

Forest Moor School



School Principal Information Pack



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Dear Applicant,

Thank you for your interest in the role of Principal at Forest Moor School. If you are successful, you will be joining a fantastic team and will be a key part of an exciting project to transform education for children with Social, Emotional and Mental Health needs in North Yorkshire. In this specific role, you will have a unique opportunity to lead and oversee all aspects of pastoral care and welfare in a newly refurbished school.

At Forest Moor, you will work as part of a team committed to collaboration, creativity and innovation. We are dedicated to bringing the very best practice and resources to each of our settings. We are committed to developing a diverse, relevant and engaging curriculum, delivered through learning experiences built around the individual needs of our children and young people. Your challenge will be to ensure that our students receive the best care, support and education that they deserve whilst at Forest Moor.

By joining us at Forest Moor, you will become part of an expert, enthusiastic, hardworking and dedicated team that is committed to making a difference to the young people with which we work. This is an exciting time to join us. The school has recently joined Wellspring Academy Trust, which is a fully inclusive Trust that has a high level of expertise in Special schools in the Yorkshire and Lincolnshire regions. As such, there are significant levels of expertise to turn to for support and the successful candidate will be well supported by colleagues in Leeds who hold similar positions.

This is a very exciting time to take on the leadership of the school. Much work has been done over the past year to stabilise the school, introduce new systems and structures and the school is now ready to move on to the next level. There are still challenges ahead, but the successful candidate will have the full support of the trust and a group of staff who are committed to the cause. They have fully embraced the new leadership, ideas and training that they have been given to date.

We are looking for a committed and inspirational leader and outstanding teacher who has a successful record of accomplishment in school. If this is you and you are interested in transforming the lives and opportunities of young people with SEMH needs, we will be very interested to hear from you.

Yours sincerely,

Steve Tighe
Associate Principal
Forest Moor School

About Wellspring Academy Trust

Wellspring Academy Trust is a Multi-Academy Trust with a Barnsley-based Head Office.

We are a Trust at the cutting edge of educational innovation.

We have:

- Outstanding aspiration.
- A vision to provide children and families with exceptional educational opportunities.

Our Core Principles are:

- Excellence in teaching and learning.
- Knowledge and skills growth that is celebrated by the community.
- Collaboration with all partners in education and the community.
- Succession planning within the institution and beyond.
- Providing an exceptional school experience for our children.

Our commitment to you:

Professional Development

We believe that outstanding professional development underpins outstanding schools. The more members of staff who are enabled and empowered with expert skills and knowledge, the more effective their impact upon learning. We believe in the power of Professional Development. We believe that it can and should be happening every minute of every day. Wellspring Academy Trust has access to a rich seam of professional development for all staff through our network of leaders, colleagues and schools, and through the Teaching School.

Leaders Professional Development

Inside every successful school, you will find successful leaders. Almost every study of school effectiveness has shown both Primary and Secondary leadership to be the key factor. At Wellspring, we emphasise the importance of ongoing professional development for school leaders. We work together as leaders. We share our experiences and expertise. We recognise that we are stronger together.

Experienced leaders across the Trust work with colleagues to run networks and development groups for leaders at all levels – from those aspiring to enter leadership, through to those who already lead a number of academies.

Our recognition of the pivotal importance of effective leadership means that the professional development pathway into Executive Leadership across more than one school is open to you with Wellspring.

About Forest Moor School

Forest Moor School is a specialist provision for children and young people with Social, Emotional and Mental Health (SEMH) needs for a wide area in North Yorkshire. The school is located at an attractive, spacious setting on rolling hills in Menwith Hill. The school joined Wellspring Academy trust in July 2021 and now has access to a wide range of support and experts from across the trust. As part of that conversion nearly one Million pounds has been invested in the building to make it more vibrant and fit for purpose for an SEMH provision. As a result, numbers have increased and we expect to have around 80 students on roll by next September.

Our aim is to provide the best possible care and education that we can for children and young people with Social, Emotional and Mental Health (SEMH) needs. Unconditional Positive Regard is at the centre of what we do and we are creating an academy that is welcoming, caring, safe, warm and believes that all its pupils can be supported and empowered to succeed.

We are creating individual and personalised pathways for our students that are built around their varied needs that will help them achieve positive outcomes and prepare them for their onward destinations into continuing education, work or training. In order to achieve this we are developing a curriculum that provides opportunities for academic progression as well as vocational learning, whilst being engaging, creative, and innovative.

