hand.

Pupils who attend New Leaf Centre have a positive experience, feeling supported and listened to. This allows the pupils who have been permanently excluded from mainstream schooling, to positively re-engage with education and begin to develop the knowledge, skills and attitudes that they require to progress onto their next stage of learning and life.



ABOUT THE ROLE

If you enjoy a challenge, are driven by moral purpose and want to make a significant difference to the lives of young people who need and deserve it the most, then the opportunity to become the next Headteacher at New Leaf can't be missed. New Leaf is a vibrant, energetic and fast paced school. You'll be working with a dedicated staff team and management board that all have great ambition for our school community. We provide a caring and stimulating learning environment, enabling all our pupils to thrive, learn and enjoy their time at school. We have extremely high standards and expect all members of the school community to share these to provide our children with the very best care, education, and support. For the right leader, this is an exciting opportunity to continue the transformational journey of New Leaf. We are very

proud of our school and the growing reputation we have within the local and wider area. We provide excellent opportunities for all our children and staff so that they can be the best that they can be.

We are looking for an exceptional aspiring or established Headteacher to manage our next phase of improvement as a school. Priorities for this new phase in the leadership of the school include overseeing the continued development and delivery of the curriculum that meets the individual needs of pupils and accelerates their academic, social, and emotional progress. It will also involve ensuring responsive and effective approaches to learning and teaching, and the quality assurance of this. Alongside continued development of the quality of education, New Leaf is also developing its outreach provision, working with schools locally and beyond to develop their inclusive practices, changing the model of work from post-exclusion, to pre-exclusion.

Working closely with the management board, you'll be given every opportunity to work collaboratively to embed a shared culture of outstanding teaching and learning and nurture excellent relationships with students, staff, and the entire community we are so proud to serve. You will be tenacious and resilient and enjoy bringing people together to achieve shared goals. As the new Headteacher you will be a passionate and committed strategist, providing exceptional leadership to a dedicated staff team. The ideal candidate needs to be a values-led leader, with mission and purpose for inclusion and the alternative provision environment, and a passionate advocate for young people with diverse needs. You will have a strong track record of leadership and substantial experience of teaching within a SEND or alternative provision environment.

In return, we can offer you unparalleled support within a rewarding and growing school environment. You'll be rewarded with the opportunity to carve out impactful practices in an outward facing school. We will also provide our new leader with a coach and/or mentor, ensuring that the new Headteacher is given maximum support and opportunity to succeed in such an important role.

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Head teacher – The New Leaf Centre, Walsall

SALARY: £62,561- £72,483 (L15-21)

PURPOSE OF JOB

To lead the team that will safeguard the pupils and staff of the New Leaf Centre and implement measures that have a direct impact on improving pupil outcomes and wellbeing and deliver value for money.

As well as providing strategic and operational leadership of the Centre the post holder will work in partnership with the Local Authority and other partners in the delivery of the Council's Walsall Right for Children Inclusion Strategy.

RESPONSIBILITY LINKS

Reports to: The New Leaf Management Board

Responsible for: Staff and pupils of the New Leaf Centre

MAIN DUTIES AND RESPONSIBILITIES

Strategic Leadership

1. Be responsible for the leadership, internal organisation and operational management of The New Leaf Centre.
2. Working with the Management Board, set the vision, culture and strategic direction of the Centre within local and national regulations and best practice.
3. Lead on the improvement plan for New Leaf and lead continuous improvement as demonstrated by the outcomes for children/young people and via the inspection regime
4. Be an outstanding role model for all colleagues and make a leading contribution to the maintenance of high educational standards and inclusive approaches to learning.
5. Work in partnership with local schools and other partners in the implementation of the Walsall Right for Children Inclusion Strategy and inclusive approaches to supporting children and young people grow and develop.
6. Develop a sustainable improvement plan with key milestones and impact measures that drives school improvement in a structured and responsive manner

7. Work with the Fair Access Panel, Walsall Primary and Secondary Heads Forums and individual schools to ensure a child and young person centred approach to meeting the needs of those pupils who face challenges in mainstream provision.
8. To support the effective planned re-integration of pupils into mainstream schools.
9. Facilitate the successful transition to Academy status for New Leaf.
10. Promote a culture in school and with others of respect and nurture that values children and young people and ensures their welfare and safety is paramount.
11. Ensure the Centre adopts restorative approaches that ensure children and young people can build long term constructive relationships and build self-resilience.
12. Maintain high levels of parent/ carer engagement and liaison and effective multi agency working to the benefit of individual pupils.

