

*'Providing, promoting and safeguarding excellent care and education, enabling everyone to realise their true potential'*



# School Principal

## Required from September 2021

### Chaigeley School

Chaigeley is a non-maintained special school, catering for children who have social, emotional, mental health and other complex needs.

The Governors wish to appoint a new Principal who is a sound and inspirational leader, skilled in working with pupils who have a range of needs and in leading the staff to ensure the best possible service is provided. It is also essential to us that the new Principal is outward looking and proactive both in maintaining and building on our external relationships.

We have a skilled and dedicated staff and a supportive governing body, who immerse themselves in supporting the school. Assistance with relocation/ accommodation may be available to the successful applicant..

#### Chaigeley Educational Foundation

Chaigeley School  
Lymm Road  
Thelwall  
Warrington

Phone: 01925 752357  
Email:  
noel.conreen@chaigeley.org.uk  
Web: www.chaigeley.org.uk



**CHAIGELEY**  
**SCHOOL**

*realising potential*

Dear Applicant,

Thank you very much for your interest in the post of Principal at Chaigeley School. We are looking for a Principal who can build on the strengths we have and lead us forward with further improvements. Our current Principal is retiring after long and dedicated service.

We hope that if you are interested in the post you will take an opportunity to look around the school. Please feel free to contact the school office on 01925 752357 to arrange a visit or email [noel.conreen@chaigeley.org.uk](mailto:noel.conreen@chaigeley.org.uk).

Ofsted have rated the school as 'Good' during their last inspection in 2018, which we are very proud of. 'The caring and supportive ethos within the school shines through' 'Staff go the extra mile to make sure that all pupils receive the support they need to make at least good personal and academic progress'. 'Pupils are enjoying coming to the school and are thriving'. 'The senior leadership team know the school well and make a valuable contribution to school improvement'.

We have very high expectations of our children academically, and our strong teaching staff work tirelessly to help every child reach their full potential. We believe that an inclusive and caring environment is a necessary part of this.

We have a strong, diverse and collaborative staff team. Our staff are dedicated and talented, they make the school a place where pupils feel safe and are able to express themselves within a nurturing environment. It is essential to us that the new Principal subscribes to this ethos and will work with staff and pupils to maintain and build on this ethos, so the school continues to grow and develop.

We wish to appoint a new Principal who is a sound and inspirational leader, skilled in working with pupils who have a range of needs and in leading staff to ensure the best possible service is provided.

It is also essential to us that the new Principal is outward looking and proactive in maintaining and building our external relationships.

We are a non-maintained special school with strong links to the local village and the wider school community. The long serving Governing Body who are responsible for the school take a supportive interest in all areas. The independent members of the Governing Body are also Trustees and have full responsibility for all matters relating to the not-for-profit charity. Moreover, we work hard to value all members within the school team and as a result you will find a valued, hardworking team of staff.

We are also immensely proud of our school: we have completed major development work developing an in-house alternative provision and refurbished classrooms. We are lucky to have a large site with a therapy suite, motor mechanics workshop in addition to our classrooms and other facilities on site.

In addition, we have extensive grounds with 2 wooded areas and a large pond. We have some empty buildings where we are planning develop sensory areas and a vocational centre very soon.

Thelwall itself is a lovely village to live and work in. Whilst only 10 minutes from junction 21 of the M6 motorway where it meets the M56, it boasts a genuine village community and a strong independent spirit. Surrounded by green fields it is a slice of rural life creating a peaceful place to be.

The school has built its modern outlook on the traditional village values and has strong links with the community which we actively seek to maintain. I do hope you will consider this post seriously and look forward to receiving your application.

Will Howell—Chair of Trustees



#### Key dates:

Closing date: midnight 31st January 2020.

School visits: week commencing 11th January 2021. (subject to COVID restrictions)

Selection and interview dates: 1st, 2nd and 4th March 2021

Start date: September 2021

Salary: Head teacher band 3. L11 to L 24, £54,091 to £74,295.

NOR: 38

How to apply: Please complete our application form and return with an up to date CV.

Chaigeley School is committed to safeguarding and promoting the welfare of children and the protection of the child from all forms of abuse. All persons employed by the school, in any capacity, will undergo an enhanced DBS check, and confirmation of employment is subject to this and receipt of satisfactory references. All teaching staff recruited by the school have their eligibility to teach checked with the DfE and other staff will be checked for any prohibitions in relation to working with children. The school seeks at least two references on a standard form which includes whether or not the applicant has any issues relating to suitability to work with children. All offers of employment at Chaigeley School are conditional, subject to the receipt of satisfactory references and a successful DBS check.

