



# Headteacher Recruitment Pack



## WELCOME

We are delighted to welcome you to our school community.

Orchard Manor School is a residential school that caters for nearly 200 students aged 3-19. We provide education and care for pupils with communication and interaction difficulties, Autistic spectrum conditions and learning needs.

## WHAT IS INCLUDED IN THIS PACK

Within this pack you will find both information and advice on applying for a role with Orchard Manor School including:

- Welcome from the Director, Special Partnership Trust
- Welcome from the Chair of Governors
- The Special Partnership Trust Vision
- About Orchard Manor School
- The Residential Provision
- About the Role
- About The Special Partnership Trust
- Orchard Manor School Aims and Values
- Location Information
- Contact Details
- Safeguarding and Checks
- Application Process and Timeline
- List of Supporting Documents





## WELCOME FROM THE DIRECTOR SPECIAL PARTNERSHIP TRUST

Dear Applicant

Thank you for your interest in the position of Headteacher of Orchard Manor School. We are proud of Orchard Manor School and the incredible potential it has and warmly welcome your application.

This is a rare and exciting leadership opportunity to lead a special school. The school is part of the innovative Special Partnership Trust, bringing together a collaborative partnership of good and outstanding special schools in Cornwall and Devon. Each school shares a passion and works closely together to best meet the needs of individual pupils. A culture of mutual support and teamwork permeates the organisation.

At Orchard Manor School our pupils are at the centre of everything we do, and we consistently strive for high quality education and care. We understand their individual needs and the importance of positive mental health and well-being ensuring that they can reach their full potential in a happy and safe environment.

Orchard Manor School is a value-based organisation. The values of the school are at the heart of all that we believe and the decisions we make and will be used to guide us through this recruitment process.

The new Headteacher will build on an excellent tradition, bringing fresh challenge and energy to lead the school forward in its next phase of development. Key to the success of the school has been a committed and talented team of staff who embrace change and continually challenge their own practice by looking for innovative ways for pupils to achieve their aspirations and play a meaningful role in the community. The new Headteacher must share this 'can-do' spirit and model it in their daily practice and leadership.

You must be confident and positive and have the skills to build effective teams and also to be a team player. If you share this determination and ambition, the post offers an outstanding opportunity to develop in a forward thinking and outward looking organisation. You will receive excellent support and advice from a talented team of colleagues and I very much look forward to hearing from you.

**Guy Chappell**  
**Director**  
**The Special Partnership Trust**  
[www.specialpartnership.org](http://www.specialpartnership.org)





## WELCOME FROM THE CHAIR OF GOVERNORS ORCHARD MANOR SCHOOL

Dear Applicant

Thank you for your interest in the post of headteacher at Orchard Manor School.

I am very pleased that you are considering applying to lead our school as we move into an exciting future as part of the Special Partnership Trust and hope that the information we have put together will encourage you to do so.

At Orchard Manor we pride ourselves on putting into practice our motto 'We Live and Learn Together' by working in partnership with pupils, families and each other to provide a personalised education and care offer for every child. Our aim is always to support them to become a successful member of the school and of their community.

As the school grows and develops within the Special Partnership Trust we are looking for a strong, approachable, compassionate and supportive leader with a passionate knowledge of, and commitment to, the education and care of children and young people with complex needs.

We can provide you with unique opportunities to work with other schools across the Trust, including the support of other special school headteachers in dealing with the day-to-day pleasures and pressures of leadership.

We are excited about the extended vocational and sporting opportunities that will be provided by our new building, with construction starting this summer. This will complement our extensive outdoor learning facilities on our woodland site.

**Maggie Carter**  
**Chair of Local Governing Board**  
**Orchard Manor School**  
[www.orchardmanor.devon.sch.uk](http://www.orchardmanor.devon.sch.uk)





## ABOUT THE ROLE

<b>Job Title:</b>	<b>Headteacher</b>
<b>Salary:</b>	<b>L25 (£76,141) - L31 (£88,187)</b>
<b>Start Date:</b>	<b>January 2022</b>

The Trust is seeking to appoint an experienced school leader who is looking to extend and develop their experience of headship, by leading a school with massive potential, an experienced group of staff and a 'rich' curriculum resource. The role provides an innovative, exciting opportunity to develop and maximise the potential of Orchard Manor School and an opportunity to work within and help shape the direction and future growth of a strong Multi Academy Trust.

The successful applicant should have a strong track record of leading educational development and improvement. Strive for exceptional standards and aspirations and share Orchard Manor's vision and values for providing high quality education and residential offer to all pupils. Candidates will need to be articulate and strong communicators with proven strengths in engaging, inspiring and motivating staff at all levels, and working with local community.

