



Bringing Education To Life



**Tettenhall
Wood
School**

CANDIDATE PACK

HEADTEACHER

Tettenhall Wood School

July 2023



Amethyst
Academies Trust
enabling everyone to thrive and be the best they can be



Information for Candidates



Post Title: Headteacher of Tettenhall Wood School

Salary Grade: Leadership Scale 27 to 33 (£83,956 - £97,256)
Full Time, Permanent

Start Date: January 2024

Closing Date: Friday 14th July – 9:00am

Shortlisting Date: Monday 17th July 2023
Candidates will be informed on this date

Interview Day 1: Thursday 20th July 2023 followed by
shortlisting for day 2

Interview Day 2: Friday 21st July 2023

Visits to the school: To arrange a visit to the school with Nicola Licata, CEO please contact Hannah Creamer, PA to the Executive Team at hcreamers@aatrust.co.uk

School website: www.tettenhallwoodschoool.org.uk



Welcome from the Chair of Trustees

I have been involved in Governance at the Amethyst Trust for a number of years. I am proud to be the Chair of this very successful organisation.

The Trust has grown from strength to strength from its inception and is recognised as a leading Multi Academy Trust of choice by many students and their parents and carers. We are delighted that we will be joined in September by 2 specialist provisions within Wolverhampton and look forward to primary colleagues joining our Trust in the autumn term. We aim to be a strong inclusive family of schools for children from 3-19.

We have worked hard to ensure a successful collaboration between the operational and governance side of the Trust to ensure all our energy is put into educational outcomes. I am proud of our dedicated workforce of teachers and staff who are motivated to provide the very best. Our finances give us the flexibility to provide the very best staff and we continually look for improvements in educational outcomes. We invest heavily in enrichment activities for our students something we feel is necessary alongside the academic curriculum. This has ensured that our young people really can choose their own destiny whether that is University or higher level apprenticeships. I am proud to be the Chair of the Trust Board and feel that governance makes a real difference.

Jim Inglis
Chair of Trustees





Welcome from the

Chief Executive Officer

Welcome to Amethyst Academies Trust and thank you for considering leadership of Tettenhall Wood School. As Chief Executive Officer of the Trust it has been a real privilege to serve the amazing students and staff of Tettenhall Wood. We put our students at the heart of all of the decisions that we make and so investment into high quality CPD for our staff is key. Our highly skilled staff work tirelessly to ensure our students get the best provision and support, both academically and pastorally. At Amethyst every member of staff has the opportunity to continue their own professional development through the Amethyst Academies Pathways offer. Our bespoke courses are written and facilitated by outstanding practitioners, leaders, SLE's and LLE's. They aim to evolve current practices, meet whole school initiatives and ensure that our students gain the greatest experiences in the classrooms of our schools. Our Pathways also offer support for non-teachers, teachers and leaders in schools enhance their own professional development.

One of my key priorities has been to ensure that our Trust has a strong school improvement infrastructure. As part of our Central Team, we now have three experienced school leaders focusing on all aspects of School Improvement and CPD in a full-time capacity for both specialist and secondary education.

Our headteachers meet weekly as part of the Executive Team to support strategic development and policy and we pride ourselves in the support network that has developed. Our knowledge- rich curriculum and supportive pedagogy enables all students to achieve high academically. However, we also pride ourselves in enriching our curriculum with a wide range of extracurricular activities from Trust performances to gold Duke of Edinburgh expeditions.



We use our DfE Capital Development Grants to full effect which, alongside careful financial management of other monies, ensures that every school, and therefore student, in our Trust benefits from improved facilities, be it a new Sixth Form build or refurbished dining and Sports facilities. Our highly experienced and skilled Central Team ensure that our headteachers concentrate on what is most important for our young people to succeed whilst allowing them full autonomy on how best to allocate their budget. I look forward to meeting you and listening to your ideas on how you will move this very special school to the next level.

Nicola Licata
CEO Amethyst Trust

“Our highly skilled staff work tirelessly to ensure our students get the best provision and support, both academically and pastorally.”

“We believe that there is no ceiling on what can be achieved by anyone...”





Education Principles

- We are ambitious for our schools and their students.
- We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.
- We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.
- We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

How We Educate





An Outstanding Headteacher

Amethyst Academies Trust are recruiting for a Headteacher for Tettenhall Wood School, an inspirational specialist provision for children aged 4-19 with ASD. At Tettenhall Wood school we offer a specialist autistic and SEND provision that is a place of opportunity for all our learners to achieve the best of their abilities and making a valued contribution to society. We do this through aspirational teaching ensuring outstanding outcomes for each individual.

Due to our current Headteacher working as part of our Central Team, Amethyst Academies Trust are looking to recruit a courageous, inspiring Headteacher with a proven track record of delivering high educational standards for all students. We are seeking an exceedingly driven school leader who has the vision, strategy and persistence to drive the school improvement agenda forward, engaging students, staff and the community during the next stage of this schools' journey.

