



# **Head Teacher Application Pack April 2023**

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# Welcome from the Trustees



Dear Applicant

Thank you for your interest in the vital position of head teacher at The Ashley School Academy Trust (TASAT).

When you enter the gates, your first impression may be “how does this work for me?”

It was built as a children’s home in the 1930’s. Once you get to grips with the site layout, you will see what we have to offer pupils at TASAT and the opportunities available to grow.

You will find that the head’s job at the school is always providing challenges and is not always easy. However, this is the nature of fronting a successful and well-respected school.

Opportunities lay ahead for even more changes for this leadership. Whatever those changes are, the pupils are always at the forefront of decisions.

Previous heads have always been proud of their achievements whilst in post and we do not see why this will not be the same for the new head.

Working at TASAT is rewarding and fulfilling, staff are committed and continually strive for the most positive outcomes for all of our pupils.

Our staff are extremely experienced in meeting the needs of individuals and their expertise in maximising the potential of each child has been recognised by consistently outstanding Ofsted reports, of both the academy and residential provision, for the past ten years.

It is the Trustees’ aim to continue the development and growth of the academy to enhance the range of experiences available to our pupils and offer them increasing opportunities for personal, social, intellectual, vocational and physical development.

We are looking for an exceptional individual to lead The Ashley School Academy Trust. Excellent interpersonal skills, vision and leadership will need to be matched by political astuteness within the MAT agenda.

Are you someone with spirit and strategic vision who would relish the opportunities and challenges presented by the DfE academy landscape and support the Trustees and staff on the next exciting phase of the journey? If so we would love to hear from you.

Yours sincerely

**Dale Gowen**  
Chair of Trustees

# Why are we Special?

In 2011, as an Outstanding Special School, The Ashley School was invited to convert to an Academy by the Department for Education. We became a Multi-Academy Trust, MAT in 2020 so that when the right opportunities arise, we are ready to grow. TASAT is recognised as a National Support School (NSS) with the current Head Teacher a National Leader of Education (NLE); has specialist status for SEN Cognition & Learning; leads the Challenge Partners East Coast Hub; achieved World Class Schools (July 2018); recognised by SSAT for our “exceptional outcomes” (2019); Highly Commended ‘Greenest School’ Award (July 2019); recognised as a Centre of Excellence—Social Skills (since 2016); School Games Mark—Gold Award (last 5 years).

The Ashley School Academy Trust has been judged Outstanding in all aspects by Ofsted. We currently have 164 pupils aged from 7 to 16 years of age, having increased number by 41 places over the last 9 years. All pupils have moderate learning difficulties, many with additional complex barriers to their learning.

Leaders at TASAT are supported and challenged by national and local partnerships ([Challenge Partners](#); [SSAT](#); [FLSE](#)) as a result leaders and staff benefit from access to research, coaching, wellbeing support and quality peer review.

Suffolk County Council support their special head teachers through funding peer supervision.

*“My son has developed friendships at school and talks about them at home — such a positive development. The school is putting good support in place to help develop his interaction skills, which is a priority.”*





THE ASHLEY SCHOOL  
ACADEMY TRUST  
SUPPORTING ACHIEVEMENT

## A unique and amazing opportunity for the right person at our Special Academy Trust

The Trustees of The Ashley School Academy Trust are committed to further developing the role of the school as a centre of excellence. The Academy facilitates a Challenge Partners Hub across Suffolk, Norfolk and Cambridgeshire.

Our staff team is made up of teachers, specialist support staff, administrators, finance team, ICT and premises staff. They are highly skilled and totally committed to achieving the very best possible outcome for every pupil at TASAT. We support local colleges through work placements.

The school has a very successful Pupil and Family Support Team to support the teaching work of the school linking closely with our families and agencies. In addition, there is a specialist Therapy Services Support Team working to maximise the guidance from speech and language therapists and occupational therapists and offering sensory support to a large number of pupils within the school.

