



Flourish
Learning Trust



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RECRUITMENT AND ROLE INFORMATION

Whitefield School

<https://www.whitefieldschool.org.uk/>

Assistant Principal

<https://www.flourishlearningtrust.org.uk>





Flourish Learning Trust

Enjoyment, achievement and wellbeing for all

About Flourish Learning Trust

With an ethos based on enjoyment, achievement and wellbeing for all, **Flourish Learning Trust** seeks to open up the world for children and young people with SEND. Located in Waltham Forest, the Trust comprises **Joseph Clarke School** (for children with vision impairment and /or additional needs), **Whitefield School** (for pupils with complex needs including autism, learning difficulties and sensory and physical impairments), **Professional Development Services** and the highly successful **Project SEARCH East London**.

We are expert in serving children and young people with SEND and giving them the tools, skills and confidence to move on to the next stages of their education and lives.

Our Mission

Our mission is to enable children and young people to flourish, lead independent and fulfilling lives, and make a positive impact on the world. We do this by providing them with opportunities, through the highest standards of specialist education, care and support, in partnership with the wider community.

Our Education Charter

We are a 'learning organisation' that constantly strives to improve. In all our work we commit to:

Promoting the safety, welfare and happiness of our children and young people through:

- Ensuring the right policies and practices are in place to keep our children and young people safe;
- Making sure everyone is responsible for safeguarding and equipped with the skills and knowledge to do this;
- Making every day a positive, safe and meaningful learning experience for children, young people and staff.
- Developing and using evidence-based trauma informed practices in our work.

Providing enjoyable, high-quality holistic learning opportunities through:

- Providing a curriculum and enrichment so our children and young people gain knowledge and skills to meet their needs alongside developing their love of learning;
- Placing strong emphasis on language, communication, personal and social development;
- Providing positive approaches to behaviour and therapeutic support that enables the children and young peoples' access to learning and quality of life;
- Nurturing and celebrating each child and young person's individual abilities and talents;
- Offering a range of recognised, reputable qualifications and pathways enabling pupils to progress successfully to their next stage in education, training, employment or placement;
- Giving children and young people the best technology to assist them in their learning and lives.





Acting as strong advocates for special needs, positively influencing education policy and practices through:

- Championing the valuable contribution people with special needs make to society;
- Empowering our young people to be advocates for their abilities and talents;
- Sharing our specialist expertise through our outreach services, contributing to national policy, other schools, trusts and organisations including the Police, transport operators and employers.

Allowing everyone to thrive through:

- Providing parents and carers with tools to support their child’s learning and welfare;
- Enabling our schools and services to retain their own identity and specialism whilst benefiting from our excellent centralised functions to lead and manage human resources, finance, estates, premises and IT;
- Expert governance provided by dedicated trustees to provide support and challenge to enable our trust’s continuous improvement;
- Sustaining strong partnerships with our host and commissioning local authorities, helping them to successfully meet the needs of their local communities.

Our Values

Our organisational values have been created through a wide range of engagement activities with staff across our trust. They are integrated into our day to day work with our children and young people, stakeholders, all forms of communication, our staff recruitment, induction, performance and professional development.

	Respect	Ambition	Integrity	Compassion	Collaboration
BEHAVIOURS	<ul style="list-style-type: none"> • I take time to listen carefully • I think about the impact of my actions • I value everyone and what they have to offer • I treat others fairly • I express my gratitude and celebrate success 	<ul style="list-style-type: none"> • I help every pupil succeed • I hold high expectations of myself and others • I seek ways to learn and improve • I think creatively and aim to innovate • I overcome adversity, seeking support as needed 	<ul style="list-style-type: none"> • I am open and honest • I am trustworthy • I do the right thing, at the right time, in the right way, even if it’s hard to do so • I am reliable and dependable • I do what I say I will do 	<ul style="list-style-type: none"> • I am kind and thoughtful • I keep our pupils safe and secure • I make sure pupils are at the heart of my decisions • I value others and show empathy • I support the wellbeing of others 	<ul style="list-style-type: none"> • I know we are stronger together • I work with parents, and carers to support their child • I go the extra mile for my colleagues • I collaborate with other professionals and organisations • I am able to work as part of a team

Why join Flourish Learning Trust?

Just as we seek to give our pupils a fantastic school experience, we want every member of our team to find being part of Flourish Learning Trust a fulfilling and enjoyable experience. Whatever their role, we are committed to supporting each team member and giving them every opportunity to progress their careers across our schools and services.





It's not always an easy job, but it offers huge job satisfaction. You'll be part of a supportive team and we'll teach you how. The Trust is noted for its staff training and professional development. There are opportunities to progress in your career through our internal progression scheme.

