



Head teacher

Candidate Information

Little Heath School



Little Heath School

Hainault Road, Romford, Essex RM6 5RX

Telephone: 020 8599 4864

Email: school@lheath.net



LITTLE HEATH SCHOOL
Hainault Road, Romford
RM6 5RX
020 8599 4864
school@lheath.net | www.lheath.net
HEADTEACHER: Mr James C Brownlie B.Soc.Sc. NPQH

Letter from the Chair of Governors

Dear Applicant,

Thank you for showing an interest in the position of Headteacher at Little Heath School. We hope this pack provides you with a full picture of our school

As governors, we are proud of our school with its excellent team of committed teachers, support staff and its enthusiastic and caring pupils. We are seeking to appoint a dynamic, inspirational, and committed leader to work in partnership with our experienced and dedicated staff, to build on the school's significant successes and drive the school forward.

This will be a challenging and rewarding role for the successful candidate and governors are fully committed to providing the new headteacher with all the support that he/she will need in taking up the post.

For more information, please contact Katie Rossiter on katie.rossiter@tes.com to express your interest and to arrange an informal conversation/school visit (subject to current restrictions)

You can also learn more about our school from our website at www.lheath.net

To apply, please visit our advert on Tes.com and complete the Tes online application form via the 'Quick Apply' button.

Closing date to Monday 28th June 2021 at 1pm

Interview date to W/C Monday 5th July 2021

On behalf of the Governors, thank you again for your interest in this position. We look forward to receiving your application.

Yours faithfully

Dr Nadia Rahman
Chair of Governors





Job description: Head teacher

Job details

Salary: Leadership scale points 21-35 tba (Group 6) £72,393 - £99,624
Contract type: Full time, permanent
Reporting to: Governing Board
Responsible for: Senior leadership team (SLT) – Deputy and Assistant Head teachers, School Business Manager

Purpose of the post

To provide professional vision and leadership for the school, which secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement.
To create, maintain and develop the conditions which enable pupils and teachers to achieve effective learning so that the school's aims and objectives are implemented in accordance with the policies of the governing board and national and local educational strategy
The professional duties of the head teacher are contained in the School Teacher's Pay and Conditions Document and the key areas of Headship are contained in the DfE National Standards for Head teachers.

Main purposes

The headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community

- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively
- Develop and maintain partnerships with key stakeholders
- Ensure the school fulfils all its statutory duties
- Ensure that staff at the school receive information they need to carry out their professional duties effectively,
- Lead, motivate, support, challenge and develop staff at all levels in order to secure and sustain continuous improvement and staff well-being and to be committed to personal continuing professional development
- Challenge underperformance at all levels and putting in place effective procedures to deal with underperforming staff

Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across and beyond the school community
- Serve in the best interests of the school's pupils

Duties and responsibilities

School culture and behaviour

The headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to enable pupils to self-regulate effectively, in line with the school's behaviour policy





Job description: Head teacher

Teaching, curriculum and assessment

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise and knowledge of the pupils
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a well sequenced, broad, structured and coherent curriculum that is accessible to all pupils
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Have ambitious expectations for all pupils
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the school works effectively with parents, carers and professionals to support pupils' additional needs and provide support and adaptation as appropriate
- Ensure the progress of pupils at the school is monitored and recorded
- Ensure continuing effective systems of planning, assessment, recording and reporting, using data and benchmarks to monitor attainment and progress in every child's learning
- Use this data continuously to support and improve standards.

Managing the school

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context
- Manage staff well with due attention to workload and well being
- Ensure rigorous approaches to identifying, managing and mitigating risk, including financial risk
- Ensure the school's accommodation is fit to meet the needs of the pupils, staff and supporting professional services
- Ensure the school grounds are maintained and safe

Professional development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

Relations with parents and carers

The headteacher will:

- Make arrangements for parents/carers to be given regular information about the school curriculum, the progress of their children and other matters affecting the school, so as to promote common understanding of its aims
- Create and maintain an effective partnership with parents/carers to support and improve pupils' achievement and personal development
- Work with parents/carers to ensure children have access to extended services, extracurricular opportunities, homework and other social and educational experiences.

Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.



