

HEADTEACHER RECRUITMENT PACK



Welcome to Sutton Tuition and Reintegration Service (STARS)

Sutton Tuition and Reintegration Service (STARS)
Drapers Centre
Monkey Puzzle Way
Carshalton
Surrey SM5 4NR
Phone: 020 8404 3124

Website: <https://www.starservice.org.uk/>

STARS is looking to appoint a new headteacher from September 2025 to lead and develop the STARS service for those children in Sutton who are too unwell (physical or mental) to attend their mainstream school. A new model of working with these children has been developed. Ofsted judged STARS to be outstanding in 2018 and confirmed that judgement in their latest inspection in 2024. There is a great staff team in place, but the retirement of Bev Williamson leaves an opportunity for a new headteacher to step forward.

STARS is a medical PRU with most staff based at the Draper Centre. It also manages hospital education at the Royal Marsden Hospital and is responsible for any education needed by in-patients at the Queen Mary's Children's Hospital. STARS is commissioned by, and accountable to, the London Borough of Sutton.

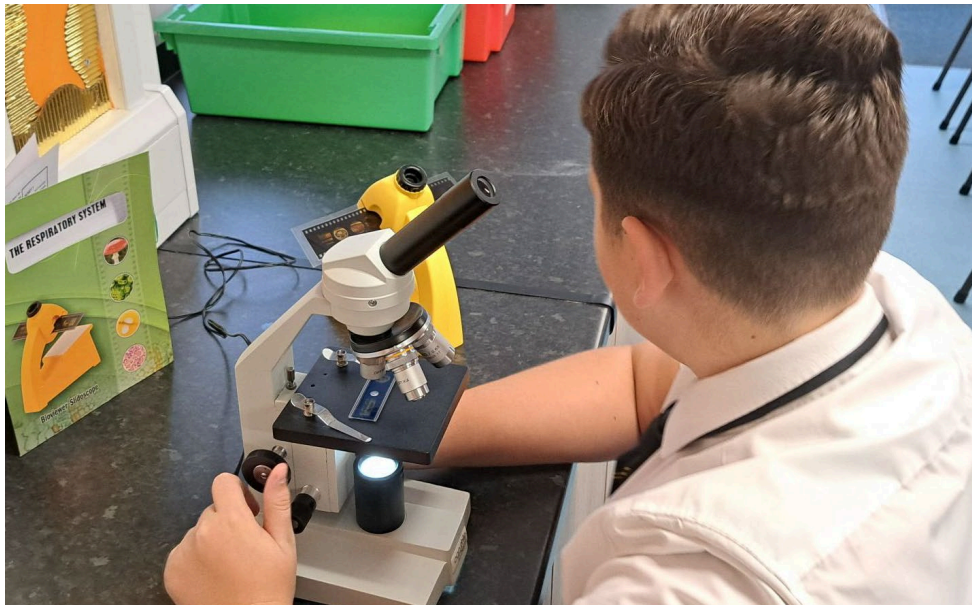
‘From the minute students step into reception at the main site or into the hospital classroom at the Royal Marsden, they are greeted with warmth and smiles.’ (OFSTED, 2024)

Many of our students have had negative experiences either of school or during school. STARS aims to reset the relationship with families and children to show them how they can be successful and empower them to return to their mainstream school.



“Nurturing’ and ‘ambitious’ are words that describe STARS well.’ (OFSTED, 2024)

Students are taught in small groups, one to one and supported in their mainstream school to ensure they are accessing education in line with advice from our colleagues in the medical profession. We want **ALL** of our students to thrive; we offer a therapeutic setting, high levels of nurture and support to develop a range of life long skills alongside their academic provision. In 2022 we opened our ‘Edible Garden’ to encourage students to learn how to grow food and be a part of their environment. Other opportunities for students include travel training, POST 16 choices and social skills.



‘Lessons are taken seriously, expectations are high.’ (OFSTED, 2024)

Students often arrive at STARS after a significant period out of education. For some they may not have entered a classroom or participated in learning for some time and are understandably, highly anxious at the prospect of re-engaging in learning. In order to best support students, we begin by building strong relationships and offering opportunities to succeed. We regularly review our curriculum to ensure it is fit for purpose and will aid a successful transition back into their mainstream school.

