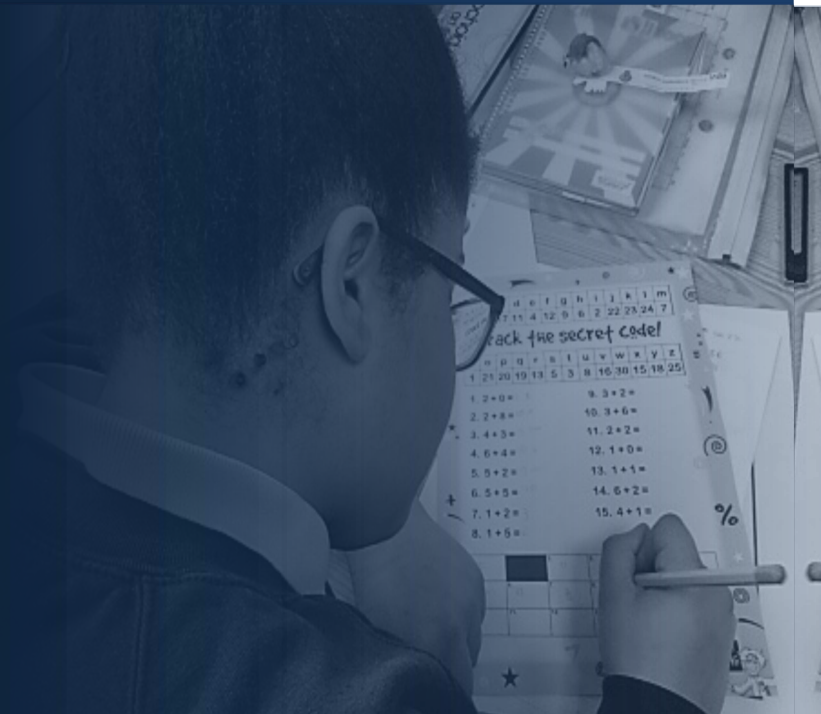




Meadow High School



## HEADTEACHER

Candidate Information Pack

*Achieving  
together*



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# WELCOME

## from the Chair of Governors

Dear Candidate,

On behalf of the Governing Body, I want to wish you a very warm welcome to Meadow High School. We are delighted that you have shown an interest in our school and the opportunity to become our next Headteacher.

Following the retirement of the current long standing Headteacher, the Governing Body is seeking to appoint a dynamic, inspirational and committed leader to build upon the school's successes and to drive it forward in its future development and growth.

Meadow High School is one of the largest special schools in the UK with a student admissions capacity of 235. It is a warm, welcoming and friendly school which values the abilities, confidence and voice of every student. All our staff, teaching, support and clinical, are committed to supporting our pupils making a successful transition into adulthood in a safe and stimulating learning environment.

You will find enclosed a pack of information about the responsibilities of the Headteacher, the expertise and qualities we are looking for in the successful candidate and information about the school itself. We have tried hard to draw out the values and culture of the school so that you can make an informed judgement about whether this is a role that would inspire you to achieve great things with us.

We are determined that the application and selection process is as thorough and fair as possible, but importantly, that it is also an enjoyable and rewarding experience for all involved, whatever the outcome may be.

For further information about the school, please visit [www.meadowhighschool.org](http://www.meadowhighschool.org).

Visits to the school are encouraged and welcomed. To arrange a visit, please contact Mrs Tracy Cummings (Staff Wellbeing and Personnel Administration Officer) at [tcummings@meadowhighschool.org](mailto:tcummings@meadowhighschool.org) or via telephone on 01895 443 310.

After discovering our school for yourself, I do hope you might view it as your next exciting career opportunity, and I very much look forward to meeting with you should you decide to apply.

With kind regards



Mr Gary Wright  
Chair of Governors



I like big school. I  
was really worried  
about moving to  
secondary school  
but it's awesome.