Person specification

CRITERIA	QUALITIES
Qualifications and training	• Qualified teacher status • Degree • National professional qualification for headship (NPQH) • Additional specialist qualification in an SEN-related area
Experience	• Successful leadership and management experience in a special school or setting for at least three years • Teaching experience of at least five years • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development
Skills and knowledge	• Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships
Personal qualities	• Commitment to uphold the 7 principles of public life (the Nolan principles) at all times • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position • Optimistic personal behaviour, positive relationships and attributes towards pupils and staff; parents, governors and members of the local community • Ability to manage and motivate staff to achieve the highest standards, within the necessarily constrained resources of the school

School location and catchment

Little School is located in pleasant, thriving community surroundings on the edge of the London Borough of Redbridge. The school is situated just off the A12, which makes it easily accessible by road, including a number of bus routes. It is also served by local rail links: Newbury Park underground station (Central line) and Goodmayes railway station are both just over a mile

The school takes pupils from across the London Borough of Redbridge and beyond. There are a number of pupils who travel in from neighbouring authorities, including Barking and Dagenham, Essex, Havering, and Newham.

Number of children enrolled, classroom structure

Little Heath is a fast-expanding secondary school for pupils with a wide range of learning difficulties, including social communication needs and complex autism. The school is due to grow from its current 176 places to 215 by September 2024.

There are presently 24 classes, each comprising between six and ten pupils. Each group is supported by a class teacher and two or more Learning Support Assistants and Care Needs Assistants where required.

The school employs its own Family Support Lead, Behaviour Interventions Lead, and Speech and Language Therapy Assistant. Pupils are also supported by therapy and medical professionals through the local health trust (NELFT), Educational and Clinical Psychologists through Redbridge, and Education Welfare through EWASS.

Retention and success rate of pupils

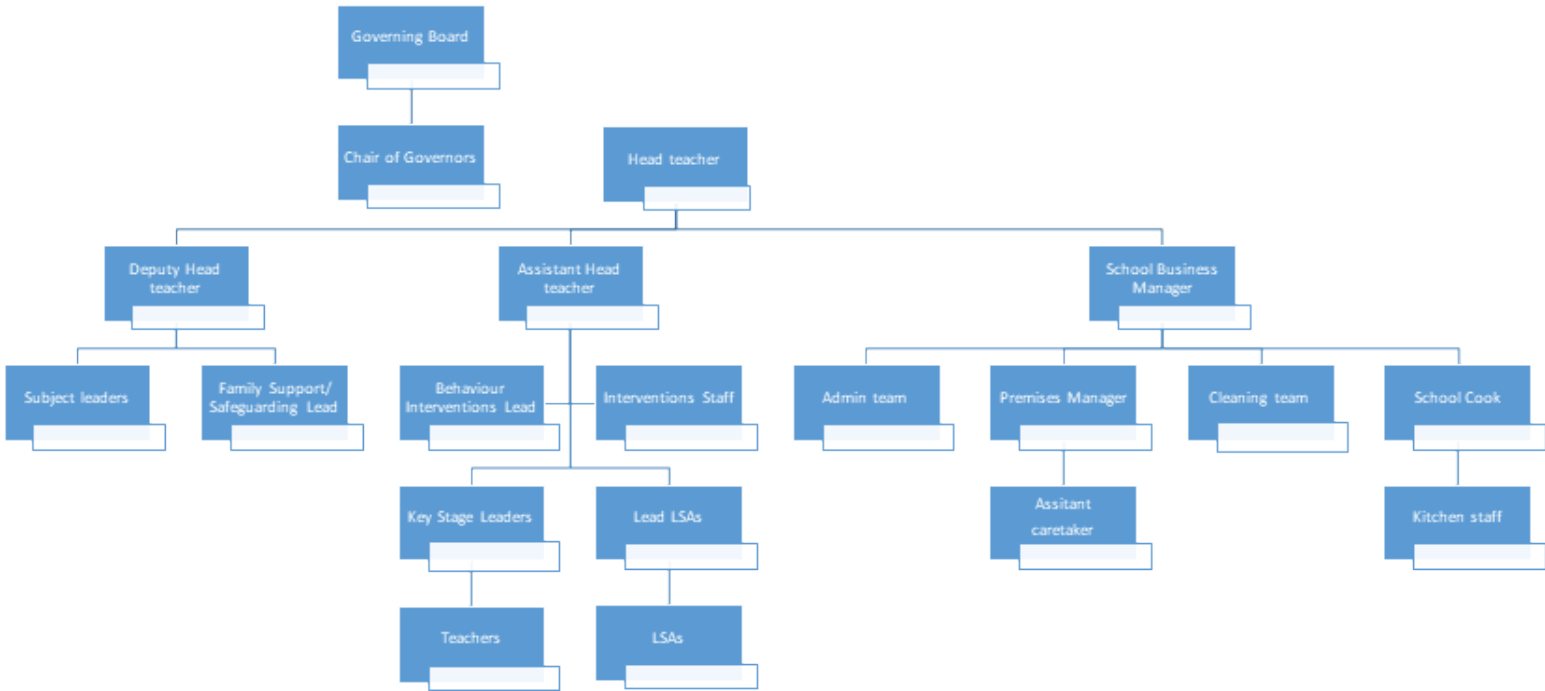
Pupils mostly come to Little Heath from our main feeder school – Hatton Primary School (special) – or other local mainstream schools. They increasingly spend a full eight years at Little Heath, including three years in the Sixth Form, though some leave at 16 in Year 11. Most leavers transition to FE colleges in north east London or specialist settings for young adults with additional needs. In the last three years there have been no leavers recorded as NEET.