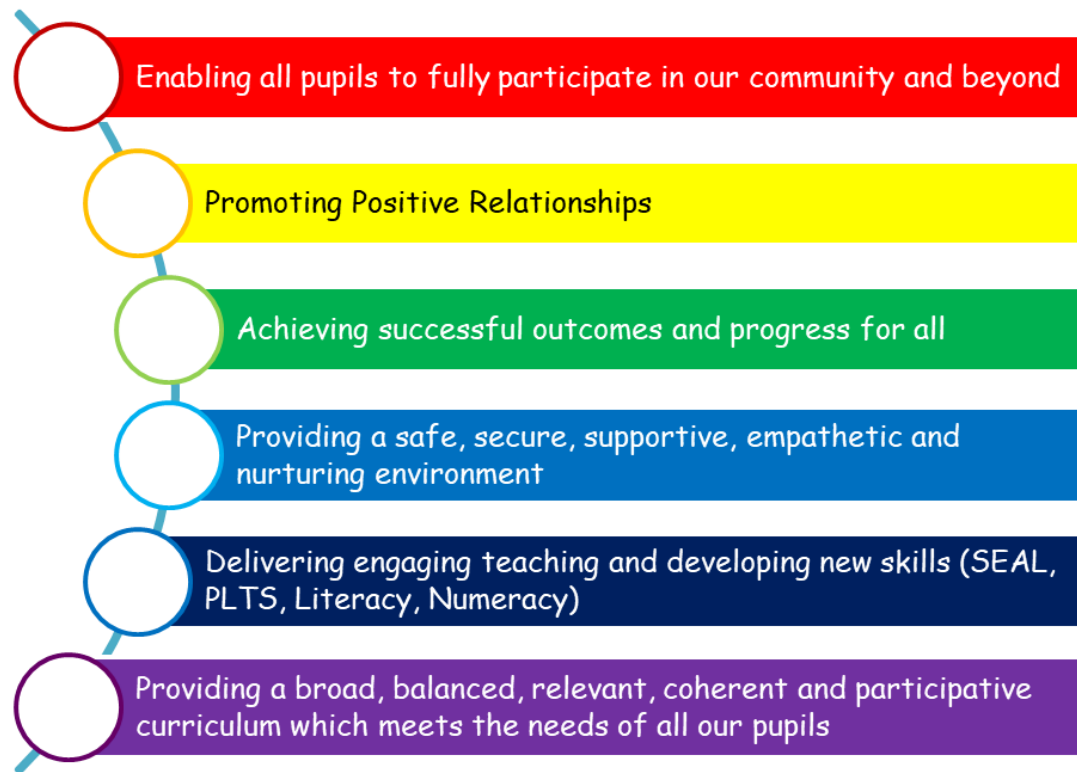
We are committed to furthering our understanding of the impact of 'childhood trauma' on learning and therefore strategies to use. 8 staff successfully completed Trauma Informed Schools and were awarded Diplomas in 2019/2020.

*"The opportunities for the right candidate to sustain the Trusts improvements are limitless. The Ashley School Academy Trust has all the ingredients to be an exceptional Multi-Academy Trust—can you lead in this next phase?"*



# Working Together to be Outstanding

## The Ashley School Academy Trust 'Supporting Achievement'





# Job Description

The professional duties of a head teacher, which the post holder is required to carry out, are set out in Part V111, Section 27-31 of the Teachers' Pay and Conditions Act (1987) and updated each year in the School Teachers' Pay and Conditions Document.

## Purpose

1. To lead and manage within an agreed strategic framework so that the school is effective, self-managing, self-evaluating, and self-improving and with high achieving pupils and staff.

## Accountability

2. To be accountable to the Board of Trustees for the overall performance of the school and its strategic operation.

## Relationships

3. To establish, develop and maintain professional and productive working relationships with the Board of Trustees, staff, the Local Authority, pupils and their parents/carers, other schools and businesses in the community. The Head and Chair of Trustees have

regular contact with Members of the Trust (who have ultimate control).

4. Maximise opportunities by developing and maintaining partnerships with other agencies.
5. To be responsible for the management and effective supervision of all school staff including residential provision.
6. Encourage close parental involvement in the day to day life of the school and ensure that communication between the school and home is effective, particularly in regards to pupil well-being and progress.

## Strategy and Leadership

7. With the Board of Trustees and other key stakeholders, to develop an agreed strategic plan for the school that includes short, medium and long term targets and which is based upon secure and robust financial/resources planning.
8. To have a clear vision. To lead and analyse data to shape the future direction of The Ashley School Academy Trust.