Leading and Managing

1. Lead, motivate, support, challenge and develop staff to secure whole school improvement.
2. Be a role model to staff during periods of change.
3. Actively participate in arrangements for head teacher performance management.
4. Implement and sustain effective systems for the management of staff performance, incorporating appraisals for teachers including targets relating to pupils' achievement.
5. Ensure that new employees, trainees and newly qualified staff are appropriately trained, supported, monitored and assessed in relation to required standards.
6. Ensure a positive public image of the Centre and working relationship with partners is sustained over time.
7. Report to the Management Board as required and complete other statutory and non-statutory returns as required to ensure compliance of the Centre in terms of external requests.
8. Work with the Management Committee, to ensure the policies and practices within the PRU are adopted and enacted upon.
9. Ensure the Centre complies with all statutory requirements particularly those relating to the safeguarding of children and young people.
10. Ensure efficient development of annual budgets that are subject to rigorous monitoring procedures and provide value for money.
11. Manage designated budgets (as required) ensuring that the Centre achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

Education Outcomes and Curriculum

1. Plan, develop and implement a broad and balanced curriculum on a whole school basis ensuring effective safeguards and monitoring mechanisms are in place for internal provision and provision supplied through alternative providers.
2. Ensure consistent and continuous Centre wide focus on monitoring pupil progress, academically, socially and emotionally through effective use of data, and the use of appropriate benchmarks to track pupil progress and development.
3. Plan appropriate interventions that are tailored to the needs of pupils and measure their impact.
4. Continue to develop and enhance communication with schools, parents and carers and above all pupils.
5. Establish creative, responsive and impactful approaches to teaching and learning to meet the needs of pupils that access the Centre or alternative providers.
6. Ensure a culture of challenge and support where all pupils can achieve their potential and engage in a way that is appropriate to their ability and needs.

Effective deployment of staff and resources

1. Deploy and manage all teaching and support staff, allocating duties that meet the needs of pupils and is consistent with staff conditions of employment.
2. Maintain an effective staff appraisal system that support and challenges staff and provides opportunity for continuous professional development.
3. Ensure that colleagues are effectively and equitably deployed in response to need.
4. Monitor, evaluate and respond to staff welfare, seeking external support and advice from HR and Occupational Health as required.
5. Ensure effective risk assessments are in place for alternative providers, off site activities and activities within the Centre.
6. Work with the Management Board and senior leaders to recruit staff of the highest quality and who are supportive of the culture and ethos of the Centre.
7. Monitor and evaluate classroom practice and promote improvement strategies and intervention to ensure success is celebrated and underperformance challenged at all levels.
8. Fulfil all responsibilities in regard to health and safety.

Pupil Welfare

1. Ensure that all areas of the curriculum, including outdoor learning experiences and learning delivered by alternative providers, are safe, well planned and meet appropriate requirements and deliver against intended outcomes.
2. Lead the promotion of excellent standards of pupil behaviour and attendance.
3. Ensure the effective supervision of pupils at all times including through alternative providers.

4. Ensure that all pupils are treated with respect and dignity, irrespective of gender, age, sex, race or ethnicity.
5. Ensure all staff maintain the appropriate levels of safeguarding training.
6. Ensure achievements of all pupils are properly recognised and celebrated and that pupil progress is driven by meaningful targets and expectations.
7. Ensure effective systems are in place for staff and pupils to be able to flag safeguarding concerns and that these are dealt with promptly and in accordance with local and national guidance and policy.
8. Ensure school and local authority procedures in regard to health and safety are embedded and that issues are escalated in a timely and effective manner.

Legislation

Maintain an effective understanding of relevant, current legislation governing the education, safeguarding and care of children and young people in pupil referral units and those pupils that are looked after or have special educational needs.

Other

Other reasonable duties as allocated at the discretion of the Management Board.