‘Students who join STARS have often been out of education for a long time and/or have struggled with mainstream education...As most students have significant gaps in their knowledge, the school rightly prioritises making sure that students achieve highly in the core subjects of English, mathematics and science.’ (OFSTED, 2024)



‘Leaders’ high ambition also shines through for students in the hospital classroom.’ (OFSTED, 2024)

The learning does not stop in the Drapers’ Centre. Our schoolroom at the Royal Marsden Hospital is an integral aspect of our provision and offers a sense of normality to the children and families during some of the toughest days of their lives. We offer bedside tuition at Queen Mary’s Hospital and teaching in the community when children are well enough to be outside of hospital. All with the single aim of ensuring our students have a seamless return to school when they are well enough to do so.

‘Staff expertly help students re-engage with education.’ (OFSTED, 2024)



‘STARS is a happy place to work. Everyone feels part of the team.’ (OFSTED, 2024)

STARS has an excellent staff retention record. The work we do each and every day really is changing lives for the better. The levels of professional satisfaction are huge and therefore staff are significantly invested in the service as a whole.

Pupil Voice

I felt better about coming into STARS cause its a positive environment and I feel more welcome and understood. it met above my expectations.

My attendance improved massively. I've been sleeping better, feel more productive during the day. STARS is a school where I want to attend because I feel understood.

...people help me if I get stuck.

I like that they are positive, understanding and never forget to praise me. While saying that, they do challenge me and push me to my limits. They want me to be my best possible self I can be

My attendance has improved MASSIVELY. I think it is mainly because of the support i received, which was very beneficial and fitted to my needs

Parent Voice

My child has flourished since being at stars. There education has improved markedly as has their mental health.

I believe a combination of life-long masking, covid lock downs and hitting teenage years have all contributed to their mental health deteriorating and not being able to attend main stream school. Without Alternative Provision, they would not be receiving an education, so it has been vital.

Our medical AP has been fantastic. The environment is key and it offers so much more than a mainstream such as a sensory space, flexibility on the use of fidget toys, a myriad of reasonable adjustments that are specific to the children rather than blanket provision, high adult: child ratio ensuring more stability and reassurance, high level support throughout the day, child centred and nurturing, fantastic understanding of SEN and the challenges it can bring. All of this enables my child to attain academically

All the staff know your child and can identify if they are struggling. My child feels comfortable to talk to staff and feels safe (which is massive for him). When leaving your SEN child in a provision you have to have trust in them. this is something I felt straight away. They work with the parents closely and so you are made to feel welcome and part of a team in wanting the best for your child.

Letter from the Chair of the Management Committee

STARS is a medical PRU for children resident in the London Borough of Sutton who are unable to attend mainstream school because of a medical condition. This includes any children being treated in hospital. We have specific funding for the education provided for children receiving cancer treatment at the Royal Marsden Hospital.

STARS has been led exceptionally well by Bev Williamson who is retiring this year after seven years as the headteacher. In that time we have had two Ofsted inspections – being found to be outstanding in 2018 and this judgement was reaffirmed in 2024.

Demand for our services continues to be very high. Last year we commissioned a major review of the way STARS works with our local schools and we have now implemented the new way of working. Students come on three month packages with afternoon lessons in the original school, with the aim of reintegrating the student fully at the end of the three month period. The funding model has changed too. There are 75 LA funded places at the Draper’s Centre, but schools now contribute to the cost of the three month placement. There is more work with the family available than on the former model.

The staff work as a close-knit team and there has been significant leadership displayed by middle leaders in the PRU.

We are looking for the right person to continue the reforms and lead the team of professionals who support these vulnerable pupils (age 5-16). Supporting our local schools is a major part of the vision of STARS.

Your leadership skills might have been developed in a primary or secondary mainstream setting or in more specialised PRU or medical PRU settings. Your ability to inspire your colleagues, to advocate for the service in the local education setting but also cope with the day to day emergencies that can come up in any medical PRU will all be things we are looking for.

The Local Authority is very supportive of our work.

Come and have a look at STARS. Visits and informal talks with the retiring headteacher and/or with me can be arranged via the School Reception on 020 8404 3124

We would love a large competitive field so that STARS has the best chance of appointing a superb new leader for STARS. Ability and personality will be more important than experience.