We are proud to offer:

- A wide-ranging and high-quality CPD programme which can be tailored around each team member's unique skills and career aspirations;
- A welcoming and inspiring working environment in which colleagues look out for and support one another;
- Opportunities to share best practice and ideas with colleagues across the Trust;
- Wellbeing support mechanisms including practical and emotional support through our Employee Assistance Programme;
- A competitive Local Government or Teachers' Pension Scheme, with defined benefits;
- Very generous annual leave allowances;
- Recognition of continuous service with Local Authorities and other Academy Trusts for various employment entitlements;
- Refer a Friend to Work Scheme and earn £300;
- Cycle to Work Scheme;
- Interest Free Travel Season Ticket Loan;
- Eyecare Vouchers;
- Flexible Working;
- Discounted Gym Membership;
- Staff Recognition Awards;
- Free Vaccinations;
- Mentoring scheme.

But, above all, working at Flourish Learning Trust is a highly rewarding and satisfying experience. Thanks to the commitment, energy and determination of our staff, all of our children and young people make fantastic progress during their time with us. Watching their progress and working alongside families is immensely satisfying and, as a Trust, we take every opportunity to recognise and celebrate the important role our staff play in transforming the lives of our children and young people.

Equality, diversity and inclusion

Flourish Learning Trust is working towards improving the diversity of the governance and leadership of the Trust, and the experience for our staff from diverse backgrounds. We are keen to hear from all candidates with the appropriate experience who feel they can make a real contribution to our Trust. If you can bring a fresh perspective to the challenges we face whether through your background as someone from an ethnic minority or you live with a disability (visible or not), are open about your faith, religion or belief or about being LGBTQ+, your application will receive a warm welcome. As will applications from all suitable candidates.

Our Trust is committed to tackle inequalities in the workplace and this means that we aim:

- to build a workforce at all levels which reflects our community;
- to treat all staff equally, fairly and with respect, whatever their role and whether temporary, part-time or full-time;





- to create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all;
- to ensure that individual differences and the contributions of all staff are recognised and valued;
- to ensure that all staff have access to high quality professional development which meets their needs;
- to ensure that all staff have opportunities to progress in their career, with decisions based on merit;
- to oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

Accessibility

This recruitment pack can be made available in a more accessible format by contacting:

- HR@flourishlearningtrust.org.uk

The following formats are available:

- Braille
- Larger font size
- Wider spacing
- Off-white background
- Without graphics/images

About You

We are looking for dynamic, compassionate and driven individuals who share our values to:

- Promote and respect pupil voice and advocate on behalf of our pupils so they each receive the learning experience, support and opportunities that are right for them;
- Adopt a child-centred proactive mindset, follow our trauma-informed approach and demonstrate understanding and empathy for our pupils;
- Uphold the very highest standards of safeguarding to ensure our pupils' wellbeing is promoted and protected at all times;
- Work closely with parents and carers and external professionals so that our pupils receive holistic care and support;
- Work as part of a team by offering colleagues mutual support and understanding and working together in the best interests of our pupils;
- Strive to continuously improve their own practice and work collaboratively with others to create and implement new innovative approaches across the school.

Above all, we are looking for candidates who are prepared to go the extra mile to enable our pupils to flourish and make the progress that is right for them.





Find out more

To apply, please request an application form from Ellie Field at flourishlearningtrust@hays.com or call Ellie on 020 7259 8770 for more information. Your application is a direct permanent application to our Trust (not through an agency), Hays is our recruitment partner for all permanent appointments.

Visits are welcome, to arrange this and meet with Trevor Button the Principal please contact Nazifa Anjum on 020 531 3426 or email n.anjum@whitefield.waltham.sch.uk

Closing date: 29th January 2024

Interview date: w/c 5th February 2024

Flourish Learning Trust <https://www.flourishlearningtrust.org.uk/>

Joseph Clarke School <https://www.josephclarkeschool.org.uk/>

Whitefield School <https://www.whitefieldschool.org.uk/>

Flourish Specialist Education Services <https://flourishspecialisteducationservices.org.uk/>





JOB PROFILE

Job title: Assistant Principal
Responsible to: Principal
Salary / Grade: L1-L13/£50,929-£67,178

Working hours / weeks: 32.5hours/52.14 weeks

Core purpose To ensure, in partnership with the Principal, that pupils continue to have every possible opportunity to enjoy school and to make outstanding progress by:

- teaching an agreed timetable; acting as an excellent role model for colleagues;
- providing the guidance training and coaching which will enable staff to maintain consistently outstanding teaching and learning;
- monitoring and evaluating the quality of curriculum planning, teaching and learning;
- developing, monitoring and evaluating systems to track pupils' progress through accurate assessment, recording and reporting.
- following up the outcomes of progress tracking so that appropriate strategies are put in place to support any pupil whose progress has slowed;
- making a significant contribution to organising and delivering opportunities for staff development.
- co-ordinating opportunities for shared working and sharing successful practice across Flourish Learning Trust;
- developing the environment within the school to support teaching and learning;
- contributing to the continuing evaluation and development of practice across the Whitefield School;
- fulfilling the role of Designated Safeguarding Lead as part of the wider Safeguarding responsibilities





Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Safeguarding, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To uphold our commitment to safeguarding and to promote the wellbeing of children.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

Key responsibilities:

- To lead an area of curriculum, assessment or teaching and learning across the whole school.
- To teach within school.
- To support the Principal to monitor the quality of teaching, learning and Curriculum.
- To support teachers to work within the school's bespoke curriculum to plan activities which enable students to enjoy learning and make outstanding progress.
- To ensure that staff have the information, training and support which they need to deliver an outstanding curriculum, to help students establish effective communication and develop confidence and autonomy and to respond confidently to challenging behaviour, moving and handling needs and medical needs.
- To deliver training as agreed, including sessions within the postgraduate Diploma and other courses arranged by our Centre for Professional Development and Information.
- To support planning and staff deployment so that all students, including those with severely challenging behaviour and those with extreme medical needs, have access to appropriate learning activities within the school and the wider community.
- To support staff to work in partnership with parents, sharing clear information about the school curriculum and their children's targets and progress and fully involving them in decisions relating to their children.
- To support teachers in their planning, assessment, recording and reporting so that clear information is available on the curriculum offered to each student and the progress they have made.
- To support staff to use appropriate strategies to help all pupils make as much progress as they are able.
- To chair PCRs and other meetings in relation to individual pupils.





- To work alongside the Leadership team and in partnership with pupils, families, teachers, the Family Support Team, careers advisors and social services to identify appropriate post-school options, maintaining due sensitivity when planning for students with life limiting conditions.
- To participate in the selection, appointment and promotion of teachers and learning support staff.
- To take responsibility for performance management for identified teachers and learning support staff.
- To host visits by prospective pupils and their parents.
- Represent and promote the Trust's values internally and externally
- Actively promote and act, at all times, in accordance with Trust's policies, e.g. Health and Safety, Equal Opportunities and Safeguarding
- Undertake other duties commensurate with the job level

Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and young adults and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

Whitefield Academy Trust is uncompromising in its commitment to safeguarding children and young people.

The Trust is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit, ensuring best practice in our recruitment process is essential to our commitment.





PERSON SPECIFICATION

Role: Assistant Principal	E/D	A	I
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Qualifications & Training

1	QTS	E		
2	Evidence of on-going commitment to professional development	E		
3	Further qualification in Special Education with direct relevance to the post	E		
4	Leadership training desirable	D		

Experience

5	3 years or more in Special Education, including successful experience in a leadership role	E		
6	Experience of being a Designated Safeguarding Lead	D		

Knowledge & Understanding

7	Proven experience as an effective teacher with a proven record of raising standards through your own teaching	E		
8	Proven experience of raising standards through managing the work of a team of teachers	E		
9	Proven experience of introducing and managing effective interventions when pupils are not making expected progress	E		
10	Proven experience of supporting other colleagues to develop effective teaching	E		
11	Experience of identifying and addressing the training needs of staff (teachers and support workers)	E		





Skills & Abilities

12	Organisation and planning skills	E		
13	Calm, mature and able to cope with pressure	E		
14	Ability to establish positive working relationships with pupils, colleagues and parents	E		
15	Ability to promote personal and professional authority	E		
16	Ability to lead and support colleagues.	E		
17	Ability to establish and maintain professional partnerships within and beyond the school	E		

Personal Attributes

18	Excellent relationships with colleagues	E	✓	✓
19	Commitment to continued professional development	E	✓	✓

Other

20	A commitment to uphold and promote equality, diversity and inclusion	E	✓	✓
21	An absolute commitment to all aspects of safeguarding as relevant to the post	E	✓	✓
22	A commitment to achieving the best possible opportunities for children and young people with SEN	E	✓	✓

Key:

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview





Designated Lead for Safeguarding

- is a member of SLT.
- takes lead responsibility for safeguarding and child protection.
- has sufficient time within their role to undertake the duties of the post and will be supported to delegate key tasks (but not the final responsibility) to deputies and to other appropriately trained colleagues.
- attends external training annually with regular updates so that they are fully aware of statutory requirements and ongoing developments.
- is always available during school hours, or makes sure that a Deputy is available, to discuss concerns and take appropriate action swiftly.
- ensures that referrals to social care are made swiftly and are backed up with accurate and thorough information and followed up as necessary.
- monitors all children and young people in need of support and the action being taken to support them and their families, following up any concerns.
- works with social care where children and young people have been identified for support through the 'Child in Need' procedures, attending relevant meetings or ensuring that an appropriate person does so, making sure that clear and accurate reports are provided and that the school carries out any tasks assigned through the child protection process
- works with social care where children and young people have been identified as experiencing, or at risk of experiencing significant harm, attending relevant meetings or ensuring that an appropriate person does so, making sure that clear and accurate reports are provided and that the school carries out any tasks assigned through the child protection process.
- works with the local authorities via the Local Safeguarding Children's Board.
- liaises with the designated teacher for Children who are Looked After and the Headteacher of the Virtual School.
- liaises with the local authority social care teams and other agencies as necessary, in line with the systems set out in 'working together to safeguard children'.
- reports to SLT and to the Executive Team at least termly so that they are able to monitor the effectiveness of safeguarding and are aware in general terms of the key issues.
- reports to the Trustees Safeguarding Committee at least termly and provides a written report termly to enable them to monitor the effectiveness of safeguarding across the Trust.
- ensures that the deputy designated leads receive appropriate training, advice and support so that they can carry out their roles.

Date: 15th January 2024

