



An Inspirational Special School

Head Teacher Recruitment

Candidate Information Pack February 2020

Working together with parents and professionals to ensure all aspects of a child or young person's needs are identified and met.



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Invitation to Apply

Hello and many thanks for your interest in our vitally important Head Teacher position at Bettridge School in historical Cheltenham. As you will hopefully know, Bettridge is a local authority maintained special school for children and young people age 2 to 19. Most of our pupils are PMLD or SLD. This can make it one of the most inspiring, celebratory and challenging schools to lead.

Our 140+ pupils are complemented by 120+ staff, amazing, committed people ranging from teachers and TA's at all levels to admin, lettings, premises, finance and our leadership team. The school is split into 4 parts, Lower School, Middle School, Upper School and FE (post 16). There is though very much a whole school team spirit and ethos.

Our Governing body are a committed group who have one absolute focus: what's best for Bettridge children. We support this by working with the Head Teacher in both the fundamental areas of finance, staffing etc., alongside our current priorities. In the 2019/2020 year these include embedding & testing the new curriculum, mental health & wellbeing, careers, life skills and local community involvement for our post 16 pupils, and working with a staff team on improved school engagement with the parent/carer community.

In terms of Ofsted we are of course aiming to return to an 'Outstanding' rated school at the next inspection. With regard to the future, it is important we remain open minded to the government's position on schools and academy status. In order to be prepared for any eventuality we have an ongoing open dialogue with the local SANDS academy of special schools. We also need a vocal champion for the debates surrounding correct funding and in school health provision for our pupils.

Please feel free to book a visit to our school. One of our governors will make themselves available to do a tour. You will be able to see the happy, professional environment just waiting for its crystal clear future vision maker.

Becky Martin & Andrew Swan

Co-Chairs of Governors



About Bettridge School

Bettridge is a community special school based in Cheltenham. We provide an individualised, creative and exciting learning pathway for pupils between the ages of 2 and 19 within a safe and supportive environment. All pupils have an Education Health and Care Plan (EHCP) or are being assessed for an EHCP. Most pupils have severe or profound learning difficulties.

Our Vision and Our Strategy

Mission Statement

To create a happy, safe and stimulating learning environment in which all members of the school community can grow in confidence and develop their full potential.

The School Aims are

- To value and recognise the uniqueness and achievement of every member of our school community.
- To promote British and Co-operative Values and attitudes of care, tolerance, trust and respect within the school and wider communities.
- To nurture and support all abilities, helping every child and young person to achieve their potential in all areas of learning – intellectual, emotional, physical, social, moral, spiritual and cultural.
- To ensure excellence in teaching and learning within a high quality, safe and supportive learning environment, through leadership and within all aspects of school life.
- To equip children and young people with the resilience and perseverance to become creative and independent thinkers and to become learners for life within an ever-changing world.
- To provide a range of Curricula that meet the needs of learners throughout their school life.
- To work together with parents and with professionals to ensure all aspect of a child or young person's needs are identified and met.

We keep our Mission Statement and Aims at the heart of all that we do, including our Governors' policies and our School Development Plan. Our Mission Statement and School Aims are underpinned by Safeguarding Children and Keeping Children safe in Education.



Our Governors

The Governors at Bettridge School are all committed to making a positive contribution to the children's education. Together with the Headteacher they set the future direction of the school and decide how the school's budget should be spent. They attend six full governing body meetings each academic year and make decisions collectively on matters such as school policies and the school's development plan.

The Co-chairs are Becky Martin and Andrew Swan.

The Clerk to Governors is Sarah Wood. She can be contacted regarding anything connected with the Governing Body including requesting minutes of meetings using clerk@bettridge.gloucs.sch.uk.



Becky Martin



Andrew Swan

Sonia Carey, Gail Cook and Sioban Brickell-Williams are our Parent Governors; Philip Knight is our Staff Governor; Andrew Chard is our LA Governor; Sue O'Gorman, Roy Earnshaw, Simon Ackroyd, Jeannette Lawrence, Tina Clark, Sarah Provan and Wendy Yeates are our Co-Opted Governors.

Our Senior Leadership Team

The Senior Leadership Team is led by Head Teacher, Mandy Roberts, Deputy Head, Dale Hills and Assistant Head Teacher, Gemma Stevens.

Our School Council

The school council has 11 members this year. They meet every fortnight and minutes are taken. Any issue raised by a member is added to the agenda for the following meeting. The pupils lead as much as possible, sharing actions and any requests from the council will be taken to the Leadership Team if necessary. The council members get involved in completing pupils' surveys, fundraising activities for both school and other charities, organising visits to other schools and inviting other school councils to visit Bettridge.



Our Location

Cheltenham is a vibrant and elegant Regency town located on the edge of the beautiful Cotswold Hills. With its stylish shops and restaurants, award-winning gardens and festivals of horse racing, music, science and literature, it is a great place to live and work.

As the most complete Regency town in the UK with a population of just 117,000, Cheltenham is intimate and friendly, a civilised place of culture, learning and discovery. It's known for Regency buildings, including the Pittville Pump Room, a remnant of Cheltenham's past as a spa town. There's also fine art at The Wilson museum, and the Victorian Everyman Theatre has an ornate auditorium.



