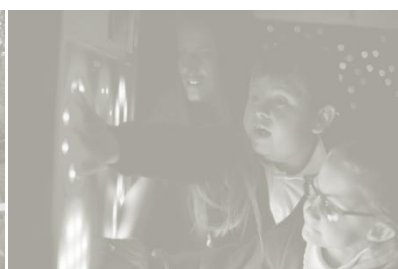
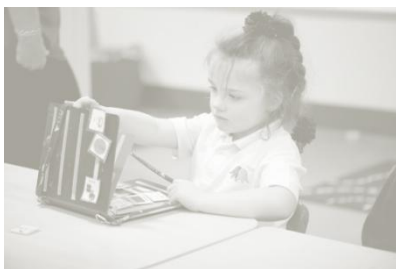




# HEADTEACHER

Bluebell Park School Information Pack





## Contents Page

Key Information	2
Welcome from the Governors	3
Ethos and Values	4
School Information	5
Facilities	6
School Improvement	7
What is special about our school	8
What we are seeking from our new Headteacher	9
Job Description	10 - 13
Person Specification	14 - 16



## Key Information

**Closing date for applications:** Friday 24<sup>th</sup> March 2017 at 12.00 noon

**Short listing:** Monday 27<sup>th</sup> March 2017

**Interviews:** Monday 24<sup>th</sup> and Tuesday 25<sup>th</sup> April 2017 (further short listing may take place after day 1 and successful candidates will be asked to return on day 2)

**Application Form:** Please complete the KMBC application form along with Section 4 – Supporting statement: Please use Person Specification as a guide and ensure that you do not exceed 2 sides of A4

Application form can be obtained by either:

1. Downloading from the school website: vacancies>KMBC application
2. emailing our Business Manager (email below)

**Completed Application Form to :** Please e-mail completed application to Laura Steele, Business Manager on the email below

**Email address:** [laura.steele@knowsley.gov.uk](mailto:laura.steele@knowsley.gov.uk)

**School Viewing :** Please arrange a convenient time with Laura Steele, Business Manager by either phone or via the email address provided

**All Enquiries to :** [laura.steele@knowsley.gov.uk](mailto:laura.steele@knowsley.gov.uk)

**Our School :** Bluebell Park, Cawthorne Walk, Kirkby, Merseyside L32 3XP

**School Website:** [www.bluebellparkknowsley.co.uk](http://www.bluebellparkknowsley.co.uk)

**Telephone:** 0151 477 8350



## Welcome from Governors

Dear Prospective Candidate,

Thank you for your interest in the position of Headteacher at Bluebell Park School. I wish you well in your application to take our amazing school forward.

Following the departure of our Headteacher earlier this year we are now looking to recruit an experienced school leader to continue to take the school forward on its journey. The school is currently being overseen by our two Acting Headteachers. Bluebell Park has a current Ofsted rating of "Good" and we recommend you take the time to look at our website and visit the school to see for yourself what an amazing school we have.

Bluebell Park was a purpose built school back in 2012 to bring two special schools together in Knowsley.

Under the guidance of our previous Headteacher the school has made significant progress and we as a governing body are proud of the excellent quality of teaching and pupil progress within the school.

We are looking forward to welcoming someone with the qualities and drive to take the school forward as we start a new chapter in the development and progression of our school. Our new Head will lead a big staff team of hard working and highly committed staff and children who make us proud to be involved in their school.

The governing body are willing, enthusiastic and passionate about the whole school development and helping our children be as independent as they possibly can. We are committed to safeguarding and promoting the welfare of all our children and young people. As a Headteacher we will expect you to be able to have a positive working relationship with the governing body and to be able to understand its role in support and challenge. We want a leader that can work with our current senior leadership team and build on the good practices we have whilst keeping the school moving forward. This is a challenging and exciting opportunity for the right person. If you have the skills and passion to meet the challenges it will be a great opportunity to develop your career and make a real difference to our children, staff, parents and wider community.

I hope you have found the contents of our candidates pack useful and informative. Should you wish to have an informal chat with any further questions please contact the school asking for Laura Steele.

Lexley McTigue

Chair of Governors



## Ethos and Values

### Our Mission Statement

***“Learn about our world, care for others and celebrate achievement.”***

### Aims of School

- To provide an excellent education in a supportive environment.
- To provide a broad and balanced curriculum through effective teaching strategies which are relevant to every pupil.
- For parents, pupils, staff and other professionals to enhance the life of Bluebell Park.
- To promote and support inclusive educational opportunities for pupils both within Bluebell Park and other learning environments.
- For the life and work of Bluebell Park to be valued as an integral part of the community.
- For pupils to become as independent as possible, providing functional skills for all.