## Teaching and Learning

9. To implement and develop the whole curriculum as agreed with the Board of Trustees.
10. To develop, monitor, evaluate and improve the quality of teaching for all pupils.
11. To ensure achievement is maintained and improved and that challenging and motivating targets are set for individual pupils and the school.

## Staff management

12. To facilitate and support teaching and learning through then maintenance and development of a high quality physical and learning environment which is safe for allk.
13. To ensure all staff understand the vision and ethos of the school.

## Resources and management

14. To be responsible for the financial management which includes: income generation, integration of financial planning and strategic and curriculum planning; the implementation and maintenance of secure procedures and systems; adherence to all financial regulations.

# Job Description (*continued*)

## Resources and management (*continued*)

15. To recruit, retain, reward and motivate staff who can achieve the objectives of the school.
16. Promote the school buildings and site as a resource for the local community and as a source of generating extra income.



## Interpersonal Skills

17. To develop a flexible leadership and management style that is consistent with the ethos and culture of the school.

## Safeguarding

19. To take a lead role for the safeguarding of children in the school and residential provision.

## Other

19. In consultation with the postholder, this job description is subject to review from time to time.



# Person Specification

## Qualifications and Experience

### Qualifications

1. Qualified teacher status and evidence of continuing professional development.

### Experience

2. Successful teaching experience, ideally in a range of environments, of which a significant period has been with pupils with a range of special educational needs including moderate learning difficulties and associated complex needs.
3. Evidence of successful leadership and management experience at headship or deputy headship level of a special school.
4. Evidence of a track record of working on an inter-agency basis with health and social services and other statutory and voluntary agencies to meet the needs of pupils with learning difficulties.
5. Evidence of an ability to involve the community fully in order to enhance the life changes of all pupils.

## Commitment, Vision and Ethos

6. Evidence of a commitment to excellence and to the maximizing of educational and personal achievement for all pupils taking into account their varied abilities and special educational needs.
7. An understanding of the practice of cooperative and effective working with mainstream schools including the effective transition of pupils into part-time or full-time mainstream education, where appropriate.
8. Commitment to maximizing the opportunities for pupils to progress post-16 to appropriate further education.
9. Evidence of having a clear vision about the future development of the school, and the ability to build on its strengths in order to ensure that improvements continue.
10. An ability to promote a calm and positive ethos and a well ordered policy of behaviour for learning throughout the school.

## Knowledge, Skills and Abilities

### Leadership and change management

11. Evidence of the strong organisational and intellectual qualities required to set an example of leadership to others and especially in the fields of supporting Professional Training.
  - a. To lead and develop the team of staff for the benefit of the pupils and their families.
  - b. To give direction and guidance on special needs education to the leaders and managers of mainstream schools and other agencies involved in the care of the pupils;
  - c. To coordinate the work of the multi-agency contributions to the school to achieve maximum input for the benefit of the school.
12. Evidence of the experience required to introduce and manage major organisational change, together with the requisite skills to deliver this effectively, whilst minimising disruption and maintaining confidence and standards.





**THE ASHLEY SCHOOL**  
ACADEMY TRUST  
**SUPPORTING ACHIEVEMENT**

## Person Specification (*continued*)

### **Educational Developments**

13. A thorough knowledge of the current major curriculum issues, as well as of recent educational developments and import legislative changes, together with an understanding of their significance for the management and leadership of the school.

### **Innovation and creative service development**

14. Drive and energy to lead a school at the forefront of special education including the development of innovative services.
15. Ability to challenge the norm and develop services within regional and national contexts.

### **Teaching and Learning**

16. Evidence of specialist knowledge in the area of learning and cognition with special needs pupils and proven success in improving educational and social skills attainment for pupils with moderate learning and associated difficulties.

17. A detailed knowledge of differentiated teaching, evaluation processes and multi-agency collaboration to promote the effective learning of pupils with communication and interaction needs.

### **Communications**

18. Evidence of contributions to research and/or publications about special needs education.
19. The ability to communicate clearly both orally and in writing with pupils, parents, Trustees, educational services, health and social services and other statutory and voluntary sector agencies.
20. Ability to work effectively, flexibly and collaboratively with senior management and outside agencies.

### **Business Development and Financial Management**

21. Ability to capitalise business opportunities and seek innovative ways to generate further income.

22. Evidence of an understanding of finance and budgetary aspects of schools and the ability to manage finance effectively in accordance with the priorities of the school.
23. The post holder will be the Responsible Officer for The Academy Trust.