Cheltenham and its surrounding areas, including the Cotswolds, Gloucester and the Forest of Dean, have a healthy supply of housing to suit all needs and a range of excellent schools, both state and independent.

Commuter links into Cheltenham are good and the M5 motorway is close by. There are easy road and rail links, with Bristol, Birmingham and Oxford all accessible within an hour's travel. Regular trains and buses also run to London which is approximately 100 miles away.



The Job Description

Position: Head Teacher

Accountable to: The Governing Body

Scale: Leadership Scale (ISR 25 – 31)

Purpose

To provide the vision, strategic leadership and professional management of the school in order to secure the highest quality teaching, the effective use of resources, improved standards of learning and the provision of an environment in which all pupils and staff are able to achieve their full potential.

Key Responsibilities

The postholder is responsible to the Governing Body for the vision, overall leadership and professional management of the school, its staff and resources to ensure high quality education for all its pupils.

Relationships

The postholder interacts on a professional level with colleagues and staff to establish and maintain relationships which promote a mutual understanding of the curriculum and the school development plan with the aim of improving the quality of teaching and learning. This, alongside the development of productive relationships with governors, parents and relevant external agencies, should ensure the continued progression of the school and the attainment of its stated aims.

Safeguarding

Provide a safe, calm and well-ordered environment for all pupils and staff focused on safeguarding, pupils and developing exemplary behaviour.

Main Activities

Teaching and Learning

- Ensure that the statutory requirements for the National Curriculum are met, whilst providing a broad, balanced and relevant curriculum and pastoral care appropriate to the pupils' interests and abilities.
- Monitor and evaluate the curriculum and encourage new developments in the context of local and national initiatives.
- Ensure that there is an effective assessment, recording and reporting system of pupil progress.
- Ensure that statutory requirements in relation to pupils with Special Educational Needs are met.
- Undertake teaching duties as appropriate.

Leading and Managing Staff

- To lead by example, inspiring and motivating others in their contribution to achieving the vision for Bettridge.
- Provide professional leadership in the overall work of the school and promote school improvement using the annual planning cycle.
- Promote the school's ethos in which the highest standards are expected from all members of the school community.
- Manage effectively the deployment and performance of staff through the recruitment, performance management, appraisal and staff development processes.
- Co-ordinate systems to enable the school to monitor and evaluate its own performance
- Create and maintain good working relationships amongst all members of the school community, encouraging initiative and team work and high levels of motivation.
- To actively seek personal development opportunities that add value to the Head teacher's role and/or to the school.

Resource Management

Undertake responsibility for financial management (under the direction of the Governing Body) by:

- Advising the Governing Body on the formulation and regular monitoring of the annual budget.
- Planning, managing and monitoring the curriculum within budget, setting priorities for expenditure and allocating funds to ensure effective administrative control.
- Ensuring that financial regulations including value for money are adhered to.

Manage and organise accommodation and premises (under the direction of the Governing Body) to ensure that it:

- Meets the needs of the curriculum and health and safety requirements.
- Provides a positive learning environment that promotes the highest achievement for all.
- Seek to maximise the resources for the school.

Accountability

- Develop and maintain positive working relationships with the Governing Body, working closely with the Chair of the Governing Body and Committees as appropriate.
- Liaise with the Governing Body in fulfilling its statutory duties, providing information, objective advice and support as and when necessary.
- Ensure that the school has systems for the collection and analysis of performance data to promote school improvement and to enable a coherent and accurate presentation of the school's performance in a form appropriate to a range of audiences. Compliance with current data protection legislation e.g. GDPR
- Promote partnership with parents and ensure they are fully informed about the work of the school, the curriculum and the progress of their child.

- Provide and promote opportunities for appropriate pupil involvement in consultation in the decisions that directly affect them.
- Promote interdisciplinary working practices with colleagues from Health and Social Services.
- Liaise with the LA and external agencies as necessary on behalf of the school and its pupils.
- Co-ordinate and monitor arrangements for Child Protection.
- Develop and encourage good relationships between the school and the local community.

The Head Teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

The duties and responsibilities of the post are subject to those detailed in the National Statement of Conditions of Employment and will count as directed time as detailed in that Statement and as defined by the Governing Body.

This job description does not define in detail all the duties and responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation and agreement with the postholder.