Pupils take a range of qualifications including GCSE, Entry Pathways, ASDAN programmes and AQA unit awards. The number of pupils taking formal qualifications has declined in recent years as the needs of the school’s cohort have become more complex.



Staff Structure

The school has: 105 staff, with 28 full time equivalent teachers and 60 support staff. It is led by a core leadership group of Head, Deputy and Assistant Head. teacher and a wider SLT including three Key Stage Leaders (KSLs), two Lead LSAs and School Business Manager (SBM).The KSLs manage the class teachers and LSAs in Key Stage teams.The SBM manages the admin and ancillary staff team, including office, kitchen, cleaning, and premises staff. Subject leaders support teachers in Literacy/ Communication, Maths/ Literacy, Science, Computing and PE.



School Buildings

The school was opened in September 1970 and has seen a significant growth in pupils and staff numbers over the years. It has a Science and ICT Block, a two-building Sixth form Centre and classrooms in five demountable buildings.A new sports hall was added to the school facilities in the last year. Plans are being developed to provide accommodation for the expected increase in numbers joining Little Heath over the coming three years.

Governors-and the role they play

The governing board is very supportive of the school and work with the leadership team to deliver an outstanding teaching and learning experience for our pupils. The governors holds termly committee meetings (Curriculum and Pupil Welfare, Pay and Personnel, and Finance and Premises) as well as a meeting of the Full Governing Board.





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Head teacher

Salary range: Leadership scale points 21-35, tba (Group 6)

£72,393 - £99,624

Full-time

To commence January 2022

Are you passionate about young people's aspirations and willing to invest your heart in our school? We are, and if you are too, we would love to hear from you.

Little Heath School is located in pleasant, thriving community surroundings on the edge of the London Borough of Redbridge. It is a fast expanding secondary school for pupils with a wide range of learning difficulties, including complex autism and other communication needs. The school is due to grow from its current 176 places to 215 by September 2024.

Due to the retirement of the current head teacher, who has led the school over the last eight years, we are seeking a suitably qualified and experienced successor to build on his work and take the school into the next phase of its development.

The successful candidate will:

- have successful leadership experience in a special school or setting for at least three years
- ideally have completed NPQH
- be able to articulate a vision and demonstrate strategic leadership to enhance the quality of our provision
- ensure outcomes for pupils are the core of everything we do
- inspire and lead colleagues in our dedicated team of staff and support a positive culture of improvement.

In return, we can offer

- a challenging but rewarding environment;
- a strong and supportive leadership team;
- a network of partner organisations locally and beyond.

For more information, please contact Katie Rossiter on katie.rossiter@tes.com to express your interest and to arrange an informal conversation/school visit (subject to current restrictions). To apply, please complete the Tes online application form via the 'Quick Apply' button.

Closing date: Monday 28 June 2021 (by 1pm)

Interview date: Week commencing Monday 5 July 2021

Little Heath School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Such posts will require a DBS disclosure check and references will be taken up prior to interview.

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