The children  
have fun  
whilst  
learning

Lovely atmosphere when  
visiting the school.  
Genuine people and a  
very caring, safe  
environment.

The friendly atmosphere  
and the respect the adults  
show the pupils & students

It provides a rich  
environment for our  
children to learn



## School Information

Bluebell Park is a purpose built special school that opened in September 2012. We teach pupils with a Statement of Educational Needs or Educational Health and Care Plans (EHCP).

Pupils at Bluebell Park have severe learning difficulties, physical, medical difficulties; severe Autistic Spectrum Conditions and high need complex medical needs.

We provide schooling for children aged 3-19, part time places for nursery aged children (3-4) and a full time Post 16 curriculum (16-19).

We work as part of a multi-agency team and have a fully integrated service on site (Nurses, Physiotherapists, Occupational Therapists, Speech and Language Therapists and Family First).

Bluebell Park is part of the Knowsley Special Needs Sector and also a member of the Greater Merseyside SLD network which consists of 15 schools.

### **Governors**

Governors play a vital role in the strategic operation of the school. We meet regularly to discuss matters relating to the strategic direction of the school. We are committed to achieving the highest standards with regards to pupils' personal and social development as well as their academic achievement.



## Facilities

Bluebell Park School has state of the art facilities that enable us to provide holistic support to all pupils at Bluebell Park. We aim to promote and ensure pupils develop skills that enable them to be as independent as possible and that these skills are of benefit to them throughout their life. Our facilities mean we are able to develop an individual and bespoke curriculum for our pupils ensuring all of their physical and emotional needs are met.





## School Improvement

We are always looking to improve and move our school forward and are now embarking on our next school improvement cycle. We have focused on many aspects of learning for our pupils with the most recent being improving opportunities for communications.

The most recent OFSTED inspection (July 2014), graded us as a Good School [Report available here.](#) This was an excellent outcome following the merging of two schools. The following observations were included in the report:

1. Not enough pupils, particularly the most able pupils, make outstanding progress.
2. Targets are not always precise enough to take pupils quickly to the next stage in their learning.
3. Leaders' high-quality plans to improve performance, particularly plans to improve pupils' literacy and numeracy skills across the school, have not yet had time to have full impact.

Since that time we have been working to enhance and improve the assessment methods used across the school to continue to improve pupils' progress. This includes looking at our IEP and target setting, introduction of pupil progress meetings and securing data analysis across the school.

Our ambition and commitment is to achieve 'Outstanding' status for our school.





## What makes Bluebell Park School a great place to work?

Our school has amazing children, staff, parents and facilities. It was purpose built and enables us to take a holistic approach to the development of all pupils ensuring they reach their full potential. We work as part of the Merseyside SLD network, offering extensive development opportunities and supportive working at all levels.

Bluebell Park School benefits from:

- A great working environment where everyone is valued and treated with respect.
- Hard working dedicated and committed staff who strive to gain the best for all of our pupils.
- A fully integrated services model working with Physio and Occupational Therapists, Speech and Language Therapists, Behaviour Analysts, Family First, Family Support Workers, Nurses and a range of Health Professionals.
- Supportive parents/carers who will work in partnership with you to achieve the best for their son/daughter.
- THE BEST PUPILS.... who all give 100% to their learning. They embrace school life and are eager to learn life long, functional skills.
- A supportive governing body that put the interests of the children first and are committed to the continual improvement of the school.



## What are we seeking from a new Headteacher....

Our pupils would like .....

- A Headteacher who is happy and smiley.
- Someone who listens to us and is kind and nice.
- Someone who is easily to talk to and cares about the school and its pupils'.
- Someone who considers feelings, praises and is polite.

Our staff would like.....

- A leader (with SEN experience) who will value and build on what we have already achieved.
- Someone with a vision and lots of ideas.
- Who will inspire and motivate staff to drive change.
- Flexibility and a sense of humour.
- Someone who is firm but fair.
- Someone who is innovative, confident and approachable.

Our parents would like.....

- Our children to feel safe, comfortable and welcome in school.
- A Headteacher that will inspire a positive ethos.
- A Head that recognises that social/life skills are as important as traditional education.
- Ensures our school continues to progress and become better.
- A Head who can run our school to the highest possible standard.
- To be confident, reliable and positive.
- A Head that is committed to preparing our children for transition throughout the school and life after school.



## Job Description

### Introduction

This job description reflects the National Standards of Excellence for Headteachers (2015), namely that excellent Headteachers have: outstanding qualities and knowledge; ambitious expectations and inspire and lead; ensure systems and processes deliver and; drive a self-improving school.