### **Residential provision**

24. Ability to support the residential provision within the school and to stay at least one night a week at the residential premises as the senior member on duty.

### **Safeguarding**

25. Commitment to Safeguarding and ability to take lead role for safeguarding in the school and residential provision.

# Members and Trust Board

Members of the Trust x 4

Board of Trustees x 9

Linked Senior Leaders x 4

Leadership & Management Committee and Sub-Committees  
and  
Quality of Education Committee



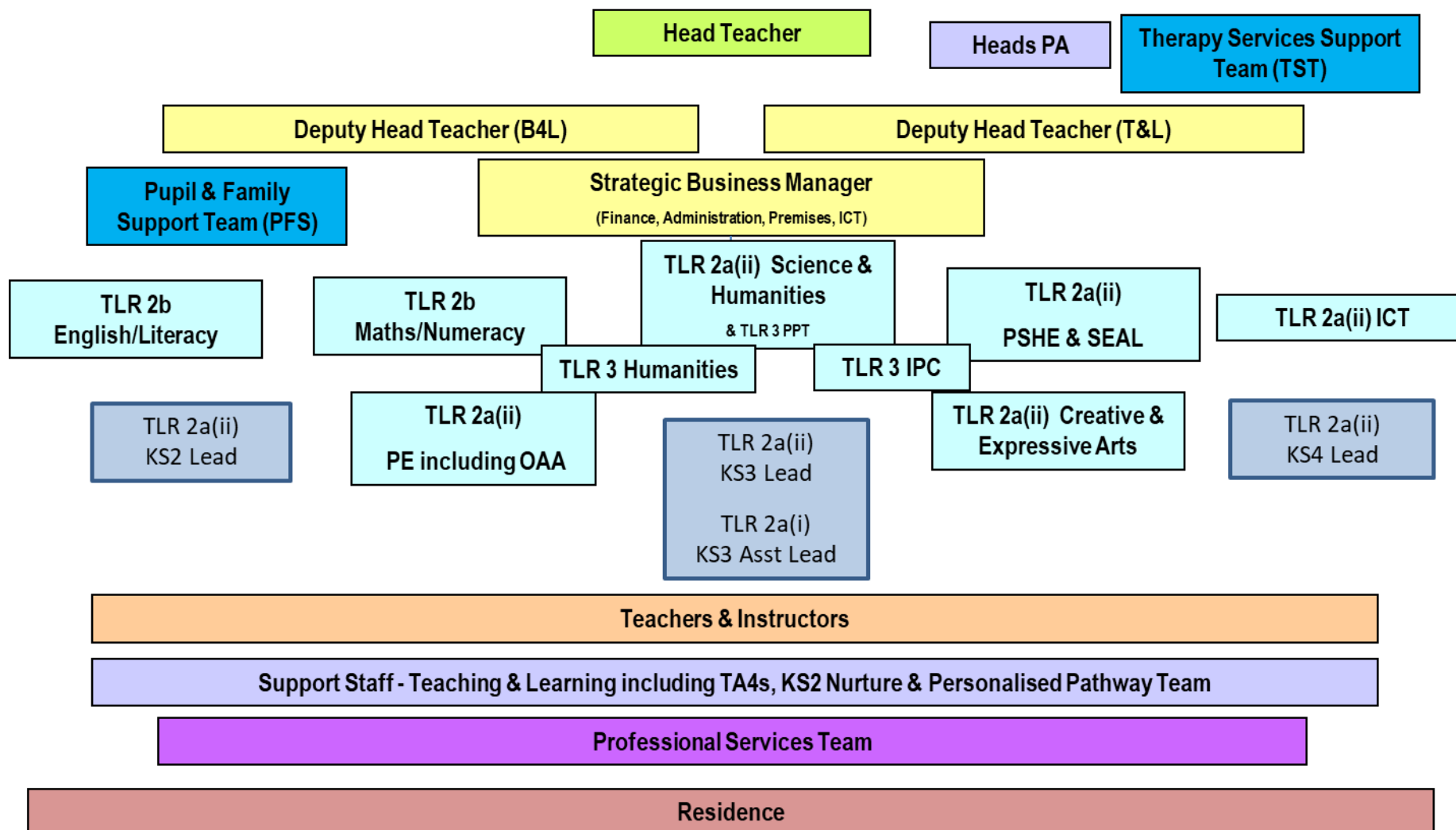
THE ASHLEY SCHOOL  
ACADEMY TRUST

SUPPORTING ACHIEVEMENT

"The Ashley School is an amazing place. It is always a joy to visit and see how polite and courteous the pupils are, and to see how professional and dedicated the staff are. My child loves attending school there and has made huge progress."