If you are committed to making a difference for every young person, value diversity and inclusivity, respect differences and have the creativity and tenacity to build upon the strengths of our current team, we would like you to join us.

We are looking for a Headteacher who will be passionate and able to inspire learners to reach their full potential within their own class whilst impacting on improved quality of education. They must have:

- Proven exceptional experience of working with learners with an autistic spectrum condition, severe and complex learning difficulties and behaviours that challenge
- Strong curriculum knowledge and proven success in improving standard
- The ability to work within a caring and safe environment, reflecting the school's priority of placing learners at the heart of all it does and continuously fulfilling the values and ethos of Tettenhall Wood School
- The ability to continuously raise standards for our learners and improve their outcomes and quality of life skills that are creative, proactive, resourceful, energetic and very well organised
- The ability to develop their own professional development to ensure they have up to date knowledge, skills and understanding in teaching learners with severe/complex learning difficulties
- A leader with high expectations who has the required charisma to inspire the very highest expectations for all students and staff
- Is completely committed to the development of both students and staff
- Is committed to working collaboratively with the CEO, fellow Headteachers in the Trust and the Central Team
- Actively embraces accountability
- Will ensure consistently effective teaching and challenging but inclusive curriculum plans
- Will actively seek to provide the very best learning environment for our growing student population.





What We can Offer

Amethyst Academies Trust is a Multi Academy Trust comprising of two secondary schools and two special schools with over 550 employees and over 3000 students, based in Wolverhampton. We are unyielding in ensuring that all of our schools are able to provide the very best experiences for the students, families and communities in which we serve, and actively support our Headteachers to do so.

Amethyst Academies Trust's central team's infrastructure supports operational delivery, enabling the Headteacher to focus on education and developing outstanding teaching and learning.

In return we can offer:

- An exciting opportunity to be part of the Executive Team of Amethyst Academies Trust
- A supportive and creative Executive Team that challenge each other to be the very best
- An environment where collaboration is key to our success
- Teachers' terms and conditions
- Teachers' Pension Scheme
- A commitment to staff well-being

If you are committed to making a difference for every young person, value diversity and inclusivity, respect differences and have the creativity and tenacity to build upon the strengths of our current team, we would like you to join us.





Job Description

HEADTEACHER - SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

JOB TITLE: Headteacher, also Deputy Designated Safeguarding Lead responsibility

Job Purpose:

To work with the Governing Board and other school leaders to ensure the very best education for the students, through achieving the organisation's aims and objectives. In particular, to lead the development of the curriculum, lead the development and application of all policies and lead the Senior Leadership Team and Middle Managers.

Main Duties /Responsibilities

ACCOUNTABLE TO THE GOVERNING BOARD FOR:

- Maintaining an ethos in which individuals feel valued and included and where personal endeavour and responsibility are fostered, within the overall context of the schools commitment to high achievement, effective teaching and learning and good relationships
- sustaining the aims and objectives of the school, and establishing the policies through which they will be achieved; managing staff and resources to that end; and monitoring progress towards their achievement
- working to maximise students' progress towards their full potential
- liaising with the stakeholders to support school improvement

LEADERSHIP

- ensure the maintenance of high performance standards
- ensure that the specialism of the school underpins and shapes all strategic leadership responsibilities
- strive to achieve all school targets
- ensure that the school is a self-evaluating institution with a robust system of quality assurance
- delegate professional duties to the Deputy Headteacher in the event of your absence from the school

MANAGEMENT

Implement the school performance management process, to ensure:

- the annual performance management of all staff
- consistently high levels of performance and commitment from all members of staff
- appropriate opportunities for professional development for all staff
- challenge underperformance at all levels with effective corrective action
- build and maintain excellent relationships with the school stakeholders
- ensure high management standards of staff so that their contribution to the work of the school is developed and maximised
- lead the school Development Improvement Planning process with Governors and senior leaders
- manage the school involvement in relevant networks
- oversee the school review process
- lead, manage and support all managers
- manage resources and allocate them to support effective teaching and learning
- take responsibility for the day-to-day running of the school as appropriate

Job Description



CURRICULUM

- develop and maintain an appropriate and inclusive curriculum, designed to reflect the best current educational thinking, practice and research
- make sure governors, parents and students are well informed about curriculum attainment and progress
- maintain good collaborative arrangements in order to maximise students' access, choice and opportunity
- translate the curriculum plan into an effective school timetable by liaising with the Senior Leadership Team
- lead the school in its designation to ensure it underpins all areas of the school and enriches the lives of the students physically, emotionally and academically
- keep up-to-date with developments within Special Schools , and liaise with all relevant outside agencies
- Ensure governors are informed as to how Performance Management informs school improvement and identifies training needs.