The appointment is subject to the current conditions of employment of Headteachers, contained in the School Teachers' Pay and Conditions Document and other current educational and employment legislation.

### Job Purpose

To provide dynamic and professional leadership for the school to secure its continued success and improvement, ensuring high quality education for all its students and excellent achievement.

### Shaping the Future

- In partnership with the governors establish and promote an ambitious vision and ethos for the future of the school; inspire, challenge, motivate and empower others to carry the vision forward and model the values, vision and ethos of the school
- Take the leading role in school self-evaluation, school improvement and strategic planning policy and practice; ensure that learning is at the centre of strategic planning
- Lead by example when implementing and managing change initiatives
- Ensure creativity, innovation and use of appropriate technologies to achieve excellence
- Develop the school in line with national developments
- Lead and support the staff, and support the governing body in fulfilling their responsibilities with regard to the school's performance and standards
- Promote a culture of inclusion within the school community where all views are valued and taken into account

### Leading Teaching and Learning

- Demonstrate the principles and practice of effective teaching and learning
- Ensure a consistent and continuous school-wide focus on pupils progress and achievement
- Initiate and support research and debate about effective teaching and learning and establish creative, responsive and effective approaches to teaching and learning
- Through observation and analysis of teaching and learning activities and pupils' outcomes, identify strengths and weaknesses and promote improvement strategies



- Implement, develop and review strategies and policies that secure high standards for the whole school, including behaviour and attendance
- Determine, organise and implement a relevant and meaningful curriculum that has a clear focus on independence, with an effective assessment framework
- Take a strategic role in the development of new technologies to enhance and extend learning experiences.

#### Developing Self and Working with Others

- Develop effective relationships and communication which underpin a professional learning community that enables everyone in the school to achieve
- Foster an open, fair and equitable culture
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review; empower and sustain individuals and teams; promote an environment where continual professional development is an integral part of the school's ethos
- Celebrate the achievements of individuals and teams
- Collaborate and network with others within and beyond the school
- Challenge, influence and motivate others to attain high goals
- Give and receive effective feedback and act to improve personal performance
- Accept support from others including colleagues and governors
- Regularly review own practice, set personal targets and take responsibility for own personal development
- Manage own workload and that of others to allow an appropriate work/life balance

#### Leading and Managing the School

- Ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. This includes adhering to safe employment procedures which place the safety of children and staff at the heart of all practices.
- Recruit, retain and deploy staff and manage their workload to achieve the vision and goals of the school
- Establish and sustain appropriate structures and systems
- Set, manage and monitor budgets and organise accommodation, working with colleagues, to ensure effective, proper, and efficient use of resources, ensuring the school's financial stability
- Access, analyse and interpret information, analysis of data and use it effectively



- Delegate tasks and devolve responsibilities effectively
- Prioritise, plan and organise self and ensure others do the same
- Manage and organise the school environment efficiently to ensure it meets curriculum needs and health and safety regulations; work efficiently and effectively adhering to the PFI contract
- Ensure the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money
- Use and integrate a range of technologies effectively and efficiently to manage the school
- Think creatively to anticipate and solve problems
- Having regard for the need to safeguard pupils' well being in accordance with statutory provision
- Arrange for a deputy Headteacher or suitable person to assume responsibility for the discharge of the Headteacher function at any time when absent from school.

#### Securing Accountability

- Work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities
- Fulfil the commitments and wider accountabilities in relation to pupils, parents and other relevant groups
- Engage the school community in the systematic and rigorous self-evaluation of the work of the school; collect and use a rich set of data to understand the strengths and weaknesses of the school and ensure that effective school self-evaluation informs school improvement priorities
- Combine the outcomes of regular school self-review with external evaluations in order to develop the school
- Present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, staff and parents
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood, nurtured and agreed and are subject to review and evaluation
- Reflect on personal contribution to school achievements and take account of feedback from others
- Demonstrate an understanding of educational issues at a local and national level and anticipate trends



- Work closely with the business manager and governing body to ensure effective management of the school budget and best practice in financial and employment matters
- Demonstrate understanding legislation with regard to Health & Safety, such that the school meets its statutory requirements and is safe environment for learning and promoting the well-being of staff and students.