As well as making a positive contribution to the lives of our students, we can offer you:

- Supportive, collaborative, and friendly staff environment in a setting where you will have the chance to make a real and positive impact on the lives of students
- Professional and continuous training programmes
- Competitive salary
- Generous pension schemes (Teachers'/ LGPS Pension Scheme)
- Commitment to staff well-being



## ABOUT THE SPECIAL PARTNERSHIP TRUST

The Special Partnership Trust is an ambitious and inspiring collaboration of specialist provision with a focus on excellence in learning for everyone. We are formed to ensure that every child, irrespective of need or location gets the best learning opportunities possible. We believe in providing challenge and support in equal measure to our pupils, nurturing the talents and skills of all learners.

The Special Partnership Trust brings together five good and outstanding special schools based in Cornwall and Devon; Orchard Manor (Dawlish), Curnow (Redruth), Doubletrees (St. Austell), Nancealverne (Penzance) and Pencalenick (Truro). The partnership is committed to developing support for the broader SEN community in both mainstream and alternative specialist provisions, so that there is a more equitable access to high quality specialist support irrespective of location.

As a strong, high quality Multi-Academy Trust, we offer access to a professional and supportive community of Schools and Area Resources Bases, Executive leadership, and support functions. The Special Partnership Trust is a highly collaborative and enterprising organisation working across Cornwall and Devon.

## THE SPECIAL PARTNERSHIP TRUST VISION

**Vision:** A community which aspires together.

**Delivered by:** An ambitious, inspirational partnership of outstanding learning.

**Achieved by:** An innovative, integrated trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering parents, pupils and staff to strengthen our community even further.



## HEADTEACHER RECRUITMENT

The Special Partnership Trust is looking to secure the leadership across the Trust and appoint a Headteacher at Orchard Manor School. This is an exciting opportunity for a Headteacher to join a high achieving, aspirational Trust.

The Trust is interested to hear from leaders who have experience of transformational leadership, or are currently leading educational, organisational change, or school improvement preferably with experience of working within a Multi-Academy Trust.

The Trust can be flexible on start date and will consider applicants who can start January 2022 or earlier.

### Headteacher, Orchard Manor School

**Location:** South Devon

**Start Date:** January 2022

**Closing Date:** 28<sup>th</sup> June 2021

**Interview Date:** 8<sup>th</sup> and 9<sup>th</sup> July 2021

**Contract Type:** Full Time

**Salary:** L25 (£76,141) - L31 (£88,187)

**Contract Term:** Permanent

**Prospective Candidate Open Day:** 21<sup>st</sup> and 23<sup>rd</sup> June (10am - 2pm)



## ABOUT ORCHARD MANOR SCHOOL

Orchard Manor School is a residential school that caters for nearly 200 students aged 3-19. We provide education and care for pupils with communication and interaction difficulties, Autistic spectrum conditions and learning needs. Most pupils attend as day pupils, however a proportion benefit from weekly residential placements.

Our provision is from EYFS to post 16 and some pupils travel a fair distance to school each day. The school is set in a 30-acre site with fabulous grounds which enable us to offer an extensive outdoor education including forest school, horticulture area, indoor swimming pool and purpose-built cycle track.

The school is expanding, and we are looking forward to a new building which will provide increased vocational and sporting opportunities for all our pupils. Building work is due to start in July 2021.

## SCHOOL IMPROVEMENT

Our SIP report in April 2021 reported:

“Leaders have a clear behaviour management policy in place and there was evidence of some good practice amongst the behaviour management team.

Given the turbulence of the last few years (including managing within a global pandemic) current leaders have done very well to maintain the support and dedication of the staff.

Staff were positive about the support of leadership and the direction of the school. Students expressed warmth towards adults and felt that adults cared for them and kept them safe. The enormous effort from members of the senior leadership team and commitment to work with the Trust to secure the best future for the students, must be applauded.”





## OUR RESIDENTIAL PROVISION

The high-quality residential provision will provide a platform for future innovative approaches to education and care for pupils in the Trust. We can accommodate up to 35 pupils on a weekly basis during term time.

The young people live within one of our four spacious superbly appointed residential houses which are surrounded by nature and have access to our school's fantastic outside facilities.

Each of the houses are tailored to the individual needs of the young people. Residents have a say in the decoration and designation of the houses, for example, one house has a model train room another has a Warhammer room, and another has a sensory room.

Young people take part in a varied activity programme supported by a skilled and experienced staff team to help further develop their educational experience and social and life skills.

Young people make accelerated progress from their starting points working on all aspects of their EHCP. As well as supporting their education outcomes we provide significant opportunities to develop skills in preparation for their next steps. This includes shopping, cooking for themselves and groups, socialisation skills, travel skills, personal safety and personal care skills.

