

Headteacher of Langham Oaks School

Candidate Information Pack



Langham Oaks School is part of SEAX Trust

Grove House School, Brentwood CM15 9DA Company No 07747149

Headteacher of Langham Oaks School



We are looking for an extraordinary leader with a passion for ensuring that all of our students have every opportunity to succeed in school and are prepared for life after they leave us.

This is an exceptionally exciting opportunity for the right person to continue shaping the future of an SEMH provision which is improving rapidly. We seek a leader who has outstanding communication skills, sensitivity to the needs of our young people and their families and the drive and determination to be consistently optimistic and to find innovative ways to make a difference.

Langham Oaks is an established SEMH residential special school for 80 boys with a range of complex needs. We moved into brand new purpose-built accommodation in 2020 and our residential provision caters for 28 boys from Monday to Friday. Our new Headteacher will understand the importance of the residential experience as part of the whole-school approach and as a facility which offers an exclusive opportunity to combine both academic and social skills.

Whilst enjoying high levels of autonomy, the successful candidate will also benefit from the support of an established Trust, consisting exclusively of a range of five special schools, which is well-known and well-respected within the Local Education Authority. Our schools meet the needs of children and young people with MLD, SLD, Autism and Speech & Language needs. You will enjoy working with a highly motivated, collaborative team of Headteachers who share expertise at regular meetings as well as informally.

SEAX is a Trust which commits to putting the child's needs first, to promote expectations and enhance the life chances of every pupil in its care.

We expect every boy who leaves Langham Oaks to be a confident young adult and seek to achieve this by delivering outstanding education and care in a nurturing, inclusive environment. Our emphasis and commitment to instilling emotional, academic and vocational skills, builds pupils' resilience and prepares them for their next steps in education or employment.

Set in beautiful, mature grounds in the heart of the small village of Langham, the School enjoys over three acres of land including its own horticultural and Forest School areas. Adjacent to Dedham Vale, on the border of Essex and Suffolk, it is easily accessible via the A12 and offers local access to coastal and countryside facilities as well as the opportunity for pupils to enjoy regular trips and visits to London's theatres, sporting and wider entertainment venues.



Letter from the SEAX Trust CEO



Dear Candidate

Thank you for considering applying for the post of Headteacher of Langham Oaks School, which is one of five special schools in the SEAX Trust.

Langham Oaks is a school for 80 boys with SEMH needs, with 28 residential places for those boys who benefit from the consistency and care that being in a residential setting during the school week can bring. The Headteacher appointed will have overall responsibility for this aspect of the school, while a Residential Manager takes day to day responsibility for the provision. The School caters for boys from Years 6-11.

Langham is housed in a new (2020) purpose-built school, set in extensive and very attractive grounds. It has a range of general classrooms and specialist teaching rooms, including an Art, DT, Food and Science rooms. In the last year, the Trust has invested in a new vocational room, so that BTEC engineering can be offered. The school also has a classroom dedicated to outdoor learning and a horticultural area. The school also offers Art Therapy, Music Therapy and Rebound Therapy. They have a developed link with Essex University and offer placements to Occupational Therapy students and will be offering these to Speech & Language Therapy students in the future.

Langham is a school which is improving all the time. The current Headteacher, who is retiring in the summer, along with all the staff, has worked closely with the SEAX Trust Executive Team to focus on key areas of development and this is paying dividends across the school. We need a new Headteacher who can build on this and develop innovative and engaging ways to unlock more of the fantastic potential of staff and students at the school.

The SEAX Trust brings support and challenge to the school and its leaders. I work closely with the Headteacher and the senior team to develop and support the improvement journey. Our Director of Academy Improvement brings a close focus on key improvement objectives and works to support these. The Trust has also invested in developing the school facilities and is committed to continuing to do so when the new Headteacher is appointed. We have highly qualified HR and Finance Teams, who regularly support the school, as well as an IT strategic lead and a Governance lead, who will work with you to ensure that you can focus on Teaching and Learning in its widest sense.

As a Trust, we offer a range of training and development opportunities. Our cross-Trust subject groups meet regularly to share practice and resources, our school HR, Finance/Business teams also meet regularly, as do our Safeguarding Leads. The Trust Conference in October each year is an opportunity to meet staff from across the Trust and to listen to a range of speakers who inspire and sometimes challenge our thinking. Headteachers meet weekly for a very short update, and half-termly, to develop strategic approaches to our work across the Trust.

SEAX Trust is an outward-looking, forwarding-thinking Trust, which has ambitions to grow and one aim; which is to provide an excellent education for all of our young people. If you have a similar ambition, I would be delighted if you applied for this hugely important role and, if you are successful, I can guarantee that you will be supported to achieve your vision for Langham Oaks School.

Best wishes,

Ruth Sturdy

CEO, SEAX Trust.