We see strong relationships with students, parents, carers and the wider community as the key to our success – and we ensure that our academies are welcoming safe places for children to learn and prosper. We believe in working closely with our families and carers and welcome their support, but also realise that at times they will need our support too. We work closely with North Yorkshire LA and other agencies and schools to make sure we do all we can to make learning and life the best it possibly can be.



JOB DESCRIPTION & PERSON SPECIFICATION PRINCIPAL

Job Title: Principal,

Grade: L21-25

1. PURPOSE OF THE JOB

To work with the Executive Principal in the leadership and management and organisation of a setting within the School in order to achieve the highest standards of pupil achievement efficiency.

To play a major role in assisting the Executive Principal to:

- Formulate the aims and the objectives of the School
- Establish the policies through which they are to be achieved
- Managing staff and resources towards their achievement
- Monitoring pupil progress
- Developing, implementing and monitoring of a curriculum to meet the needs of the pupils within the School.
- Ensure behaviour improvement and the safety and well-being of students

2. IN RELATION TO THE STATUTORY REQUIREMENTS

The Principal shall carry out his/her professional duties in accordance with the 'Conditions of Appointment of Head Teachers' set out in the School Teachers Pay and Conditions Document (published annually).

3. DUTIES AND RESPONSIBILITIES

Shaping the future - The Principal will:

- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- Motivate and work with others to create a shared culture and positive climate
- Play a leading role within the School translating the local and national vision into strategic plans which will sustain improvement
- Develop systems and organisation to deliver the aims of the School
- Support and assist the Executive Principal in developing the vision, ethos and policies of the School and promote high levels of achievement throughout the School.
- Actively support the Executive Principal, Governors and staff in the promotion and achievement of the aims and objectives of the School.
- Play a leading role in the planning, monitoring, evaluation and development of the School curriculum through the School Improvement Plan.
- Support all staff in achieving the priorities and targets the school sets and monitor the progress towards meeting them
- Contribute to the School's organisation and overall strategy of the School through Leadership and Senior Management Team meetings.
- Take a leading role in exploring and ensuring that the School drives development and seeks accreditation through appropriate external charter marks.

Leading teaching and learning – The Principal will:

- Lead and drive the development of the curriculum within a setting, ensuring that it:
 - meets the diverse needs of the pupils, being broad, balanced, relevant, challenging and appropriately differentiated
 - fulfils statutory requirements
 - encourages creativity and engaging teaching and learning
 - enables students to receive appropriately accredited qualifications where possible
 - reflects innovative practice from across the country and beyond
- Be a leading role model to all teaching staff within the School and reflect a high level of professional teaching standards
- Support the Executive Principal in evaluating the curriculum and its assessment in order to identify and act on areas for improvement
- Facilitate collaborative working within and across settings between class teachers, learning teams and colleagues from other services
- Ensure there is a continuous focus in the School on pupil's behaviour, achievement, effectively using data and benchmarks to monitor the progress in every pupil's learning.
- Monitor and implement policies which impact on outstanding practice and are understood and implemented by all stakeholders.
- Assess, monitor and evaluate the quality of planning, teaching and of learning outcomes, promoting improvement strategies as necessary.
- Support the Executive Principal to monitor the quality of plans for individual children, their implementation and impact

- Ensure stimulating and challenging learning environments which secure effective learning and provide high standards of achievement, behaviour
- As part of the leadership team, monitor, evaluate and review classroom practice and manage improvement strategies
- Analyse and interpret data to inform classroom practice across the School
- Lead the monitoring and evaluation of the range of intervention strategies employed throughout the School's settings ensuring that resources are targeted correctly towards those pupils requiring additional support
- Contribute to monitoring the quality of teaching and children's achievements across the School, including the analysis of performance data, in partnership with the Executive Principal and other members of the leadership team

Developing self and working with others - The Principal will:

- Lead Continuing Professional Development ensuring that:
 - o there is a coordinated approach to professional development
 - o professional development reflects improvement priorities
 - o staff development is clearly linked to performance management and enables staff to meet performance management objectives
 - o statutory requirements are met regarding up to date staff training (e.g areas such as Safeguarding and First Aid)
 - o where possible, staff are empowered to plan and choose elements of their Professional Development
 - o the effectiveness and impact of the programme is monitored and evaluated
- Lead and ensure effective staff induction
- Manage positive working relationships with all staff
- Motivate and challenge all staff to maintain high expectations of behaviours
- Support professional development and performance review
- Lead and coordinate student and graduate teacher placements

Managing the organisation - The Principal will:

- Take lead responsibility for the admission of students into the School, ensuring that:
 - o students are appropriately placed within the range of available settings
 - o parents / carers are appropriately briefed and informed on admission
 - o the School has all appropriate documentation regarding the student
 - o the Schools admissions guidance is implemented and reviewed as appropriate
 - o numbers of students within the School satisfy our obligation to the Local Authority / other commissioners
 - o arrangements are in place for baseline assessment of students on entry into the School
 - o students suitable for return to mainstream schools are identified and supported appropriately through this process
- Contribute to procedures to recruit, retain staff
- Deploy staff appropriately on a day to day basis within their setting
- Under the direction of the Executive Principal develop and implement policies and practices that take account of national and local policies, initiatives and legislation
- Take a key role in the self-evaluation process across the School utilising a range of tasks to promote thorough self-review

- Be involved in the implementation of Performance Management of colleagues and integrate this into their professional development
- Lead, organise, monitor and evaluate the work of those members of staff responsible for implementing intervention strategies across the School
- Support the development of pastoral care of pupils and staff across the School
- Ensure staff are well informed of all aspects of School life in order to promote good communication and high morale. Encourage the practice of working as a team
- Assist the Executive Principal in maintaining and developing a positive and constructive partnership with parents and the local community
- manage organisational change effectively.

Securing accountability - The Principal will:

- Manage staff roles and ensure that responsibilities are clearly defined, understood and agreed
- Provide information for the Executive Principal or Governing body to enable them to meet their statutory responsibilities
- Seek out opportunities for and present the School' performance and other School initiatives to a range of audiences; parents, Governors, Leadership tem and other external agencies

Strengthening the community - The Principal will:

Work with other agencies to ensure learning experiences and opportunities for pupils are integrated into the wider community

- Actively seek out and build the reputation of the School with the outside community
- Create and maintain partnerships with parents and carers to support and improve pupils' achievement and personal development

Safeguarding - The Principal will:

Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff

Ensure that sufficient resources and time is allocated to enable staff to discharge their child protection related responsibilities effectively

Efficient and effective deployment of resources - The Principal will:

- work with the Executive Principal and Finance Team to set School budgets and monitor their effectiveness.
- Work with the Executive Principal in establishing priorities for expenditure for the School and in monitoring the effectiveness of spending and usage of resources

Accountability- The Principal will:

- be accountable to the Executive Principal for the clearly defined and agreed responsibilities/accountabilities relating to the day-to-day leadership and management of the School as delegated by the Executive Principal.
- play a key role in designing and maintaining a self-evaluation framework for the School which clearly identifies strengths and areas for development, in order to inform the improvement agenda and maintain high standards.
- to ensure that the School presents a clear, coherent and accurate account of its' performance to a range of audiences including WAT, Governors, parents and carers and the local community.

Other Duties - The Principal will:

- Take on any additional responsibilities that might from time to time be determined by the Executive Principal

PRINCIPAL: PERSON SPECIFICATION	Essential / Desirable	How Identified
Leadership and management		
Ability to build effective relationships with staff, parents, governors and other agencies	E	APP / SP
Ability to line manage staff	E	APP / SP
Ability to make and implement difficult decisions	E	APP / SP
Clearly communicates the vision of the School	E	APP / SP
Shaping the future		
Implements an improvement plan across a whole school setting identifying the priorities and evaluating the impact	E	APP / SP
Works with and motivates teams and individuals to implement changes across the school	E	APP / SP
Leading Teaching and learning		
Knowledge of leading and designing curriculum	E	APP / SP
Being an outstanding teacher – by national standards	E	APP / SP
Knowledge of using data to monitor pupil progress	E	APP / SP
Knowledge of assessment tools to monitor teaching and learning	E	APP / SP
Ability to identify effective interventions to ensure pupils maintain good progress	E	APP / SP
Ability to identify excellent classroom practice to enable teachers to improve, through effective feedback	E	APP / SP
Developing self and working with others		
Has experience and understanding of effective CPD programmes	E	APP / SP
Regularly reviews own practice and continually participates in quality CPD	E	APP / SP
Uses CPD to motivate, enthuse and develop staff	E	APP / SP
Ability to plan and allocate work effectively	E	APP / SP
Ability to coach and mentor staff	E	APP / SP

