



Headteacher Candidate Pack



**GREENVALE
SCHOOL**

Location: Catford & Forest Hill
Start Date: September 2023

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Welcome letter from our Chair of Governors

Dear Applicant,

Thank you for your interest in applying for the post of Headteacher at Greenvale School.

The vacancy has arisen as a result of the retirement of our long standing and highly successful Headteacher.

Greenvale prides itself on addressing each student's individual learning needs. We believe that pupil achievement is based on creating opportunities for the whole school community and developing a creative and stimulating curriculum. We work in partnership with students, families and the wider community to provide a highly supportive environment with high aspirations.

Greenvale's achievements are based on the skill and dedication of the staff team whose continued development and wellbeing are crucial to the school's success.

The school has recently undergone significant expansion and is now based across two excellent, purpose-built sites with exceptional teaching and learning facilities. These include spacious classrooms, small teaching groups and specialist teaching rooms for art, drama and music.

As governors, we are very proud of our amazing school. This is therefore a tremendous opportunity and a hugely exciting challenge for the next Headteacher.

We are looking for someone who can build on the school's achievements with integrity and energy as well as enthusiasm for the skills and values which have ensured its success. It will require a deep understanding of the diverse needs of the students, clear vision and strong and productive relationships with everyone connected with the school. The successful candidate will already have significant experience of school leadership.

On behalf of the governors I wish you well with your application.



David Whitehead OBE
Chair of Governors



About Greenvale School

Greenvale is Lewisham's community special school for children and young people between the ages of 11 and 19 years who have significant learning difficulties including those with an additional diagnosis of autism, and those with additional medical needs. Many pupils have additional physical and sensory disabilities and some of our young people have profound and multiple learning difficulties. We cater for young people with different levels of learning difficulty through our pathways approach which specifies their learning and provision pathway. Some of our young people come to us from specialist provision whilst others have been through mainstream primary provision.

The school is based across two beautiful, purpose built sites each with state of the art Teaching and Learning facilities. Students in Key Stage 3 and 4 are based on Waters Road, North Downham and our Key Stage 5 and Glade Pathway students now attend our brand new Mayow Road site, in Forest Hill. Across the two sites we are able to offer fantastic facilities including spacious classrooms, small teaching/group rooms, a hydrotherapy pool, a rebound therapy room, specialist teaching rooms for art, drama, music, and computing. Both sites have a library, therapy areas and a variety of outdoor leisure/teaching areas.

We teach all areas of the national curriculum differentiated to the student's individual learning needs. Our curriculum is age-appropriate, stimulating and exciting. Post 16 students follow a curriculum with a very adult, work related emphasis which encourages students to make active choices.

All experienced, skilled staff and professionals work together positively at Greenvale to create the best outcomes for our young people.

Our young people are at the heart of everything that we do.



Aims

At Greenvale our primary aim and main priority is pupil achievement. Consequently we aim;

- To promote opportunities for the whole school community to enjoy and achieve. All achievement should be recognised and celebrated
- To develop a creative, stimulating and relevant curriculum tailored to the individual needs of the learner and that motivates every member of the school community to do their best
- To work in partnership with students, families, the multi-disciplinary team and the wider community to meet individual needs. Together as a team we can achieve the best outcomes for our young people
- To provide a secure, safe and supportive environment to promote maximum equality of opportunity, independence, confidence and education

Ethos

The school works to foster a spirit of respect, mutual co-operation and self-motivation. We are a learning community in which all can progress and develop together, and in which students can contribute to decisions about their own learning. The school is committed to continuously improving its performance. We promote equality of opportunity for all members of our school community and actively promote and celebrate diversity.

The shared values which the school aims to develop include;

- respect for each other, students, staff and parents or carers
- consideration and support
- equality and diversity in all aspects of school life
- enrichment and fun so that all can learn together

All of the above is incorporated into a learning environment which is first and foremost educational but is also caring and supportive and aims to make learning an enjoyable experience.

With this in place we are in the best position to ensure that Greenvale will prepare our students for adult life beyond school and enable them to achieve their full potential.

Job Description



The job description for the Headteacher role is subject to the general conditions for a Headteacher as set out in School Teacher Pay and Conditions Document and the Headteacher's standards 2020 for Headteachers.

Salary: Greenvale is a Group 7 School. Salary range within the group is open to negotiation and dependent on the experience and skills of the successful applicant.

