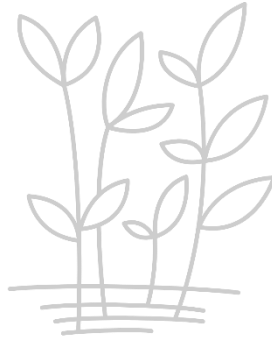




WILLOW PARK SCHOOL
Dream. Believe. Exceed

HEAD TEACHER RECRUITMENT 2024

Applicant Pack Page | 1



WILLOW PARK SCHOOL

Dream. Believe. Exceed

Information for Applicants

Willow Park School

In the grounds of Newbold On Avon RFC

**Parkfield Road,
Rugby,
Warwickshire
CV21 1EZ**



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- **About our school**
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Head teacher Vacancy

at Willow Park Independent Special Needs School

Newbold on Avon RFC , Parkfield Road, Rugby, CV21 1EZ

Tel: 01788 524683 or 07380 956651

Directors: Kimberley Preston and Oliver Preston

Starting salary £55,000 - £62,000

(dependent upon experience)

Required from May 2025 or September 2025

(depending on the circumstances of the successful applicant)

The closing date for applications is Monday 16th December 2024

This post is suitable for

- **Newly qualified Head teachers (NPQH)**
- **Experienced Head teachers looking for a significantly better work-life balance**

We are a small, independent SEND school based in Rugby Warwickshire on the grounds of Newbold on Avon RFC. We first opened to pupils in January 2024.

We have a calm, supportive and nurturing environment in which children are able to focus on their educational development and their Educational, Health and Care Plan (EHCP) targets. We have a capacity of up to 20 pupils; 12 children currently on roll.

We are looking to expand by building a further classroom, thereby doubling our capacity. **Are you interested in joining us on this exciting journey?**

The vacant Head teacher post includes the following **responsibilities**:

- *Full time Head teacher*
- *Class teacher responsibility for up to 2 days per week (in the first instance)*
- *SENDCo*

The post has the following **benefits**:

- *Small pupil and staff numbers; reduced workload*
- *High staff to pupil ratio*
- *More time to fit the job into the working day; leading to less time working beyond the working day*
- *Extremely supportive staff and Directors*
- *Development opportunities to suit your needs and wishes*
- *An experienced Principal to help guide you in your role, giving you both the autonomy and support you need*

The Directors and Principal are looking for an inspirational and dedicated individual who will build on the excellent work already undertaken and take this amazing school forward on its journey of continuous improvement.

We strongly encourage all interested applicants to **arrange an informal visit**.

As you will see when you visit our school, it is a happy learning environment and we believe it's a **wonderful place to work**. As an Independent school, we are free of the constraints of state schools and place a high priority on **staff well-being**.

Please contact the school's Principal, Alex Smythe for more details and to arrange a visit (asmythe@willowparkschool.warwickshire.sch.uk) on 01788 524683 or 07380 956651

Please return your completed applications to:

Kimberley Preston (Director) – kpreston@willowparkschool.warwickshire.sch.uk

...and Alex Smythe (Principal) - asmythe@willowparkschool.warwickshire.sch.uk

Interviews (selection days) will be held on Thursday 9th January 2025

This school is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification; qualifications; medical fitness; identity and right to work.

All applicants will be required to provide two suitable references, one of which must be the most recent employer.

About Our School



**WILLOW PARK
SCHOOL**
RUGBY

**exceed
dream**
understanding
excellence
inclusive

believe
limitless
potential
confidence
empowerment

independence
stimulating
nurturing

VISION

Willow Park School, based in Rugby, is an Independent SEND (Special Educational Needs and Disability) school for primary aged children aged 5-11. Our children are referred to us from the Local Authority.

We specialise in supporting children with SEND including those with **Autism and Speech, Language and Communication needs**.

Through our curriculum, teaching and learning opportunities, we intend to create an **inclusive, nurturing, and stimulating** educational environment where every child is empowered to unlock their **limitless** potential. We are dedicated to fostering **independence, confidence, and a love for learning**, ensuring that each child is equipped with the skills needed to thrive both academically and socially, thus enabling them to **Dream, Believe and Exceed** what otherwise might not be expected of them.

Type of School - Specialist Independent SEND

Age Range	5-11
Capacity (max no. of pupils)	20
Number of children on roll (Nov 2024)	12
% of pupils with an EHCP	100%

Accommodation

Completed in 2023, the school consists of one building and a secure outdoor space on the grounds of Newbold on Avon Rugby Club. The aim is to double this space within 12 months from now.

When you visit us, come into the Rugby Club car park and turn right to face the Clubhouse. Once you're facing the Clubhouse, you'll see a pathway leading to the right. We're behind the wooden fence at the end of that pathway.

The Directors

The school does not have a traditional governing body. The Directors, Kim and Olly, work with Alex, the Principal, on the strategic direction of the school. The Head teacher is, of course, be part of this Senior Leadership Team.

Staffing

Alex Smythe

Principal

- Strategic direction of the school
asmythe@willowparkschool.warwickshire.sch.uk

Kimberley Preston

Director / Head teacher

- Class Teacher
- Designated Safeguarding Lead
kpreston@willowparkschool.warwickshire.sch.uk

Oliver Preston

Director / Business Manager

- Business Operations
opreston@willowparkschool.warwickshire.sch.uk

Jayne White

Class teacher

Samantha Brown

Teaching Assistant

Helen Culling

Teaching Assistant

Kirsty Madely

Teaching Assistant

Karina Smith

Teaching Assistant

Chloe Nicholls

Teaching Assistant

Nicky Faith

Teaching Assistant

Joy Whitmore (Volunteer)

HLTA

Wendy Pritchard (Volunteer)

Teaching Assistant

Please see our [Prospectus](#), included with the applicant pack, for further details about our school.