TEACHING AND LEARNING

- make sure teaching and learning reflects the special nature of the school and ensures the highest standards in every students' learning
- develop and maintain high quality transition throughout school, with curriculum continuity and maximised student progress
- ensure a consistent and continuous focus on students' achievement, with systems for recording individual pupil's progress, and effective use of data and benchmarks to monitor progress in every student's learning
- monitor, evaluate and review classroom practice and promote improvement strategies
- Ensure governors are informed as to the quality of teaching and learning and how Pay Progression is managed
- give regular feedback to colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives, resulting in a tangible impact on students' learning
- undertake, if necessary, a teaching commitment at a level consistent with the needs of the school and the demands of the post
- participate in appropriate meetings with colleagues and parents relating to the above duties

DEPUTY DESIGNATED SAFEGUARDING LEAD

- Deputise on all areas of Safeguarding to the Designated Safeguarding Lead
- Ensure the Central Record is continually updated and checked
- possess the skills and ability to identify abuse
- know how to refer concerns to the appropriate investigating agencies
- maintain detailed and accurate written records of child protection concerns
- support, advise and share expertise with all members of the school staff
- ensure staff members have access to and understand the school's safeguarding policies and procedures, and any local procedures
- ensure child protection training is part of the induction for all new staff and that relevant training is provided where necessary
- support the DSL with annually reviewing and updating the school's safeguarding policies and procedures in light of any new guidance, and present them to the Governing Board for approval
- provide a copy of the child protection policies and procedures to parents who request to see them
- contribute towards local child protection policy and groups by actively attending and contributing to meetings
- provide written reports to the Governing Board in a timely manner
- ensure that the Governing Board is updated on a regular basis regarding all child protection issues and investigations

Job Description



- ensure that relevant safeguarding files are copied and forwarded, in line with data protection law, when a pupil transfers to another school
- Review and monitor a caseload of students for any causes of concern relating to pupils
- work with Governors to provide ongoing quality updates of their knowledge, skills and learning regarding up to date Safeguarding training

HEALTH AND SAFETY

- ensure that the School complies with national and local health and safety legislation and procedures
- ensure, as far as is reasonably practicable, that the school premises and any plant or substances used therein are safe and present no risks to the health of anyone using them
- ensure robust health and safety policy and procedures are in place and understood by all members of school staff
- provide a copy of the health and safety policies and procedures to parents who request to see them
- take responsibility for closing the school where health and safety concerns require it
- order contractors to cease working where health and safety concerns require it
- in collaboration with the Site management team, ensure that the school's facilities and assets, including all electric, gas and water facilities, meet legal requirements and remain safe to use
- take responsibility for the health and safety of all staff, pupils and visitors on a day-to-day basis
- delegate selected responsibilities as necessary to ensure the timely delivery and implementation of policy and to ensure records, checklists, risk assessments and guidance documents from local and national sources are up-to-date

FINANCE

- Manage the finances of the school, setting budgets, supervising the deployment of resources and monitoring the way money is used to ensure the best principles of Best Value are adhered to.
- Set budgets, monitor and evaluate progress
- Report to Governors at Finance sub Committee
- Improve the level of finances available to the school to support children's' learning whenever possible
- Manage external monies coming into the school
- Put in place systems for managing and monitoring school fund account(s)
- Consult with senior colleagues, Governors and LA officers to maximise the effectiveness of the school's finances in providing appropriate resources to support children's learning.
- To participate in Benchmarking exercises to look for Best Value

PARENTAL SUPPORT

- Communicate with parents effectively
- Review children's progress with parents in a positive and meaningful way.
- Be able to support parents when they are confronted with difficult situations in their children's lives and be able to enter into dialogue with the parents on areas of difficulty in a sensitive and constructive manner.
- Develop closer links with families by developing appropriate channels of communication
- Help families in difficulty, find the right professional help to support them and when appropriate ensure that other professionals support adequately those families in need
- Establish a good rapport with families for mutual benefit and support
- Work with governors to quality assure good communication with parents
- Seek at all times to maintain an ethos in which families and partners are engaged in the care and education of their children

This job description was written at a specific point in time and may be subject to change as required. It is not an exhaustive list of all the responsibilities required and additional requirements will be expected as necessary

Job Description

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested or summonsed for an offence, or they receive a conviction, bindover order or a warning given by a police force, they are required to inform the Chair of Governors of this fact immediately.

Such information will be treated in confidence, so far as is consistent with the safety of children, compliance with statutory safeguarding procedures and the School's relevant Procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed by the jobholder.

Confidentiality and Data Protection

The job holder is expected to comply with the provisions of the Data Protection Act 1998. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The School's Whistleblowing Policy is available from the School Office.

Equality and Diversity

Tettenhall Wood School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

Tettenhall Wood School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

Person Specification



CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Qualified teacher status• Degree• National professional qualification for headship (NPQH)
Experience	<ul style="list-style-type: none">• Successful leadership and management experience in a school• Teaching experience• 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



We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Safeguarding

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at Keeping Children Safe in Education 2022.

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: [Rehabilitation of Offenders Act 1974 \(2020\)](#)

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website. [DBS Filtering Guide](#)

Equality Duty

As a Trust we are committed to ensuring that throughout our recruitment and selection process, no applicant will be disadvantaged or discriminated against because of the protected characteristics under the Equality Act 2010.



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Thank You.

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