Job Description



The role will be to:

- Translate the Vision you set, alongside the CEO, into agreed objectives and operational plans across the School
- Move the School from 'requires improvement' to at least 'good'; improving the School so that all judgements acknowledge that the School is a place where young people will have successes, both academic and personal, which will lead to them being ready for the next stage of their education or training
- Establish the School as a centre of educational excellence and success, developing partnerships with mental health and social care agencies, students, parents, the local community and other key stakeholders
- Work with the Trustees, the CEO and other key stakeholders to maintain a shared vision and future strategic plans, which will inspire and motivate pupils, staff, parents and the wider community
- Motivate others to create a shared learning culture and positive climate by distribution of leadership through teams and individuals in the School
- Maximise the experience and skill of the existing leadership team and develop inspiring leadership of the whole School
- Develop the learning environment and facilities of the School
- Safeguard and maintain the security of the School's financial position
- Ensure sufficient and effective management of all resources
- Work proactively on behalf of the Trust with other SEMH schools and the Local Authority to champion the SEMH provision in Essex
- Ensure that the residential provision enhances the experience of young people at the school and gives them further opportunities to develop resilience, regulation and social communication skills.

In fulfilling this role, the Headteacher will be responsible to the CEO and will meet regularly with Trustees and the CEO to monitor performance and identify next steps.



Strategic Development:

- Deploy people and resources efficiently and effectively to meet specific objectives in accordance with the School Improvement Plan within financial and other resource constraints
- Establish policies and plans to deliver the strategy in relation to pupils with SEMH
- Implement and maintain the School Improvement Plan and self-evaluation procedure
- Create an inspiring, professional work environment consistent with the School's values and aspiration and improve the organisational structure where necessary based on rigorous self-evaluation
- Ensure and enhance effective working relationships with other schools in the Trust
- Encourage continuous professional development, monitoring the induction and professional development of all staff through regular appraisal
- Lead the recruitment and appointment of all new staff in consultation with the CEO
- Promote and maintain a culture of high expectations for self and others

Job Description



- Ensure that staff accountabilities are clearly defined, understood, agreed, and are subject to rigorous appraisal, review and evaluation
- Ensure effective planning, allocation, support and evaluation of the work of teams and individuals - hold others to account for delivery on school improvement
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from other agencies.

Communication and Partnership:

- Develop and maintain effective partnerships with parents and carers, Trustees, the local community and other key local stakeholders, including the Local Authority and other Trusts
- Ensure that parents and pupils are well informed about the curriculum, attainment and progress and about the contribution that they can make to achieve the School's targets
- Make maximum use of Trust-wide resources and support from the Executive Team
- Ensure that positive, helpful communication is maintained with parents and carers and the wider community at all times through regular contact, website, newsletters, annual reports, parents' evenings and other informal opportunities.

The Headteacher will work with the Board of Trustees and contribute to the strategic direction of Langham Oaks, which will involve:

- Agreeing and implementing strategic targets and key performance measures in consultation with Trustees and the CEO
- Establishing a robust and rigorous process of ongoing review and continuous improvements in all aspects of the School, both educational and operational
- Reporting to the Trustees annually on the appraisal of teachers at the School in relation to the School Teachers' Pay & Conditions Document
- Ensuring that learning and wellbeing of students and staff sits at the heart of all management decisions
- Ensuring the leadership and organisation structures are fit for purpose, facilitate continuous improvement and optimise the benefits of being a member of the Trust
- Deploying the allocated resources, including staff and financial resources, maintaining effective financial control, securing value for money and managing within agreed budgets
- Ensuring that all financial management activities comply with the Academies Handbook, carefully adhering to the agreed financial practices of the Trust
- Maximising opportunities to improve the financial and other resources of the School
- Ensuring the maintenance of the School's physical infrastructure and ensuring that it meets all legislative requirements.



Job Description



Community Responsibilities and Opportunities:

To collaborate with other schools within the Trust and other SEMH providers in order to share expertise and bring mutual benefits to enhance provision and promote positive relationships. This will involve accountabilities to:

- Ensure a range of community-based learning experiences
- Collaborate with other agencies to ensure pupil and community needs are met
- Use the School to promote community cohesion and work with other partners
- Ensure that strategic planning takes account of the diversity, values and experience of the School and local community
- Create and maintain effective partnerships with parents and other agencies to support and improve pupils' achievements and personal development
- Develop effective links with community to extend the curriculum, enhance teaching and broaden learning opportunities
- Develop a strong system for hearing and acting on student and parent/carers voice, so that they influence decision-making where appropriate.

Resources Management:

- Account to the Executive Team on the formulation of the annual budget
- Plan and manage all educational activities within budget
- Account for the efficiency and effectiveness of the School to the Executive Team
- Monitor the agreed budget regularly and ensure effective use of all resources
- Manage the learning environment and all facilities to ensure the needs of the curriculum and Health & Safety requirements are met

The Headteacher will be accountable for working to the national Headteacher Standards, as updated from time to time, and published at www.gov.uk

Safeguarding:

The SEAX Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Headteacher will be responsible for promoting and safeguarding the welfare of all children for whom they are responsible, or with whom they come into contact, in accordance with the Trust's Safeguarding Policy. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.