Managing the organisation		
Contributes to the vision of the School	E	APP / SP
Recruits, retains and manages a range of School staff	E	APP / SP
Provides operational guidance to senior leaders	E	APP / SP
Securing accountability		
Contributes to whole school self-evaluation	E	APP / SP
Holds people to account for what they have agreed to deliver	E	APP / SP
Works effectively with the governing body to fulfil statutory duties	E	APP / SP
Provides performance data to parents and governors	E	APP / SP
Strengthening the community		
Builds relationships with community groups, outside agencies and other schools which create innovative learning experiences	E	APP / SP
Promotes the school	E	APP / SP
Works with parents and carers to improve pupil achievement	E	APP / SP
Child protection		
Can manage and implement effective CP policies and procedures	E	APP / SP
Ability to deal with sensitive issues in a supportive and effective manner	E	APP / SP
Qualifications and training		
Qualified Teacher Status or other educational qualification	E	APP / SP
A degree or management qualification	D	APP / SP
Commitment to undertake or qualification in leadership training programme	E	APP / SP

Experience		
Of leading or managing an SEMH school or similar setting	E	APP / SP
Of effective teaching and learning within the specialist, AP or similar Sector	D	APP / SP
Of successful team leadership at a range of levels	E	APP / SP
Of leading and managing initiatives at whole school level	E	APP / SP
Of working effectively with a range of colleagues, external agencies, LA and schools	E	APP / SP
Personal qualities and attributes		
Moral purpose (Equality, children and adults treated with respect)	E	APP / SP
Excellent communicator (Listening, putting a message across)	E	APP / SP
Child centred	E	APP / SP
Resilient	E	APP / SP
Integrity	E	APP / SP
Self motivated and able to motivate others	E	APP / SP
Enjoys challenge	E	APP / SP
Works to deadlines	E	APP / SP
Enthusiastic and optimistic	E	APP / SP
Excellent problem solving/analytical skills	E	APP / SP
Self awareness, knowledge of strengths and limitations	E	APP / SP
Have vision, commitment, enthusiasm and energy	E	APP / SP
Be committed to equal opportunities and the inclusion of all	E	APP / SP
Be hardworking and willing to be involved in the whole sphere of the Academies	E	APP / SP
Be flexible and work effectively under pressure	E	APP / SP
Be innovative and creative	E	APP / SP
Have high standards and expectations of self and others	E	APP / SP

Forest Moor School
Principal
L21-25 (£70,239 - £77,473)

Are you an exceptional school leader who:

- Wants to make a difference every day to the lives of the most vulnerable children?
- Feels stifled by the mainstream system?
- Wants to be driven by a sense of moral purpose rather than data?
- Is passionate about the difference specialist education can make to the lives of children and young people?
- Wants the unique opportunity to lead the continued development of an SEMH provision?
- Believes that children should be treated with unconditional positive regard?
- Wants high quality professional development and support?
- Relishes being part of a highly supportive team of colleagues who share your values and ethos?
- Wants to work in an organisation that supports career progression and has opportunities beyond your own school?
- Thinks the curriculum should be exciting, relevant, engaging and personalised?

We require a values driven, committed and inspirational leader to lead at Forest Moor School. We are looking to appoint someone who is able to motivate and lead teams to provide outstanding education within our newly acquired school.

This role provides a once in a career opportunity to shape the future of our school after a difficult past. You will lead this school in a beautiful setting with a great deal of potential to improve. The school currently has 76 children (Y5 -Y11) with significant SEMH needs, with the potential to grow to over 90 students.

Reporting to	Executive Principal
Duration of Post	Permanent
Work Commitment	Full time
Salary	L21-25 (£70,239 - £77,473)
Closing date	Noon Tuesday May 17 th 2022
Shortlisting date	Tuesday 17 th May 2022
Interview date	Monday 23 rd May 2022
Start date	1 st September 2022 – or sooner if possible.

Candidates are strongly advised to arrange a visit to the School in advance.

HOW TO APPLY

Please complete the application form sent as a separate attachment to this pack. Along with this, you may submit a covering letter of no more than two sides of A4 outlining your suitability for this role and evidence of outstanding leadership to date.

Applications should be e-mailed to Gemma Ashton, Administration Manager at gemma.ashton@forestmoor.org.uk

Visits are encouraged. To arrange these please contact Gemma Ashton at the email address above or on: 01423 779232

Wellspring Academy Trust is committed to safeguarding and promoting the welfare of our pupils. All posts are offered subject to enhanced DBS checks. References will be taken up prior to the interview.

We are committed to equal opportunities and to promoting diversity. We want our people to reflect the diversity of our communities, and we welcome applications from people from all backgrounds, especially from under-represented groups, including those from Black, Asian and minority ethnic communities.

If you are currently living overseas or have lived / worked overseas in the last five years please be aware that you will be required to provide an overseas criminal records check from the country/countries you have resided in, if you are the preferred candidate for the post.

All applicants need to complete the Equal Opportunities form. Please click link for further details <http://bit.ly/WATEqualOpportunities>