Gordon Ironside
Chair of the Management Committee

Appointment Timetable

Visits to school welcomed at mutual convenience	Until 13 February
Closing date for applications	18 February 2025
Shortlisting	By 24 February 2025
Interviews	28 February 2025
Appointment subject to references and safeguarding checks	
The successful applicant will take up the post	1 September 2025

THE APPLICATION PROCESS

Applicants are encouraged to visit the school before submitting an application.

Applications should be made on the downloadable application form provided.

Please carefully read the Job Description and Person Specification that follow. Candidates should address these selection criteria in the application form and supporting statement, as they will determine whom we shortlist for interview. You should write no more than 800 words for your supporting statement. This can be attached as a separate document.

Applications should be submitted via the E-Teach website. Clerk and Adviser for the appointment process – John Ivens

All applications will be acknowledged by email.

Shortlisted candidates will be advised by telephone. Written information regarding the interview process will be provided by email. References will be taken up at this stage.

Candidates should be available to attend for interview on Friday 28th February 2025.

CONTACT US

If you have any questions, or you would like to arrange an informal visit to the school, please contact the School Reception by phone on 020 8404 3124.

Job Description

Full time-Permanent

JOB TITLE:	Headteacher
SERVICE:	Sutton Tuition and Reintegration Service (STARS)
SCALE:	Salary scale of 7 points within the range L17-L25(£77,773-£93,779)
REPORTS TO:	STARS Management Committee
BASED AT:	The Drapers Centre, Monkey Puzzle Way, Carshalton, Surrey, SM5 4NR and willing to work at other venues in London Borough of Sutton.

General Purpose of the Job

The Head of STARS will be responsible for the effective provision of education and reintegration for children referred to the Pupil Referral Unit based at the Drapers Centre; two hospital sites within Sutton (The Royal Marsden Hospital and Queen Mary's Hospital), and through 1:1 tuition support to individual children.

Key aspects of the role include

- Being the 'standard bearer' for the vision and mission of STARS
- Fostering a culture of continuous improvement underpinned by effective systems and high professional standards, in order to attain excellence in every aspect of the provision
- Fostering a culture of successful outcomes for all pupils
- Supporting the Management Committee with the future strategic development of the school

Legal Requirements

The Headteacher is required to carry out all the statutory duties and the professional contractual responsibilities as identified in the School Teachers' Pay and Conditions Document (STPCD).

Principal Aspects of the Role

- Promoting STARS Vision, culture and leading change
- Leading with a consistent and effective model of integrity, excellence, collaboration, and accountability
- Leading teaching and learning, curriculum and assessment
- Leading and managing staff and pupils
- Efficient and effective deployment of staff and resources
- Strengthening community links
- Safeguarding
- Accountability
- Health and Safety

Leadership

- Create a culture of high performance and continuous improvement that encourages ideas and contributions from all staff
- Ensure the vision and mission of the school are clear and communicated effectively
- To be conversant with and carry out statutory requirements and guidance for PRUs
- Develop the aims and strategic objectives of the school
- Develop and establish the school's policies and systems, monitoring progress and ensuring consistency throughout the school and compliance with national legislation including the statutory requirements and guidance for PRUs and Alternative provision (AP)
- Provide every child with an exceptional educational offer, incorporating diverse and inclusive approaches ensuring pupils are supported, challenged and prepared for reintegration and adulthood
- Maintain effective relationships with the Local Authority, local schools

Continuous School Improvement

- Account for the efficiency and effectiveness of the school to the Management Committee and others, including pupils, parents, staff and the local community
- To be responsible for the production, monitoring and evaluation of the school's Self Evaluation Form (SEF) and School Development Plan (SDP)

Safeguarding

- Be the Designated Safeguarding Lead for STARS
- Actively promote the health and wellbeing of all pupils and staff
- Ensure that the school complies with any Local Safeguarding arrangements
- Ensure that safeguarding policies and procedures are compliant with Keeping Children Safe in Education and that these are fully understood and implemented by all staff

Leading staff

- Proactively develop among all staff the effective professional relationships, the good order and high morale and the understanding of accountability that lead to the best possible outcomes for pupils.
- Create an environment that encourages ideas and contributions from staff and values the achievements of individuals and teams

- Ensure that the systems for induction, performance management and professional development lead to the maintenance of high standards, to a professional learning culture for all staff and to the identification of the potential for leadership
- Manage own workload and that of others to promote an appropriate work/life blend.
- Organise a programme of training as appropriate with the aim of developing the professional skills and expertise of all STARS staff
- Manage and deploy staff to maximise impact
- Lead in the recruitment and selection of all school staff