We pride ourselves on a forward thinking safe, caring, comfortable "home from home" where young people learn to thrive.



## ORCHARD MANOR SCHOOL VALUES AND AIMS

Our pupils are at the centre of everything we do, and we consistently strive for high quality education and care. We understand their individual needs and the importance of positive mental health and well-being ensuring that they can reach their full potential, be happy, safe and included in school and the community. We enable them to express themselves in the knowledge that they are listened to and that theirs is the most important voice. Together, we support them into an adulthood which is as independent as possible.

*'We live and learn together'*

### WE AIM TO

- Prepare our young people for adulthood and enable them to reach their full potential
- Ensure they are happy, safe, cared for and included
- Promote their positive mental health and wellbeing
- Support them to express themselves and be listened to



## LOCATION INFORMATION

**Orchard Manor School, John Nash Drive, Dawlish, Devon EX7 9SF**

Tel: 01626 862363 [www.orchardmanor.devon.sch.uk](http://www.orchardmanor.devon.sch.uk)



Dawlish is an English seaside resort town in the civil parish of Teignbridge on the south coast of Devon, 12 miles from Devon's historic capital city of Exeter and equidistant from the English Riviera resort of Torquay.

The traditional seaside town of Dawlish, with its early Victorian and classic Regency style, is fronted by a sandy beach which sits on the South West Coast Path and historic railway line from Exeter to Newton Abbot and beyond. To the north east of Dawlish is the seaside resort of Dawlish Warren with its long blue flag beach, sand dunes, and nature reserve. Teignmouth to the south is known for its rowing, golf and sailing clubs.



The historic university city of Exeter with its Cathedral, Quay and Canal also boasts an excellent shopping centre and social hub. Powderham Castle and several National Trust estates are also nearby.

There is easy access to both Dartmoor National Park, an area of Outstanding National Beauty and the South Devon Coastline. Haldon Forest and other country parks and open spaces are close too, popular with both walkers and cyclists alike.



[www.twitter.com/orchardmanorsch](https://www.twitter.com/orchardmanorsch)



[www.facebook.com/OrchardManorSchool](https://www.facebook.com/OrchardManorSchool)



[www.instagram.com/orchardmanorsch](https://www.instagram.com/orchardmanorsch)

## SAFEGUARDING AND CHECKS

The Special Partnership Trust is committed to safeguarding and promoting the welfare of all its students. We expect staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and the information provided. Due to the nature of this role a Section 128 check is also a requirement.

As part of our recruitment process, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

## APPLICATION PROCESS AND TIMELINE

Candidates are strongly encouraged to visit Orchard Manor School. If you would like to discuss the role in confidence please call Guy Chappell, Director, on 07807495402, Ruth Zimmerman, Headteacher, Pencalenick School, 01872 520385, or Paul Donkerlsoot, Interim Head, Orchard Manor School 07359042498


### Applications

Application forms are available on our website under the 'Vacancies' section, or you can email to request a copy.

Please give details of all employment training and periods of unemployment since leaving secondary school to the present day. Completed applications should be posted or emailed to the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide professional email addresses for your referees. References must cover at least the previous three years employment. Please inform referees they will be contacted before interviews take place.

All applications will be acknowledged by email and will be notified of the outcome of their application.

If you are unsuccessful, your application and personal information will be destroyed after six months in line with GDPR.





## Closing Date

Please ensure your application arrives by the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date/time will not be accepted.

## Shortlisting

The closing date for applications is 28<sup>th</sup> June.

Applicants will be shortlisted on 30<sup>th</sup> June and those shortlisted will be invited to interview by 2<sup>nd</sup> July. All candidates will be informed as to whether they have been shortlisted by 5pm on 2<sup>nd</sup> July.

## Interview

Interviews will take place over two days 8<sup>th</sup> and 9<sup>th</sup> July with further shortlisting taking place at the end of the first day.

## Expenses

Reasonable expenses for attending the interviews will be reimbursed, rates being based on second class public transport within the United Kingdom and will include two nights' accommodation.

## SCHOOL CONTACT DETAILS

Orchard Manor School  
John Nash Drive  
Dawlish  
EX7 9SF  
01626 862363

[admin@orchard-manor.org](mailto:admin@orchard-manor.org)

[aking@orchard-manor.org](mailto:aking@orchard-manor.org) (for applications)  
[anorris@orchard-manor.org](mailto:anorris@orchard-manor.org) (to arrange a visit)



## SUPPORTING DOCUMENTATION

- Application Form
- Headteacher Job Description and Person Specification
- Organisation Chart
- Privacy Notice
- Equal Opportunities Form