**Year 7 Student**



# ABOUT

## Meadow High School

Meadow High School is a school for children with complex to moderate learning difficulties and / or autism. We can be found on Royal Lane in the London Borough of Hillingdon, virtually opposite Hillingdon Hospital. There are extensive motorway links (M4, M3, M25 and A/M40), with easy access to Heathrow airport and central London, yet also, only 1 hour and 15 minutes to the south coast.

The school was originally built in 1966 as part of the London Borough of Hillingdon's SEN provision and was, at that time, an all age school. In 1996 it became a secondary age school and in recent years has extended its provision to allow placements from 11 – 19 years. These are organised into three styles of teaching delivery; the class based, plus and secondary model.

All students attending the school have a statement of special educational needs or an education healthcare plan and receive a high-quality education from a committed and dedicated staff team. The school caters for up to 235 students.

We provide a wide range of extra-curricular activities to include local, national and international educational trips, which add

significant value to the students' educational experience and individual development. Meadow High School holds a number of national awards to include the SEN Specialist Schools Award and the International School Award.

Since its opening in 1966, the school has benefitted from additional buildings which have included a technology wing, built in 1996, a new library in 2008 and most recently, a new sixth form block in 2013. The school is excited about its next major building project which is to replace the original 1966 main building. Current planning would suggest that this will be completed by mid-2020, with building works commencing in the summer term of 2018.

Over the last decade, Ofsted

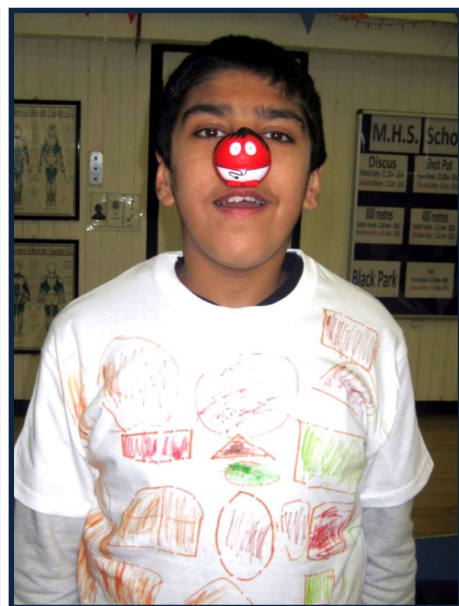
have consistently graded Meadow High School as a good school with outstanding features.



There's something about the walls here that make you feel safe and happy. I'll really miss being here, it's been great.



**6th Form Student**



# VISION & AIMS

of Meadow High School

## OUR VISION

OUR SCHOOL WILL PROVIDE  
A HAPPY, SAFE AND  
STIMULATING LEARNING  
ENVIRONMENT, WHERE  
EVERYONE WILL BE INSPIRED  
AND SUPPORTED TO BE  
THEIR PERSONAL BEST.

Our aim is that all children and young people at Meadow High School are entitled to an high quality education that meets their needs, promotes high standards and helps them reach their potential.

## WE PROMISE TO:

- have high aspirations and expectations for all our students
- ensure that individuals achieve their personal best
- encourage independence, life skills, self-confidence and positive self esteem
- help our pupils to become confident individuals living fulfilling lives
- support our pupils to make a successful transition into adulthood, be this employment, further education or training
- be inclusive and value truth, diversity and mutual respect
- have effective communication with all parents/carers and other partners

# OUR AWARDS

## and Achievements

We are proud to have achieved the following awards and accreditations in recognition of our work



"It is clear that you have a strong focus on preparing your students for life beyond school and that you use your international links to support this. You also put a lot of emphasis on staff collaboration and training and use your links effectively in order to do so." **British Council Assessor (Report Extract)**



"The school has developed a truly unique learning environment for the learners. All teaching and support staff work hard to provide an inspirational school by providing individualised learning programmes, motivational and engaging displays and a huge range of extracurricular activities and educational visits. Both teaching staff and members of the teaching support team spoke highly of the opportunities offered to them together with regular updates to existing training models". **IQM Assessor (Report Extract)**