Main Purpose

The headteacher will be expected to:

- Secure high-quality education and support for all pupils
- Provide strategic and day-to-day leadership and management of the school
- Establish and oversee systems, processes and policies, so the school can operate effectively
- Establish and sustain the school's ethos and strategic direction, together with the governing board and through consultation with the school community
- 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 all school improvement strategies are effectively implemented
- Monitor progress and development towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively

Qualities

The headteacher will adhere to the first section of the Headteachers which outlines the ethics and professional conduct expected of headteachers, including:

- Upholding public trust in school leadership and maintaining high standards of ethics, behaviour and professional conduct
- Showing tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within the school, Lewisham and contemporary Britain
- Building positive and respectful relationships across the school and local communities
- Serving in the best interests of the school's pupils

Duties and Responsibilities

School Culture and Behaviour

The headteacher will be expected to:

- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational and personal standards in order to support teachers to prepare pupils for their next phase of education and life
- Ensure a culture of staff professionalism, inclusivity, integrity and respect for pupils and others from inside the school or the wider community



Job Description continued



- Ensure the provision of opportunities for staff and members of the school community to engage in personal learning and development
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all staff in school
- Use consistent and fair approaches to managing behaviour, in line with the school's positive behaviour policy (the school currently uses the Team Teach approach)
- Ensure that staff have a sound understanding of the impact of communication difficulties on behaviour and the importance of a total communication approach
- Provide staff with the skills and knowledge to support complex behaviours through training, external advice, liaison with parents and carers, relevant policies and agreed procedures
- Regularly review general behaviour support strategies and individual incidents with the SLT and the behaviour lead and where relevant and appropriate, make changes to policies and practices

Special Educational Needs and Disabilities (SEND)

All pupils at Greenvale have SEND therefore the headteacher will be expected to:

- Ensure the school fulfils its statutory duties regarding the SEND Code of Practice.
- Ensure that individual Education and Health Care Plans (EHCPs) are implemented, needs are identified and Individual Education Plans (IEPs) are written, monitored and reviewed
- Work closely with the Local Authority (LA) in relation to admissions, EHCPs and funding to ensure pupil needs are met
- Ensure the school works effectively with parents, carers and a wide range of other professionals to identify additional needs and provide support and adaptation, where appropriate
- Promote a culture and practices that enable all pupils to have access to an appropriate and stimulating curriculum
- Have ambitious expectations for all pupils at Greenvale and strive to ensure that pupils are supported to overcome any potential barriers to learning
- Ensure personalised learning for all pupils, as well as age-appropriate content
- Seek inclusion and engagement opportunities with other schools and the broader community
- Constantly strive to improve and develop pedagogy and a creative and stimulating approach to inspire the pupils

Teaching, Curriculum and Assessment

The headteacher will be expected to:

- Establish and sustain high-quality teaching across all subjects and educational phases
- Ensure teaching is underpinned by subject expertise and appropriate approaches to support the varying needs and abilities of Greenvale pupils
- Ensure the teaching of a broad, balanced and engaging curriculum
- Ensure curriculum leadership across the school and pathways, including subject leaders with relevant expertise and access to best practice sharing with other schools and external organisations

Job Description continued



- Support and encourage a wide range of enrichment opportunities for all pupils at Greenvale regardless of their long-term condition or disability
- Use valid, reliable and proportionate approaches to assessing pupil progress and personal development
- Ensure effective assessment leadership across the school and across pathways, including access to best practice sharing with other schools and organisations

Managing the School

The headteacher will be expected to:

- Adhere to Health and Safety and Safeguarding legislation
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Ensure that structures and procedures are in place to ensure staff are trained in safeguarding to the appropriate level, and have read and understanding the current Keeping Children Safe in Education document (KCSIE)
- Ensure safer recruitment practices are adhered to, a Single Central Record (SCR) is in place and safer recruitment training has been completed by all relevant staff and governors
- Ensure rigorous approaches to identifying, managing and mitigating risk in all aspects of the school including staff, visitors, premises etc.
- Make arrangements for ensuring the Private Finance Initiative (PFI) contract (on Waters Road) is operating effectively and safely and the premises staff (employed by Bouygues) are fulfilling the contract on site
- Make arrangements for the line management of premises staff on Mayow Road (Greenvale staff) to ensure a safe environment
- Make provision for premises related legal requirements to be fulfilled, e.g., statutory maintenance checks, fire risk assessments and other safety checks
- Ensure staff are well managed by their line managers and that all staff are supported, motivated and recognized for their contributions, alongside ensuring that there are relevant policies in place detailing the management of disciplinary, safeguarding and capability issues.
- Be aware of staff workload and wellbeing, creating systems and methods to address any potential issues and finding remediation where necessary

