



Head of School Recruitment Pack



Woodloes Campus: Evergreen School, Deansway, Warwick, CV34 5DF
Myton Campus: Evergreen School, Brittain Lane, Warwick, CV34 6DX

www.evergreenschool.co.uk

Head of School (Woodloes Campus)



PAY	L18-L22
DEADLINE	9:00am Friday 13th October 2023
INTERVIEW DATE	Week Commencing 23rd October 2023
START DATE	1st January 2024

As Evergreen experiences a period of transformation and expansion the capability to manage our growing school gains increasing significance. We are therefore delighted to announce a fantastic opportunity to join the senior leadership team at an exciting time here at Evergreen School. Since Evergreen was formed over 3 years ago, the school has grown rapidly. We have two campuses either side of Warwick and a third, state-of-the-art, new campus on the way which we are hoping will be delivered in 2025. The plan for the new campus is that it will accommodate our post 16 students.

The role that is being advertised is to lead our predominantly primary aged campus on the Woodloes in Warwick. As Head of our Woodloes Campus, you will form part of our strategic team which includes the Head of our Myton Campus (which is predominantly secondary aged), Head of Business and the Executive Head Teacher to deliver an outstanding provision for our amazing children and young people.

You will be responsible for the campus, but the joy of this role is that you will have the support and guidance of colleagues within the strategic team that oversee the school. You will have the opportunity to develop and deliver your vision for the campus within the wider vision of the whole school.

We are looking for someone that shares our vision, ethos and values, someone that is ambitious, forward thinking and creative. As the Head of Campus, you will be the visionary leader responsible for shaping the educational experience of the children on your campus, ensuring the highest standards of education provision, and maintaining an environment that matches the needs of each child and young person. You will collaborate with a talented team of teaching, business and support staff, parents, governors and wider stakeholders to drive our school's mission and vision.

If you are a dynamic educational leader, with a background in and passion for special educational needs, ready to make a lasting impact on our wonderful children and young people, we invite you to apply. Join us on our journey to empower the next generation of leaders, teachers and most importantly, children and young people.

To apply, please complete the application form on our recruitment portal, including answering the specific questions in the final section, as well as the equality forms. **Closing Date is 9:00am Friday 13th October 2023**

In order for you to assure yourself that we are the right place for you to work, and for us to assure ourselves that you are the right candidate for the role we have planned the selection process to be:

- Shortlisted candidates will be asked to design a plan for their first day in school as if they had been recruited to the post (Submitted by Wednesday 18th October 2023)
- Candidates will then be scheduled to 'live out' that plan on a day in school (week commencing 23rd October 2023)
- Panel interview with senior leaders and governors (week commencing 23rd October 2023)

We will offer the successful candidate:



About our School

Evergreen School is an all-through community special school across 2 separate sites in Warwick. We have 284 children and young people on roll ranging in age from 4 to 19 years old. Although our sites aren't strictly split by age, our Woodloes Campus provides for predominantly primary-aged children and our Myton Campus provides for secondary-aged children and young adults.

We think that Evergreen School is a wonderful and exciting place to be and we know that we have the most incredible children. All of us here are learning all of the time. If you have the very highest standards and expectations for yourself and everyone around you, a passion for learning and developing and believe that working with children and young people is the greatest privilege anyone can ever have, then we think you will love it too.

"My leadership philosophy centres around growth mindset, where each individual is encouraged and empowered to grow and develop. I want our children and young people to be excited, and most importantly happy turning up to school each day. Our children and young people deserve to have wonderful experiences of the world around them, learn new skills that are being delivered in an innovative way, thrive and be prepared to live in and contribute to their local community, grow as individuals, follow their interests and be the heartbeat of their curriculum. This individualised and tailored approach is the essence of specialist provision." (Nick, Executive Head Teacher)

Class groups all have a teacher, senior teaching assistant and additional support staff and we have school nurses, and pastoral team that work across the campuses. A multi-disciplinary team including speech and language therapists, physiotherapists, occupational therapists and a wide range of other professionals support the work of the teaching team.

Our pupils benefit from a broad range of educational resources and learning spaces. At our Woodloes Campus, we have a swimming pool which is equipped with a sensory multi-media system, brand new outdoor play area, a soft play room, cookery rooms and sensory room. We also have a fantastic forest school site, and eco project which is a shared provision with the Woodloes Primary School next door. Our secondary campus also has a hydrotherapy pool, gym, music bus, two fantastic forest school spaces, sensory garden and Community Book Café open to the public.

The school has a range of facilities which enable outside professionals to liaise and meet with parents and staff. A variety of clinics are held at the school regularly. We are very well served by computer-driven technology, with large plasma screens and iPads in every classroom. There is high speed broadband internet and Wi-Fi access throughout the school.