The Person Specification




ESSENTIAL	DESIRABLE
QUALIFICATIONS AND CONTINUOUS PROFESSIONAL DEVELOPMENT	
<ul style="list-style-type: none"> A record of continuous professional development that includes training in leadership and management 	<ul style="list-style-type: none"> NPQH and or NPQSL Recognised SEND qualification Advanced qualification e.g. M.Ed, LPSH
<ul style="list-style-type: none"> Serving Head Teacher/Deputy Head/Assistant Head/Senior leader role with experience of working with pupils with PMLD, MALD, SLD, AS Experience of structured teaching and Post 16 provision Experience of raising standards of achievement Experience of leading, managing and developing a team Experience of safeguarding and promoting welfare of children 	<ul style="list-style-type: none"> Working experience across all Key Stages Experience of developing and implementing programmes for staff development Experience of managing a significant project
KEY SKILLS AND COMPETENCIES	
<ul style="list-style-type: none"> Highly developed leadership skills with the ability to motivate, delegate and empower Able to analyse data, evaluate and assess school's performance and develop improvement plans Able to set the direction for school and create a clear vision Able to engage positively and support students, parents, carers and staff Able to champion the school and work with community organisations Able to work constructively with Governors, the LA, Social Services, other schools and partners Able to work with a professional business manager to ensure good school administration and budget management Excellent knowledge of the current issues, statutory requirements and trends impacting on special education Able to organise, prioritise and manage work effectively 	<ul style="list-style-type: none"> Knowledge of the arrangements affecting maintained schools and academy schools Able to create a stimulating learning environment Able to maintain personal resilience and wellbeing Competent to deliver health and safety leadership responsibilities Able to enhance school income
PERSONAL QUALITIES	
<ul style="list-style-type: none"> All inclusive ethos Enthusiasm, commitment and vision to support the existing child centred ethos of the school 	<ul style="list-style-type: none"> Sense of humour! Commitment to, and a genuine interest in, the pastoral welfare of the school community
MANDATORY REQUIREMENTS	
<ul style="list-style-type: none"> Understanding of Health and Safety issues relevant to the school setting Committed to the equal opportunities principles and practice 	

The Person, According to Our School Council







The School Council, along with two pupils from Further Education, met with Becky Martin, Co-chair of Governors. The pupils were all made aware of the Head Teacher retiring before taking part. They gave amazing answers and clearly cared greatly about their school.







       
We would like our new head teacher to be:





  
 Not too strict,

  
 kind and helpful,

    
 good at assembly and singing,

     
 a good listener and good at talking,


     
 happy, good at writing and reading











   
 clever and really nice,













 
 a good teacher,

    
 looks smart, important and respected,














           
 ginger, wearing a nice dress, sparkly pink shoes with sunflowers on, and glasses!




          
 We would like the new head teacher to know that at our school:















         
 there's lots of love, we are all friends here, we are happy

           
 we try to be good, grown ups need to be careful with the children,

            
 the school is nice, we need boundaries, we help each other and some children are trained

            
 wheelchair pushers, we do rebound, physio, swimming and outdoor learning, we like singing,

              
 we have chickens and a hamster (would like more pets with one kept in the art room),

             
 they need to understand the transport system, all the grown ups are talented and the best!

The Person, According to Our Parents

- A great communicator, verbal, non-verbal, signing, and age appropriate across the school.
- We have the most dedicated teachers and support, a new head must understand how to get the best from staff during this time of change.
- A visible Head Teacher who knows our children's names, finds out about them and is interested in their learning.
- To have the children's needs at the forefront of all decision making processes.
- To be passionate about fighting for the funding that is so desperately needed in this sector & county
- Someone who is willing to build on the foundations Mandy has built up and will take opportunities
- Someone who is approachable to parents/carers and is willing to talk to us if we have any questions or concerns
- A spectacular assembly performer who provides multicultural celebrations to reflect our wider community
- Ensure there are professional, personal links with staff from other agencies. Occupational therapy, physiotherapy, psychiatry, paediatricians, wheelchair services, social services etc. to help the children and families
- Foster links with local charities either for funding grants or to support children/parents
- Raise the profile of the school within the community and foster stronger links with other schools locally
- An outstanding teacher who has a clear understanding of the challenges our pupils face and the achievements they make
- Support and understand medical needs and reduce any potential impact on the learning day by ensuring staff have superb training and correct provision to deal with them properly
- A Head Teacher that understands all the options post 16 and makes sure the rising child is either kept within Bettridge FE or is supported to be placed in a completely appropriate setting. Give our year 10 & 11 children the maximum skills to do this transition
- Bettridge is a great school with wonderful and committed staff. It creates a friendly environment where children are encouraged to be their best, and are given plenty of respect in their journey to achieve their goals.

Terms of Appointment

Nature of Contract

Permanent, Full Time

Remuneration

Reward Band Pay Grade ISR 25-31

Pension

Local Government Pension Scheme

Location

Cheltenham, Gloucestershire

How to Apply

In addition to the information contained within this pack, you can find out more about our school visiting our website at www.bettridge.org.uk.

You are also encouraged to visit the school before completing your application. Please contact the clerk to governors using clerk@bettridge.gloucs.sch.uk to make an appointment.

We hope that when you have completed your research you will be excited at the prospect of joining us at Bettridge School. So please read the person specification carefully and take the opportunity to demonstrate that you have the qualities that we are looking for when you complete the application form.

Please submit your application to Wendy Gallagher, Governor Services, Gloucestershire County Council, Shire Hall, Westgate Street, Gloucester, GL1 2TP or via email to governor.services@gloucestershire.gov.uk.

The key dates of the selection process are:

Closing Date: Noon 28th February 2020

Interview Dates: 16th and 17th March 2020