# KEY PRIORITIES

for 2018

01

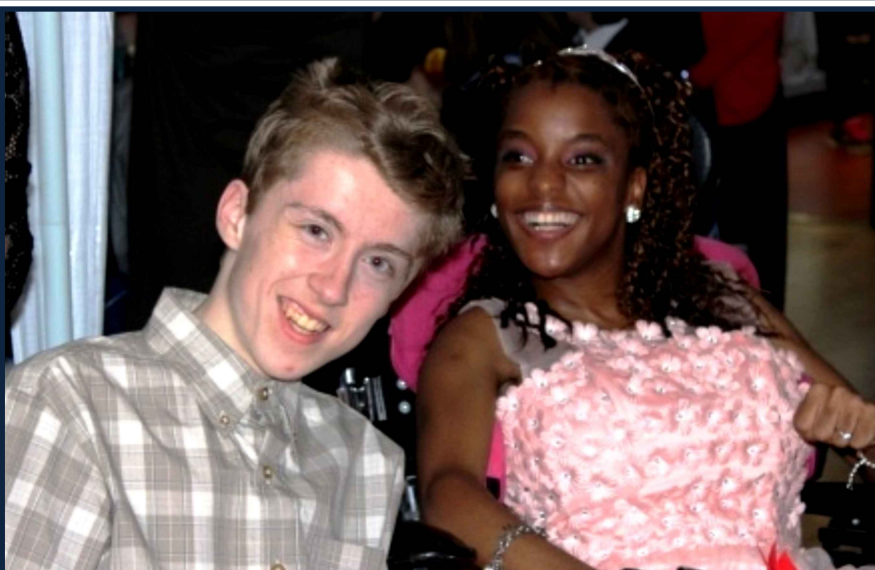
Successfully manage the new school building expansion project which will provisionally begin in Easter 2018.

Continued evaluation of funding to meet the needs of all pupils and in particular through the effective use of funding to resource the new premises.

02

03

Contribute to the development of the strategic plans for a 19 - 25 provision.



“

My child had a wonderful time at the prom. We went to the barbers for his haircut and he was so good. Thank you to everyone who worked so hard and made the prom so special.

Parent

”