### Strengthening Community

- Engage with the internal and external school community to secure equity and entitlement; recognise and take account of the richness and diversity of the school's communities
- Work effectively with other schools and colleges in Merseyside to promote the work of Bluebell Park and to learn from others
- Work effectively with other agencies including for example, Social Care and Child and Mental Health Services
- Build and maintain excellent relationships with parents to the benefit of pupils, parents and the school; provide parents with regular information about the school curriculum, the progress their children make and other matters affecting the school
- Promote effective relationships with external parties, including local businesses, and ensure learning practices for pupils are integrated with the wider community so that the pupils can learn, practise and enjoy their community and not become isolated
- Seek opportunities to invite individuals and organisations into the school to enhance and enrich the school and its value to the wider community
- Liaise and work effectively with officers of the local authority



## Person Specification

Ref	Criteria	Essential/ Desirable	App Shortlisting	Ref	Interview
<b>Qualifications and Training</b>					
1	Has qualified teacher (QTS)	E	X		
2	Has a qualification relevant to headship, leadership and management	D	X		
<b>Professional Experience and Knowledge</b>					
3	Has a successful track record of leading a schools through an OFSTED inspection	E	X	X	X
4	Significant Experience in leadership in a variety of special school contexts (types and key stages).	E	X	X	X
5	In depth knowledge and understanding of the wider educational agenda including current national policies, statutory requirements and issues	E	X	X	X
6	Evidence of successfully leading large teams of professionals	E	X	X	
7	Ability to support, guide and advise the governing body so that it can fulfil its role and responsibilities successfully	E	X	X	X
8	Knowledge and understanding of managing a PFI build.	D	X		
<b>Personal Aptitudes, Qualities and Skills</b>					
9	The ability to think and plan strategically to promote the school's vision, ethos and values	E	X	X	X
10	Is well organised, able to plan, prioritise and delegate effectively ensuring deadlines are adhered to.	E	X	X	X
11	Excellent oral, written and IT skills	E	X		X
12	Has the ability to tackle difficult situations and make difficult decisions, conveying outcomes clearly and with sensitivity	E	X	X	X
<b>Shaping the Future</b>					
13	The ability to inspire, challenge, motivate and empower others to carry forward a shared vision for school improvement	E	X	X	X
14	Successful experience of implementing change	E	X	X	X
15	The ability to translate a vision into a School Improvement Plan with ambitious and challenging goals and implementing it successfully.	E	X	X	X
16	Enthusiastically embracing change and innovation and promoting new technologies and strategies relevant to teaching and learning.	E	X		X
<b>Leading Teaching and Learning</b>					
17	Able to monitor and evaluate performance in order to raise standards	E	X		X
18	Has successfully used data to raise achievement of	E	X	X	X



	pupils and improve teacher effectiveness				
19	Knowledge and Understanding of whole school curriculum	E	X		
20	Ability to promote and maintain an environment that promotes positive behaviour	E	X	X	
21	Proven track record in tracking and monitoring pupil progress using pupil data to drive school improvement	E	X	X	X
<b>Developing Staff and Working with Others</b>					
22	Proven success in promoting equality, respecting diversity and challenging stereotypes so as to promote the rights of young people	E	X		X
23	Fully appreciates the importance of a work life balance	E	X		
24	Experiences of networking with other schools and agencies	E	X		
25	Evidence or experience of succession planning and commitment to Continuing Professional Development for all staff	E	X		X
<b>Leading and Managing the organisation</b>					
26	Evidence of successful leadership of whole school initiatives leading to improved provision and outcomes	E	X		X
27	Ability to consult and negotiate effectively with different stakeholders involved with the school including the Local Authority	E	X	X	X
28	Evidence of highly developed skills in performance management, recognising high performance and tackling underperformance through to resolution	E	X	X	
29	Experience and understanding of the recruitment process to ensure the appointment and retention of the highest quality staff, including all safer recruitment and safeguarding procedures	E	X	X	
30	A good understanding of the latest school inspection framework and the ability to prepare staff	E	X		X
31	Establish and sustain appropriate structures and systems, adapting to changing requirements and resources including managing finance and resources effectively to maximize their use and value.	E	X	X	X
32	Understanding legislation and implementation with regard to Safeguarding, such that the school meets its statutory requirements and is a safe environment for learning, and promoting the well-being of staff and students	E	X	X	X
<b>Securing Accountability</b>					
33	Proven successful experience of school self-evaluation and accountability and the school improvement process	E	X	X	
34	Successful experience of strategic financial and resource management, ensuring efficiency, value for	E	X	X	X





	money				
35	Understanding legislation with regard to Health and Safety, such that the school meets its statutory requirements and is a safe environment for learning, and promoting the well-being of staff and students	E	X		X
<b>Strengthening Community</b>					
36	Has an empathy with parents of pupils with severe and profound learning difficulties	E	X		X
37	Able to reflect and act on community feedback	E	X		X
38	To have an understanding of how the local community can contribute towards school life	E	X		X