We are committed to parental involvement and strive to maintain strong links with families and carers. A home-school communication system is in place via ClassDojo as well as a texting service. The school holds termly parents' evenings, regular workshop sessions and in class learning opportunities alongside the class teams. We have a very active and supportive 'Friends' of the school group (PTA).

We are committed to Safeguarding and promoting the welfare of those we serve, as well as complying with best practice in the application of safeguarding. Therefore, as this role requires working with children, a DBS Disclosure will be required as part of the pre-employment checking process, and re-checking will be required when determined by the relevant policy. We will request references at the shortlisting stage. One reference must be from your current employer. If you are employed in a school, the reference must be from the Headteacher or Chair of Governors if you are a serving Head.

***We live and breathe our vision of:
"putting our children, young people and families at the heart of everything we do."***

Job Description

Job Title:	Head of School (Evergreen Woodloes Campus – currently known as Site 1)
Salary Grade:	L18 – 22
School:	Evergreen School
Responsible to:	Executive Headteacher
Responsible for:	Assistant Head Teachers, Middle Leaders, Teachers and support staff

Main purpose

The Head of School, under the direction of the Executive Headteacher and Governing Body, will be part of the strategic leadership team and responsible for providing the leadership and management of an Evergreen School campus. The Head of School will develop and deliver the strategic vision of the school and oversee the day-to-day running of our Woodloes Campus.

Duties and responsibilities

Leadership and management of the school/site

- Manage senior and middle leaders, developing a professional culture amongst all staff at the school
- Support and challenge staff, dealing with underperformance effectively while making sure staff are given the support to do their jobs well
- Manage the school's budget and resources alongside the school's head of business
- Implement the school's appraisal policy and other management processes and systems
- Support the development and implementation of school-wide policies
- Undertake self-evaluation and school improvement planning alongside the school-wide strategy to improve areas of weakness in the school
- Undertake the recruitment of teaching and non-teaching staff where necessary
- Provide training and continuing professional development (CPD) opportunities for all school staff aligned with school development and SEF priorities
- Identify areas of progression and promotion for staff that supports succession planning for the school
- To work with the Business team and Executive Headteacher to ensure the effective use of resources

Deputise in relation to all matters concerning the allocated site in the absence of the Executive Headteacher

Teaching and learning

- To work with the Head of School at the opposite site to secure and sustain effective Quality of Education throughout the School through structured monitoring, evaluation and review processes and to include, as appropriate, liaison with inspectors, advisers, consultants and Governors.
- To work with the Head of School at the opposite site to lead the strategic development of the curriculum through work with the school's leadership team and curriculum leaders, reviewing current provision and its responsiveness to the personalisation agenda, ensuring statutory responsibilities are met and national and local initiatives appropriately incorporated into provision.
- To monitor the work of Assistant Heads and middle leadership team and ensure evaluative reports are produced in line with the school's self-evaluation processes
- Work with staff to promote high quality teaching across all subjects

- Identify any areas of weakness in teaching and implement, monitor and review interventions to improve these areas as well as teaching and learning across the school
- To work with the Head of School at the opposite site to ensure the school's assessment system is fit for purpose and provides teachers with useful information about pupils
- Identify areas where staff may benefit from sharing good practice or accessing support from other schools
- To work with the Head of School at the opposite site to monitor the outcomes of pupils and draw out any patterns of underperformance in key groups of pupils

Communication

- Work with the executive headteacher and governing body to keep them informed of the financial and educational performance of the school, giving them what they need to provide support and challenge
- Help to shape the school vision and embed this, together with the appropriate culture and ethos on the allocated site
- Attend relevant governing body meetings
- Contribute to reports to the EHT or governing body as necessary

Managing resources

- Contribute to the budget setting, cash-flow management and all other financial management processes with the head of business and school business manager
- Work collaboratively to ensure that income is generated, including managing admissions, higher needs funding, pupil premium and appropriate grant funding requests are managed for the allocated site
- Work collaboratively to balance the needs of the curriculum against the school's budget to ensure the school is financially stable whilst the students access outstanding provision

Other areas of responsibility

- To take responsibility for the safeguarding of all pupils on the allocated site, (including acting as a DSL), including overseeing their attendance, behaviour, health and wellbeing.

The Head of School will be required to safeguard and promote the welfare of children and young people and follow all school policies.

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 expected to be carried out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the executive headteacher.

Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • National professional qualification for headship (NPQH) or willingness to complete the NPQH
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school • Teaching experience in SEND sector • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development
Skills and knowledge	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

Notes:

This job description may be amended at any time in consultation with the postholder.