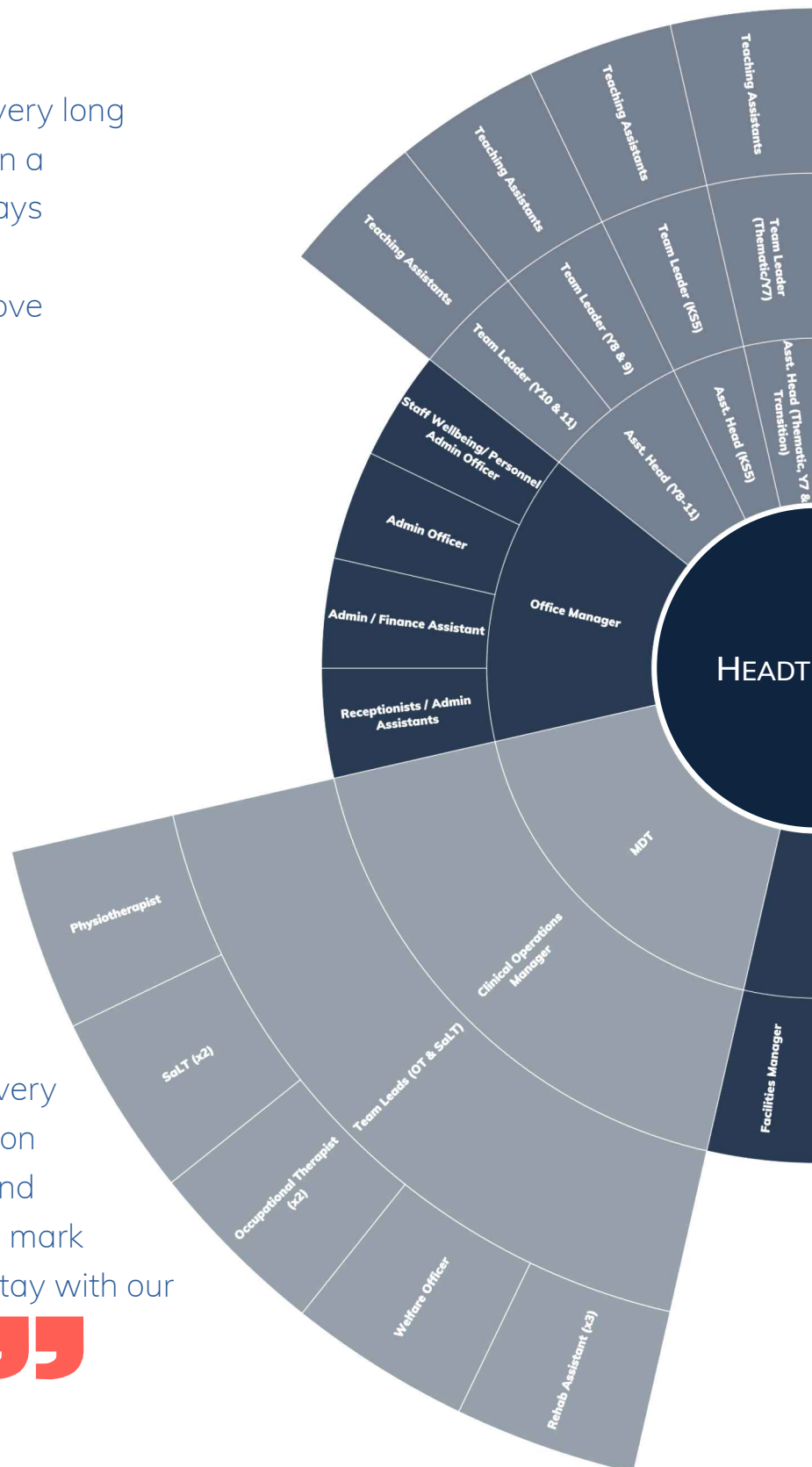
# THE STAFF

## of Meadow High School



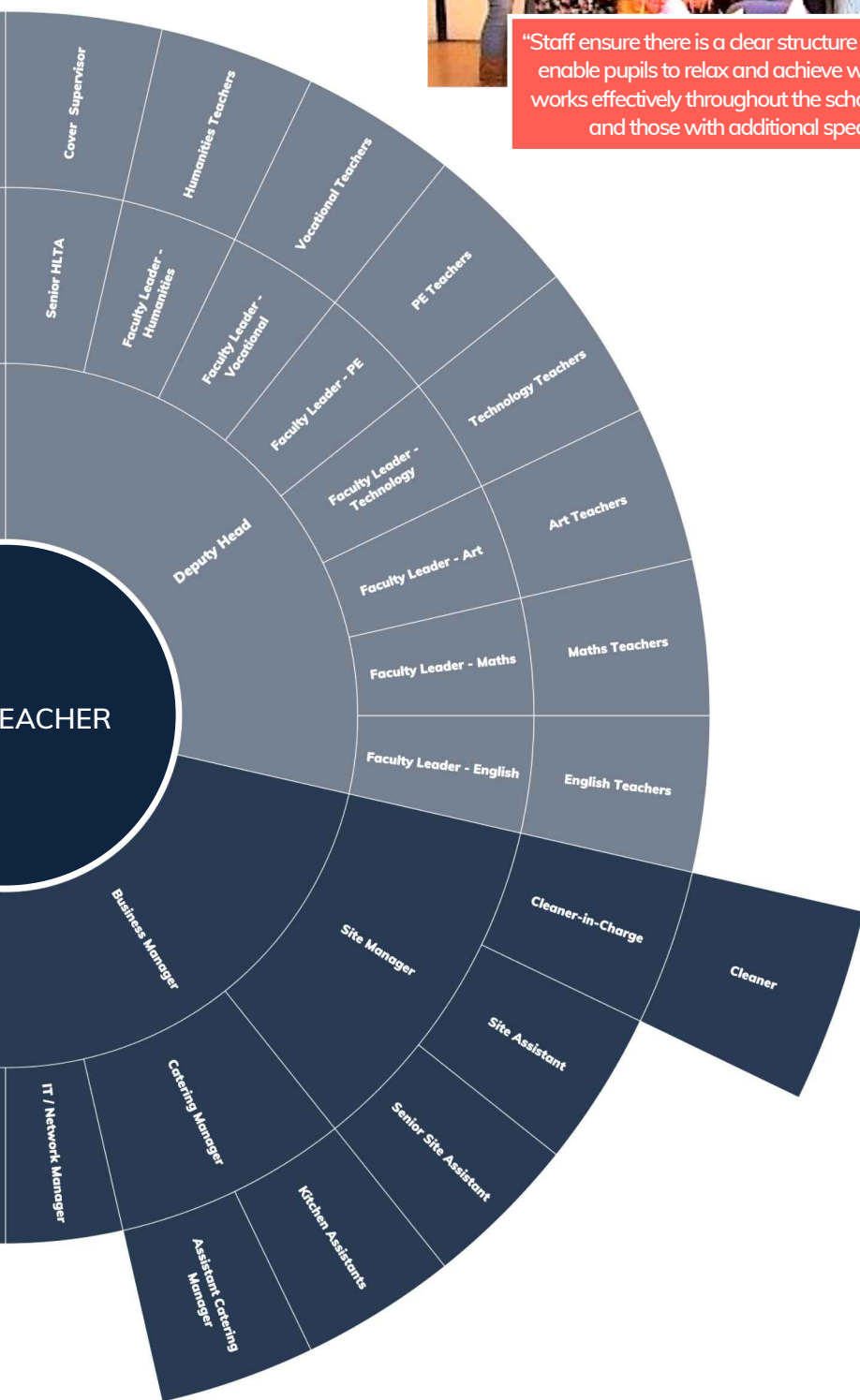
I have been at Meadow for a very long time. I never intended to stay in a special needs school and always thought I would go back into mainstream, but I absolutely love my job. I love what I do and I especially love seeing the students develop over the years. There is a community feel at Meadow where everyone helps, supporting one another, however they can. We run so many fundraising events and themed weeks which create so many happy memories for our students. The most recent one was Meadow's 50th Birthday where we invited royalty and VIPs in our local area. We received replies to every letter we sent and Boris Johnson [MP] accepted our invitation and opened our sensory garden to mark occasion. Memories that will stay with our students (and staff) forever.

**Subject Teacher**





"Staff ensure there is a clear structure to their lessons and through skilful questioning enable pupils to relax and achieve well. The 'multi-disciplinary team' of therapists works effectively throughout the school. As a result, pupils from all different groups and those with additional special needs achieve well". **Ofsted 2013**



“

I really enjoy working here. The students are lovely and staff are so helpful and friendly. I feel like a valued member of a great team.

”

**Teaching Assistant**



# HEADTEACHER

## Job Description

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**Core Purpose** The Headteacher, working with and advising the Governing Body, is responsible for ensuring continuous improvement in standards of education throughout the school. The Headteacher will be expected to promote the intellectual, spiritual, moral, cultural and physical development of the children through strong professional and personal leadership. The effective involvement of parents and the local community is a key aspect of the role.

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**Accountability** The Headteacher will carry out their professional duties in accordance with:

- The terms and conditions of the current School Teachers' Pay and Conditions document;
- the National Standards of excellence for Headteachers and the policies and procedures of the Governing Body.

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**Responsible for** All professional and associate staff.