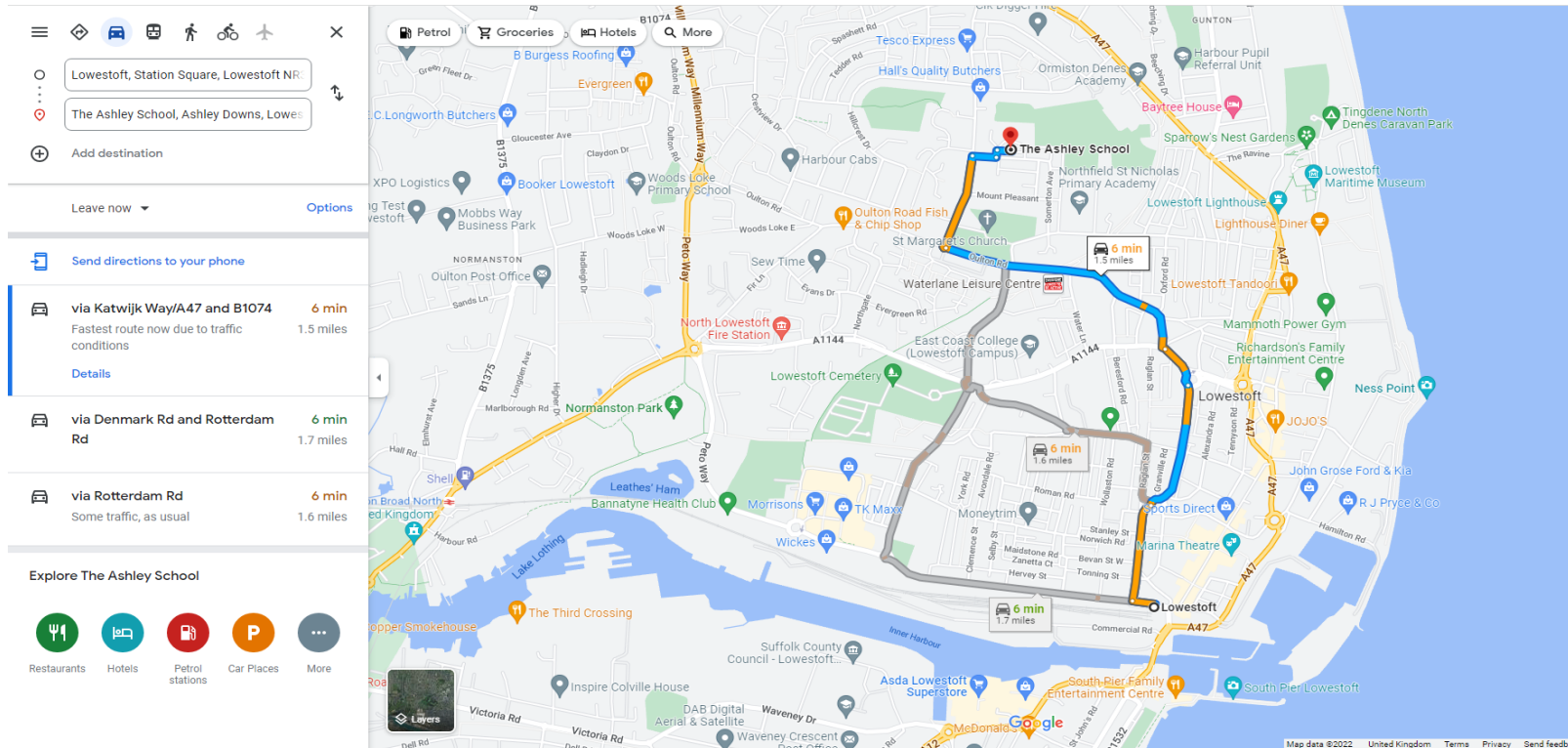


# Staffing Structure September 2022



# Where we are

The Ashley School Academy Trust  
Ashley Downs . Lowestoft . Suffolk . NR32 4EU



## Additional Information

The Ashley School Academy Trust website:  
Please click [here](#)

Ofsted Report for both school and residential  
Please click [here](#)



# Working and living in Lowestoft



THE ASHLEY SCHOOL  
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SUPPORTING ACHIEVEMENT

Located on the most easterly point of the British Isles, Lowestoft provides an ideal mix of vibrant sandy beaches, pleasant seaside walks and quality family attractions all set within a traditional seaside town.