#### Ofsted inspection 2018—Retained Good

*Pupils are offered good-quality learning and are making good progress'*

*The caring and supportive ethos within the school shines through.*

*Staff go the extra mile to make sure that all pupils receive the support they need to make at least good personal and academic progress.*

*You have created a culture where positive relationships are the foundation of the school.*

*Pupils clearly enjoy their school and are thriving.*

*They talked enthusiastically about life in school and all the wider experiences they enjoy, including walking up Snowdon, mountain biking, golf and having rice pudding for lunch on a Wednesday*

*During the inspection, pupils expressed what they were feeling and made the right choices to keep themselves calm and safe*

**Job Description**

**Statutory**

- To meet the National Standards for Head teachers as published by the DfE (2020).
- To seek to achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body and Board of Trustees.
- To promote and safeguard the welfare of all Pupils and young people within the School, by ensuring that the School's policies and procedures relating to safeguarding Pupils and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.
- To ensure that the school adheres to the statutory guidance within Keeping Children Safe in Education 2020 and Working Together to Safeguard Children 2018.
- To fulfil all the duties of a DSL or deputy DSL as set out in statutory guidance Keeping Children Safe in Education 2020
- To ensure that the school meets their obligations under the Non-Maintained Special Schools (England) Regulations 2015.
- To ensure that the school follows the SEN code of practice in relation to children placed at the school
- To ensure that the school meets the requirements set out by the Charities Commission and Companies House.

**Specific**

The School's Governing Body and Board of Trustees wish a particular emphasis to be placed upon the following:

- To lead and manage the school in a strong and positive way, by building on its strengths, and ensuring the successful implementation of developmental, and sometimes radical, change. This is so that it provides the best possible service to its pupils.
- To establish, with the Governing Body and key stakeholders, a clear strategic vision for the school, associated goals and effective strategic plans designed to meet the school's needs now and into the future.
- To ensure that sustainability remains a key priority; for the pupils and their futures, for the staff and their contribution and careers, and for the school as a whole, so it remains viable into the future.
- To provide a broad, balanced and imaginative curriculum that is flexible enough to meet the individual needs of all pupils, allows them to achieve their best
- To promote equality, diversity and inclusion.
- To ensure that parents/carers are well informed about curriculum, achievement and progress and are able to understand and support the school with targets for improvement.
- To ensure that teaching and learning, in its broadest sense, are of the highest quality within

the particular context of the school, taking into account the support and compliance needed to meet Education, Health and Care plans.

- To hold high expectations for pupil achievement and behaviour and to maintain and enhance high standards across the school, so that all pupils progress to the very best of their ability.
- To ensure the management and leadership needs of the school, now and into the future, are met by an effective and rational staffing structure.
- To grow, develop and empower all staff in fulfilling their own responsibilities and contributing to the development of the school, to the best of their ability.
- To develop rigorous and accurate school self-evaluation and performance management, ensuring accountability at all levels.
- To ensure that the school's governing body has accurate, timely and detailed information on which to base sound decisions about the school's priorities.
- To build on and enhance the school's role and visible profile within the community, and with Local Authority partners, further developing relationships so the school's profile actively attracts referrals, holding and enhancing its position in the market..
- To take overall responsibility for the strategic management and development of all resources, to create a school that is sustainable for the future.

This Job Description may be amended at any time after consultation with the post holder and will be reviewed annually.

## **Person Specification**

The Selection Panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the following criteria:

1. Evidence that you meet all the standards outlined in the National Standards for Head teachers.
2. In addition, there will be a particular focus on the following key competencies:

### **Education and qualifications**

- First degree or above with QTS
- Recent and relevant training at headship or senior leadership level
- Evidence of sustained professional development in management and leadership

### **Key experience**

- Significant successful experience of whole school leadership (minimum 4 years)
- Leadership experience in a good or outstanding special school
- Experience of teaching pupils with social, emotional and mental health/ other needs to a high standard
- A proven track record of raising achievement
- Managing and motivating children, who present a range of challenging behaviours, to access learning in the school environment and leading others to do so
- Systematic and strategic planning and rigorous school self evaluation.
- Experience of curriculum development in a SEN context
- Experience of initiating, leading and embedding change.
- Successful inter-agency and multi-agency partnership working, including parents/ carers
- Experience of effective working with a Governing Body
- Experience of inspection, including post inspection planning
- Experience of establishing productive partnerships with Local Authorities, key stakeholders and other agencies.
- Involvement in promoting and marketing the school to potential pupils, parents/carers and LAs.

### **Skills/Knowledge**

- Strong team leadership and team development skills, including a dynamic Senior Leadership Team.
- Strong interpersonal and communication skills
- A proven track record of resolving conflict
- Ability to hold others robustly to account within an environment of mutual professional respect.
- Commitment to CPD for the whole school staff community
- Organisational skills - ability to lead the setting up of highly effective systems
- Understanding of the principles and practice of effective human resource management, including appraisal
- Strategic leadership and management of budgets, facilities, and resources

## **Qualities**

- A confident and inspirational leader with clarity of purpose and vision
- Conviction that all pupils can succeed and can reach their potential
- Is committed to the highest standards across the work of the school and the determination to achieve them.
- A strong and principled role model, leading by example
- A person with the courage of his/ her convictions
- Able to maintain a well ordered and disciplined environment for learning
- Values and celebrates the achievements of all members of the school
- Values fairness and treats others with respect
- Ability to reflect honestly on performance and on their own practise and the willingness to accept feedback
- A commitment to eliminating discrimination on any grounds so that everyone feels respected and able to give of their best
- Emotional resilience
- Will promote the school effectively within the community

## **Safeguarding**

- Up to date understanding of child protection guidance, safeguarding and health and safety requirements
- Developing, implementing and monitoring safeguarding policies and practice