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**General Duties** The Headteacher will:

- Ensure that the school has effective safeguarding procedures and policies
- Help set and manage the strategic direction and development of the school
- Ensure that all children have access to high quality teaching and learning based on an appropriately broad and balanced curriculum
- Lead and manage staff, fostering effective relationships between all members of the school community
- Ensure the efficient and effective management of the school's human and material resources
- Account for the school's efficiency and effectiveness
- Preserve and develop the school's inclusive ethos.

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**Strategy and Policy** The Headteacher will work with the Governing Body to develop a strategic vision for the school in its local and national context and analyse the plan for its future needs and further development.

The Headteacher will:

- Lead by example in establishing and maintaining a clear educational direction for the school
- In conjunction with the Governing Body, develop the school's aims, objectives and core values, ensuring that these are effectively communicated and understood by the staff, pupils and parents
- Ensure the school has a School Improvement Plan that supports and develops the school values and aims
- Ensure that the school policies are regularly reviewed and updated, and that the Governors are fully involved in the process
- Ensure that policies and practices take account of national, local and school data, and of inspection and research findings

- Maintain appropriate educational and administrative records
- Ensure that the management, organisation and administration of the school support its vision and aims
- Monitor, evaluate and review the effects of the school's policies, priorities and targets on standards and quality, and take any follow-up actions as may be necessary
- Manage, on behalf of the school and the Governing Body, any future re-designation of the school in line with the Department for Education, Local Authority or school requirements.

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## Teaching and Learning

The Headteacher will work with the Governing Body to secure and sustain effective teaching and learning throughout the school. The Headteacher will monitor and evaluate the quality of learning and the standards achieved by the pupils, and set realistic, but challenging targets for improvement.

### The Headteacher will:

- Determine a rich environment and a relevant curriculum to promote successful teaching, learning and high standards of achievement
- Determine, organise and implement the curriculum and its assessment, and enhance the quality of curriculum provision throughout the school
- Continue to promote and develop the current high standards of curriculum through monitoring and evaluation to identify and act on areas for development
- Set realistic, but challenging targets for improvements in education standards for all members of the school community
- Focus on the use of assessment to promote pupil achievement
- Ensure effective strategies and services are in place to meet the needs of SEN pupils within a fully inclusive provision
- Promote the school behaviour management policy to ensure high standards of behaviour in and around school
- Develop an effective partnership with parents to support and improve pupils achievement and personal development
- Develop the role of the Deputy Headteacher (Head of Education) to ensure the effective management of the curriculum
- Develop effective links with the community to extend the curriculum and enhance teaching and learning.

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## People

The Headteacher will lead, motivate, support, challenge and develop staff to secure continuous improvement.

### The Headteacher will:

- Work with staff to maximise their contribution towards improving the quality of education provided and standards achieved, and to ensure that constructive working relationships are formed between staff and pupils
- Regularly review the staffing structure for the school, advising the Governing Body on appropriate staffing levels
- In conjunction with the Governing Body, be responsible for and implement the recruitment and retention policies of the school
- Deploy and manage all members of the school staff, allocating appropriate responsibilities
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring that there is a clear delegation of tasks and devolution of responsibilities
- Ensure that up to date job descriptions are in place for all staff
- Supervise and participate in the performance management for the staff

- Motivate and enable teaching and support staff to develop expertise in their respective roles through high quality continuing professional development
- Continued development of effective pastoral systems for pupils and staff
- Solve problems and resolve conflict by applying skills of sensitive leadership and management
- Ensure that professional duties are fulfilled, as specified in the School Teacher's Pay and Conditions document, including those for the Headteacher
- Ensure that the school effectively promotes equal opportunities for staff and pupils
- Work with staff to maintain and add to the awards and accreditations that support the school in its strive for excellence.

## Resource Management

The Headteacher will deploy people and resources efficiently to meet the specific objectives of the School Improvement Plan.