The town is renowned for its beaches, with the beaches at South of Claremont Pier and Kessingland receiving seaside awards.

The beaches and seafront promenade provide a mix of the old and new, with popular seaside activities, Victorian Seafront Gardens with lots of different attractions.

Lowestoft has a rich maritime heritage, which is told, through a number of the town's museums and heritage walks. For a unique insight into the past life of a Lowestoft fishing trawler, step on board the floating museum 'Mincarlo' on Heritage Quay or visit the Lowestoft & East Suffolk Maritime Museum. Those wishing to taste some of the local delicacies then a trip to a local fishmonger or one of the transition smokehouses in town is a must.

In Oulton Broad, the Broads offer a number of water sports and activities and is a lovely place to relax with spectacular views and sunsets.

The lovely, picturesque town of Beccles is a short ride (or train journey) away and is definitely worth a visit. Southwold and Aldeburgh are also within travelling distance.

Shoppers visiting Lowestoft are well catered for with three unique shopping experiences to sample. The town centre provides all the national high street names, with Kirkley offering a choice of independent stores and the historic High Street providing an opportunity to shop at a number of independent retailers in one of the most historical parts of the town. A number of restaurants to suit all tastes can be found in the town and Oulton Broad with fish and chips on

Piers, a theme park, stately homes and other facilities that provide something for everyone.

With a mixture of live entertainment and great cinema, the Marina Theatre provides high quality acts throughout the year and is also the eastern residence of the Internationally acclaimed Royal Philharmonic Orchestra, hosting world-class opera and diverse acts.

For more information, visit [www.thesuffolkcoast.co.uk/suffolk-coast-towns-and-villages/lowestoft](http://www.thesuffolkcoast.co.uk/suffolk-coast-towns-and-villages/lowestoft)





# Pay and conditions of employment

The Ashley School Academy Trust offers a salary for the Head Teacher post on the Leadership Scale. This will be determined within the school range L26-L32 (£76,141-£88,187 pa). In addition, the school is providing a Head Teacher Non-Residential allowance of £8,586 which will require the successful candidate to stay at the school premises, as a Senior on Duty, for two nights a week.

Candidates should be aware that the starting salary will be determined on the basis of the current (confirmed) pay, experience and performance in the selection process of the successful candidate.

Subsequent salary reviews will be determined by the Head's Panel of the Board of Trustees.



*"The Ashley School Academy Trust provides opportunities and experiences that children would not access to if they did not attend the school."*

# Details of Selection Process

## Application deadline

Completed application forms must be received by the Chair of Trustees by **Wednesday 28th September 2022**.

These are the channels for application documents submission:

- ♦ Apply online at:  
[www.tes.com](http://www.tes.com)

## Completing your application form

Candidates are asked to complete all the standard information required on the application form and to submit a supporting statement, addressing all of the criteria identified in the selection criteria.

## Visits

Visits are welcomed and encouraged and for further discussion about the application process, please contact Donna Petty, PA to Head Teacher on 01502 565439.

## Safeguarding Children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to safeguarding and child protection.

## Selection Procedure

The selection will be by a panel of Trustees, assisted by an External Consultant and Stakeholder.

Candidates will be notified immediately after shortlisting has taken place during w/c 3rd October 2022. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone, email or text) are clearly identifiable from the application form, so that your confidentiality is maintained.

It is our intention that the selection process will take place on 30th September 2022. Please note that shortlisted candidates will be given more details.

## References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases, at least one professional reference is required. For candidates who are already head teachers, it is expected that their professional referee will be the Director of Education or equivalent.

The post will be offered subject to satisfactory completion of pre-employment checks.

## Interview Dates

Interviews will be held at the school on **Thursday 13th October and Friday 14th October 2022**.