Leadership of Teaching and Learning

- Take overall responsibility on behalf of the Governing Body for the school's curriculum policy and for the quality of teaching and learning
- Be responsible for determining, implementing and reviewing the curriculum, ensuring relevance to all pupils at STARS and the journey they are on
- Ensure a consistent and continuous focus on pupil outcomes and achievements including using data to monitor progress of every pupil
- Ensure the school holds ambitious expectations for all pupils
- Ensure that STARS fulfils its statutory duties with regard to the SEND code of practice

Financial Planning and Resource Management

- Take overall responsibility with the Management Committee for the school's budget and resources and ensure that these are effectively administered and controlled
- Work closely with STARS Business Manager to manage the school's business operations, including maintaining oversight of the annual financial budget.
- Ensure compliance with the requirements of all relevant auditing, employment and health and safety legislation and guidance
- Ensure effective deployment of resources to meet the school's education goals

Working with schools / local authority

- Oversee the admission of pupils to STARS including working closely with the LA's Vulnerable Pupils Panel
- Participate in Headteachers' partnership groups in the LA.
- Liaise with LA staff on the work of STARS including the annual review of commissioning

Other Management Responsibilities

- Undertake other duties as deemed reasonable and appropriate by the Management Committee including any arising from changes in Government legislation

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

This post holder must at all times carry out his/her job responsibilities with due regard to the Council's equal opportunities policy.

STARS - Headteacher

Person Specification

Short listing will be based on the criteria listed below. Applicants should therefore show in their application how their skills and experience match those criteria.

Method of assessment: A (application form); I (interview); C (certificates); R (references)

The successful candidate will be somebody with a commitment to the education of children and young people who cannot access mainstream education because of medical issues (mental or physical).

	CRITERIA	Essential (E) Desirable (D)
	EDUCATION AND QUALIFICATIONS	
	Qualified teacher status as recognised by the DfE	E
	Degree or equivalent	E
	Relevant higher qualification and/or NPQH	D
	Clear evidence of commitment to personal CPD	E
	Demonstrable successful experience in senior leadership as an Assistant Headteacher, Deputy Headteacher or Headteacher	E
	Safeguarding training qualification	Level 2 E Level 3 D
	PERSONAL QUALITIES AND PROFESSIONAL ATTRIBUTES	
	Ability to embrace, promote and demonstrate the Vision and Mission of STARS	E
	Enthusiasm, resilience and an ability to work calmly and effectively under pressure	E
	Passionate and knowledgeable about education, enabling children to flourish	E
	Emotional awareness, empathy and flexibility in dealing with stakeholders	E
	Strong communication and negotiating skills (verbal and written)	E
	Enjoys working collaboratively as part of a team of committed professionals	E
	Ability to deal fairly, constructively and calmly with a broad range of situations, including conflict resolution	E
	Flexibility and ability to adapt to changing circumstances and new ideas	E
	Willing to take risks in order to innovate and to learn from making mistakes	D

PROFESSIONAL QUALITIES, KNOWLEDGE AND EXPERIENCE		
	Strategic leadership experience in a school setting	E
	A strong record as an outstanding teacher with evidence-based practice, ideally with experience of teaching in mainstream	E
	Experience of leading continued school improvement, successfully leading change and inspiring others	E
	Equity-based approach to school leadership with a clear vision to achieve ambition for all pupils, including pupils with SEND	E
	Active engagement in the current landscape of education including pedagogical strategies and legislation, including SEND and Safeguarding	E
	Understand quality assurance systems, including school review, self-evaluation, and performance management	E
	Experience in data analysis, data interpretation to plan and support next steps towards improvement including the provision of additional support where required	E
	Experience of effectively safeguarding pupils and ensuring their health, safety and well-being	E
	Evidence of effectively implementing whole school change, taking staff with them and having a positive impact on pupils' outcomes	E
	Strong communication and negotiating skills (verbal and written)	E
	Demonstrate an understanding of the statutory, financial and budgetary processes required in the management of a school	E
	Promote a strong culture of collaborative working where every member of staff is valued as an essential member of the team and can fulfil their potential	E
	Understand the importance of well-being for self and others.	E
	Up-to-date Safer Recruitment training and Level 3 safeguarding qualifications	D
	Experience of peer mentoring and sharing best practice among colleagues locally or nationally	D