The Headteacher will:

- Produce, in conjunction with the Governing Body, an annual budget for the school, setting appropriate priorities for expenditure and allocating funds accordingly
- Ensure that the school accounting systems are sound and that adequate and appropriate financial records are maintained
- Ensure effective security and supervision of the pupils, buildings and grounds
- Determine the effective and efficient use of accommodation and ensure there is a buildings premises development plan in place to ensure that accommodation is maintained to the highest possible standard
- Manage and organise accommodation efficiently and effectively to meet the needs of all pupils and to meet health and safety regulations in order to ensure the health, safety and welfare of all members of the school community
- Manage, monitor and review the range, quantity and use of all available resources in order to improve the quality of education and pupils achievements, and to secure value for money.

## Accountability for the Efficiency and Effectiveness of the School

The Headteacher is accountable to the Governing Body and the School Community for the efficiency and effectiveness of the school.

The Headteacher will:

- Determine sound reporting systems to inform the appropriate members of the school community and beyond, including regular reports to the Governing Body at both full Governing Body and committee level
- Advise and assist the Governing Body of the school in the exercise of its functions
- Ensure that all staff recognise their accountability for the success of the school
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including Governors, Local Authority, Department for Education and Ofsted etc.
- Maintain an appropriate level of liaison with other schools
- Forge strong links within the community.

This Job Description may be amended at any time after discussion with the Headteacher, but in any case will be reviewed annually when key tasks related to the school priorities will be determined.

Meadow High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment procedures.

# HEADTEACHER

## Person Specification

		E	D
<b>Qualifications and Training</b>	Qualified Teacher Status	✓	
	Degree or equivalent	✓	
	National Professional Qualification for Headship (NPQH)		✓
	Evidence of other further professional development in preparation for senior management		✓
	IOSH Managing Safety or equivalent		✓
<b>Teaching and Management Experience</b>	At least five years successful teaching in the 11-18 years age range or special needs schools	✓	
	A minimum of three years senior management experience	✓	
	Evidence of raising the achievement of all pupils across the ability range	✓	
	A track record of promoting high standards of behaviour and a positive ethos in the school	✓	
	Effective use of information and communications technology	✓	
<b>Professional Knowledge, Understanding, Skills and Attributes</b>	Experience of setting the strategic direction of the school		✓
	Ability to develop effective teaching and learning	✓	
	Experience and understanding of working in partnership with the Governing Body		✓
	Ability to analyse and interpret data to support the setting and meeting of challenging targets	✓	
	Sound budgetary and financial management skills		✓
	Awareness of current educational issues and their implications for schools	✓	
	Understanding of various stages of education		✓
	Ability to lead, motivate, support, challenge and develop staff to secure improvement	✓	
<b>Safeguarding and Equal Opportunities</b>	Demonstrate knowledge and understanding of safeguarding and child protection	✓	
	Evidence commitment to promoting the welfare and safeguarding of children and ensuring all staff and volunteers share this commitment	✓	
	Committed to providing equal opportunities in the curriculum and pastoral care	✓	
	Committed to promoting equal opportunities in staff recruitment, promotion, training and employment	✓	
	Values the needs of individual children and the diversity of their cultural backgrounds, providing equal opportunities in access to learning	✓	

The panel will use the following assessment tools:  
Application form, Interview/ Selection Activities, References.



# Meadow High School

Key Information			
<b>Type of School</b>	Secondary	<b>Status</b>	SEN
<b>NOR</b>	225	<b>Age Range</b>	11-19
<b>Co-educational or Single Sex</b>	Co-educational	<b>Denomination</b>	Non-denominational
<b>Specialism</b>	Complex learning difficulties and/or autism	<b>Average Class Size</b>	8
<b>% of students on free school meals</b>	31%	<b>% of children with EAL</b>	23%
<b>% of children with SEN</b>	100%	<b>Number of teaching staff</b>	46

Meadow High School

Royal Lane | Hillingdon | Middlesex | UB8 3QU

Tel: 01895 443 310 | Web: [www.meadowhighschool.org](http://www.meadowhighschool.org) | Email: [meadow@meadowhighschool.org](mailto:meadow@meadowhighschool.org)