Professional Development

The headteacher will be expected to:

- Keep up to date with societal and policy developments in education
- Ensure they and all other staff have access to appropriate, high standard professional development opportunities
- Ensure training and continuing professional development for all levels of staff is effectively planned, delivered and evaluated
- Make sure professional development opportunities draw on experts both within, and beyond the school



Job Description continued



Governance, accountability and working in partnership

The headteacher will be expected to:

- Understand and welcome the role of effective governance, including accepting responsibility and accountability for key leadership decisions
- Work effectively and collaboratively with governors, preparing reports and information for full governing body and committee meetings
- 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
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Work successfully with other schools and external organisations including medical staff, therapists and educational psychologists, social care and Child and Adolescent Mental Health Services (CAMHS)
- Work closely with the LA and other schools and headteachers in partnership for relevant opportunities and best practice sharing
- Ensure that a range of local enrichment opportunities are accessed by Greenvale pupils

Other Areas of Responsibility

Greenvale is now based across two sites, Mayow Road and Waters Road. The headteacher will be responsible for all of the above across both sites.

Please note that the above specification 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 be expected to carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person Specification



CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> • Qualified Teacher Status/Qualified Teaching and Learning Status • School leadership qualification or training 	<ul style="list-style-type: none"> • Degree level qualification • National professional qualification for headship
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a SEND school • Teaching experience with SEND pupils • Involvement (as a member of a senior leadership team) in school self-evaluation and development planning • Demonstrable experience of successful line management and development of staff to achieve the best outcomes for pupils • Evidence of managing change and of delegation • Experience of financial resource management, ensuring efficiency, value for money and through this obtaining the best educational outcomes • Experience of successfully working with parents, a governing body, LA and other stakeholders to enhance the education and development of all pupils • Able to demonstrate inclusive leadership with a passion for working in a culturally diverse environment • Successful experience of a positive behaviour management approach and development of a pupil inclusive learning environment Ability to tackle difficult situations and make challenging decisions 	<ul style="list-style-type: none"> • Experienced Deputy Headteacher or an existing Headteacher • Teaching experience with Specific Learning Disability/ Profound and Multiple Learning Disability pupils
Skills and Knowledge	<ul style="list-style-type: none"> • Sound knowledge and understanding of the wider educational agenda including current national policies and educational issues in particular relating to SEND • A high level of expertise in the education and development of pupils with SEND • Detailed knowledge of the potential barriers to learning pupils with SEND may face and how the support of a range of other professionals can support • 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 • Knowledge and experience of Safeguarding and Child protection procedures and able to sustain a safe and secure environment for pupils • A sound understanding of school finances, financial management and budget planning • Knowledge and experience of relevant HR processesAn understanding of how the governing body can be enabled to fulfil its role and statutory obligations 	
Personal Aptitude, Skills and Qualities	<ul style="list-style-type: none"> • Highly committed to achieving the best outcomes for all pupils • Organised and able to work under pressure, prioritise effectively, delegate and manage the workload of the post • Ability to think and plan on a strategic level • Able to deal with complex situations calmly and effectively • Articulate, with highly effective communication and interpersonal skills • Ability to build strong and effective working relationships and inspire others 	

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How to apply:

If you wish to discover more about this exciting opportunity, would like to have an informal discussion or arrange a visit to the school, please contact our retained consultant at **Academicis: Ross Laird: rlaird@academicis.co.uk – 01223 907979/07901 585959.**

Please email your application to: **Ross Laird at Academicis: rlaird@academicis.co.uk**

Closing date: **Monday 6th March 2023**

Shortlisting date: **Tuesday 7th March 2023**

Interview date: **Week commencing Monday 13th March 2023**

Greenvale School – KS3 & KS4

Waters Road
Catford
SE6 1UF

Greenvale School – KS5 & Glade Pathway

Mayow Road
Forest Hill
SE23 2XH



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