Head teachers are appointed in accordance with the School Teacher Pay and Conditions. Nothing in these job description supersedes those requirements. This job description has been written with due regard to the National Standards of Excellence for head teachers.

THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES, INCLUDING AN ENHANCED DBS CHECK.

HEADTEACHER PERSONAL SPECIFICATION			
FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	Qualified teacher	NPQH Further leadership qualifications	Application form
EXPERIENCE	<p>Experience as a Headteacher of a Pupil Referral Unit or as a senior leader within a school for a minimum of 4 years</p> <p>Evidence of your impact in raising standards and impact on raising educational outcomes for pupils over a sustained period</p> <p>Evidence of effective leadership</p> <p>Experience of raising standards with demonstrable impact on improving educational outcomes for pupils over a sustained period</p> <p>Experience of working with a wide range of Special Educational Needs, including with young people who have significant barriers to their learning that result in behaviours that challenge</p> <p>Experience of working with senior leaders in other school settings for the purpose of re-integrating pupils back into mainstream settings</p> <p>Effective performance management of staff</p> <p>Managing a departmental budget</p>	<p>Worked within a broad age range</p> <p>Worked within a variety of demographic areas</p> <p>Experience of providing outreach support to other settings</p> <p>Managing a whole school budget</p> <p>Experience of working with Alternative Providers</p>	<p>Application form</p> <p>Selection process</p>
KNOWLEDGE AND SKILLS	<p>Effective strategic leadership and management skills</p> <p>Effective leadership of whole school safeguarding processes</p> <p>Implementation of effective behaviour management policies and practice that creates and inclusive environment</p> <p>Working knowledge of the principles of nurture, of using restorative approaches of de-escalation techniques</p>	<p>Relevant experience of personnel issues</p> <p>Evidence of working with Board Members/ governors</p>	<p>Application form</p> <p>Selection procedure</p> <p>References</p>

	<p>In depth knowledge of the SEND Cod of Practice and the use of graduated response</p> <p>Effective management of change including the development of a culture that places children and young people at the heart of decision making</p> <p>Effective performance management of all staff</p> <p>Clear understanding of budget management and delivering value for money</p> <p>Knowledge and experience of Ofsted inspection requirements and implementing post Ofsted action plans</p> <p>Proven impact on whole school improvement</p> <p>Experience of working with senior leaders in other school setting for the purpose of re-integrating pupils back into mainstream settings</p> <p>Ability to understand, analyse and make effective use of a wide range of data to drive whole school improvement</p> <p>Create a climate of open communication where people feel able to express opinion and know their views will be respected</p> <p>Demonstrate an understanding of, and leadership of a self-improving school system</p>		
PERSONAL QUALITIES	<p>Ability to form effective working relationships with pupils, staff parents/ carers and partners</p> <p>Personal confidence and resilience to be able to overcome setbacks and challenges</p> <p>Enthusiasm, drive and self-motivation</p> <p>Ability to manage change; leading innovations and meeting challenges successfully</p> <p>Ability to translate vision into practice and take colleagues along with you</p> <p>Think creatively and imaginatively to anticipate and solve problems and identify opportunities for the school</p>		<p>Application form</p> <p>Selection process</p> <p>References</p>

	Deal sensitively with people with very different and demanding expectations, demonstrating an ability to avert and resolve conflict		
COMMITTMENT	<p>Commitment to ongoing personal development</p> <p>Commitment to the principles of Keeping Children Safe in Education</p> <p>Demonstrate enthusiasm for, and commitment to, the role; along with reliability, integrity and a passion for education</p> <p>A deep belief that every child can succeed whatever barriers they face</p>		<p>Application form</p> <p>Selection process</p> <p>References</p>

HOW TO APPLY

The teaching staff application can be found on the school website <https://newleaf.walsall.sch.uk/vacancies>. Supporting information should be no more than 2 sides of A4 (12 font)

Applications should be emailed to recruitment@newleaf.walsall.sch.uk no later than **5.00pm on Thursday 8th December 2022**.

Interviews will take place on Wednesday 14th and Thursday 15th December 2022

The New Leaf Inclusion Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Suitability checks will be undertaken for any successful candidate in accordance with Keeping Children Safe in Education (2022) including identity, Right To Work, qualifications, prohibition check, two references and DBS check (enhanced).