Equal Opportunities:

The Headteacher will be responsible for ensuring compliance with the Equalities Act 2010.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Person Specification



If you are selected for interview, the recruitment and selection procedure will collect evidence from any of the following activities:

A: Application Form **I:** Interview **R:** Reference

Personal qualities	A	I	R
The ability to provide inspirational leadership with a 'can do' attitude and to generate high expectations, enthusiasm and commitment		X	X
Strong negotiating and influencing skills		X	
Relentless pursuit of the best possible education and learning in the interests of all children and young people	X	X	X
Exceptional inter-personal skills in managing and coaching individuals at all levels to out-perform against their targets and objectives while also decisively challenging under-performance.		X	
Strong organisational skills	X	X	X
Astute financial management	X	X	X
The ability to analyse and use data to establish benchmarks and set challenging targets for improvement		X	
The ability to make effective use of stretched resources, including excellent understanding of the strategic importance of ICT and commitment to its innovative use in a working environment	X	X	X
An understanding of what constitutes an effective school with high quality provision		X	
An unshakeable belief in the right of children and young people to high quality education and to raising standards of achievement whilst recognising the value and worth of each individual and providing an experience which meets their needs	X	X	
The ability to formulate a compelling vision, supported by a clear strategic plan underpinned by targets and goals for each school	X	X	
Relentless energy and passion in pursuit of the vision, treating challenges as opportunities and creating new targets from setbacks	X	X	
Decisiveness, including challenging children and young people, staff, institutions and others to produce positive outcomes	X	X	
Ability to work calmly, patiently and sensitively under pressure and to manage and resolve conflict		X	X
Leads by example while adopting a flexible management style that involves appropriate stakeholders in decision making		X	X
Possesses integrity and can inspire commitment, enthusiasm and confidence from staff, children and young people, parents/carers, and the community		X	X
A lifelong learner who understands the value of creative and innovative thinking and taking appropriate risks as a means to improvement	X	X	

Key Information



- Required:** September 2023
- Visits:** Can be arranged on Friday 27th January or Friday 3rd February 2023.
Please telephone SEAX Trust to book a time on 01245 963006
- Closing date:** 12:00 noon on Monday 6th February 2023
- Interview:** Two-day Interview Process to be held on 9th & 10th February 2023
- Salary and benefits:** STPCD Leadership Points 20-27 £70,733—£83,956pa (negotiable for the right candidate) + Residential Schools Allowance £12,492pa (Relocation Package available)

Application process

Applicants should complete the SEAX Trust Application Form and submit it to the return address no later than the closing date above. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Selection process

Applications are ranked against the person specification for the role and those shortlisted will be subject to a face to face interview with the selection panel. There may also be a skills test/observation or practical assessment. Details regarding selection panel members and assessments will be made available to shortlisted candidates.

Shortlisted candidates

Applicants shortlisted for the post will be notified as soon as reasonably practical upon completion of the shortlisting process.

Referees The referees for all shortlisted candidates will be contacted prior to the interview date.

On-Line Searches

In line with statutory requirements, SEAX Trust carries out online searches (including social media) as part of its due diligence on all shortlisted candidates. This helps identify any incidents or issues that have happened, and are publicly available online, which the Trust might want to explore with the applicant at interview.

Probation

All teaching and support staff new to employment with the SEAX Trust will be required to satisfactorily complete a six month probationary period.

Interview expenses Please note: SEAX Trust does not reimburse candidates for interview expenses.

Further information

Applicants who require further information should contact Mrs Kate Stannard, Director of HR, SEAX Trust on 01245 963006 or by emailing: katestannard@seaxtrust.com



Langham Oaks School: part of SEAX Trust



Work with us ...

The **SEAX Trust** is a growing partnership of Special Academies within the community of Essex, whose Vision is to:
Provide outstanding educational experiences for children and young people with special educational needs and to

Put the well-being and achievement of pupils at the heart of all decision making

Our greatest asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

Be rewarded by us ...

By becoming part of a team of **outward-looking professionals**, where you can influence the future

Progress with us ...

A focus to provide high quality **professional development** opportunities for all staff;
An extensive range of **training and development** opportunities, including **Challenge Partners**;
Experienced and **dedicated practitioners** who are keen to help you learn;
A range of exciting internal **career opportunities**.

Be inspired by us ...

Challenging roles and **recognition** of achievement;
A **motivational** strategy towards both education and business;
Headteacher **involvement** in wider decision-making;
Teachers who **stay in the profession**

Be reassured by us ...

A strategic aim to ensure a **fair work/life balance**;
A **highly supportive** organisational culture;
A firm commitment to the strengths of **equality and diversity**;
A sense of **cohesion and belonging**;
A policy to raise **matters of concern**.

Ask us ...

If you would like the opportunity to progress your career within the **SEAX Trust**, we would be delighted to hear from you.

To visit, please contact Mrs Kate Stannard, Director of HR & Assoc CIPD, SEAX Trust
Email: katestanndard@seaxtrust.com Telephone: 01245 963006

The **SEAX Trust** is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
All posts are subject to satisfactory medical checks, enhanced DBS clearance, on-line checks and references.

We look forward to hearing from you soon