Website

www.willowparkschool.warwickshire.sch.uk

Senior Leadership team

Teaching and Learning Team

Job Description

Job Title: **Head teacher** Location: Willow Park School Reports To: The Principal

Job Overview:

Willow Park School's Head teacher will lead our institution in delivering a world class education for all pupils. They will be a dynamic leader with a strong moral purpose, dedicated to fostering a positive and inclusive school culture. This role requires a blend of strategic vision, educational expertise, and collaborative spirit to drive continuous improvement and excellence in all aspects of the school's operations.

Key Responsibilities:

Leadership and Vision:

Articulate and uphold clear values and a moral purpose, centred on providing an outstanding education for every pupil. Lead by example with integrity, creativity, resilience, and clarity. Communicate the school's vision compellingly, driving strategic leadership to empower pupils and staff to excel. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality. Instil a strong sense of accountability in staff for the impact of their work on pupils' outcomes.

Educational Excellence:

Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and bespoke curriculum design. Lead to rich curriculum opportunities and pupils' well-being. Establish an educational culture of 'open classrooms' as a basis for sharing best practices within and between schools. Conduct relevant research and robust data analysis. Create an ethos within which all staff are motivated and supported to develop their skills and subject knowledge and to support each other. Identify emerging talents and coach current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. Hold all staff to account for their professional conduct and practice.

Operational and Financial Management:

Provide a safe, calm, and well-ordered environment for all pupils and staff, focused on safeguarding pupils' well-being. Encourage the highest standards of behaviour in school and in wider society. Establish rigorous, fair, and transparent systems and measures for managing the performance of all staff. Address any underperformance, supporting staff to improve and valuing excellent practice. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources in the best interests of pupils' achievements and the school's sustainability. Welcome strong governance and actively support the directors to understand their role and deliver their function effectively. Ensure that resourcing and staffing are dedicated to achieving the maximum progress and highest standards for all pupils. Distribute leadership throughout the organization, forging teams of colleagues with distinct roles and responsibilities who hold each other to account for their decision-making. Provide best practices and CPD for other practitioners. Contribute to school-wide reporting on outcomes, targets, developments, and school improvement strategies. Have a clear understanding of the Independent School Standards.

Collaborative and Professional Development:

Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well-evidenced research to frame self-regulating and self-improving schools. Shape the current and future quality of the teaching profession through high-quality training and sustained professional development for all staff. Model entrepreneurial and innovative approaches to school improvement and leadership, confident of the vital contribution of internal and external accountability. Inspire and influence others – within and beyond the school – to believe in the fundamental importance of education in young people's lives and to promote the value of it.

Strategic Direction and School Shaping:

Work with the directors and other key stakeholders to maintain a shared vision and future strategic plans which will inspire and motivate pupils, staff, parents, and the wider community. Be aware of external factors, trends, and changes in the medium to long-term future that could have an impact on the school. Have a thorough knowledge of the SEND Code of Practice and its application in the school (though not statutory for non-Section 41 independent schools).

Statutory Requirements:

Meet professional duties in accordance with, and subject to, the National standards of excellence for Head teachers. Seek to achieve any performance criteria, objectives, or targets agreed with or set by the Directors. Promote and safeguard the welfare of all children and young people within the school by ensuring that policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff. Ensure resources are allocated to allow staff to discharge their responsibilities. Ensure staff, pupils, parents, and others feel able to raise concerns and that these are addressed sensitively and effectively.

Qualities and Knowledge:

A clear set of values and moral purpose focused on providing a world-class education for all pupils. Optimistic personal behaviour and positive attitudes towards all stakeholders. Integrity, creativity, resilience, and clarity in leadership. Wide, current knowledge and understanding of education and school systems locally, nationally, and globally. Continuous pursuit of professional development. Political and financial astuteness within the educational sector. Excellent communication skills to compellingly articulate the school's vision. A collaborative working style and commitment to contributing to school-wide developments.

Qualifications and Experience:

- Qualified Teacher Status (QTS)
- SENDCo Qualification (preferable)
- Substantial experience in educational leadership. Proven track record of successful school leadership and management. Experience in leading school improvement initiatives and driving educational excellence. Strong understanding of educational policies, regulations, and best practices.
- Either achieved or working towards NPQH

Equal Opportunity Statement:

Willow Park School is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We seek to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006



Head teacher Person Specification

FACTOR	ESSENTIAL	DESIRABLE	ASCERTAINED BY
QUALIFICATIONS and EXPERIENCE	<ul style="list-style-type: none">• Degree or Equivalent• GCSE grade C or above in Mathematics• GCSE grade C or above in English (or equivalent)• Senior Leadership experience as Head, Assistant Head or Deputy Head Teacher• Teacher at EYFS, KS1 and/or KS2 for at least 8 years.• Line management responsibility of other teachers• Experience of setting and achieving ambitious, challenging goals and targets.• Experience of successfully initiating, implementing and evaluating change and development.	<ul style="list-style-type: none">• NPQH• Qualified Teacher Status• SENDCo Qualification• Psychology qualification• Able to provide evidence of the ability to successfully acquire and apply new skills and knowledge in a professional context.• Level 3 DSL training•	<ul style="list-style-type: none">• Application Form• Documentary Evidence• Selection day tasks



FACTOR	ESSENTIAL	DESIRABLE	ASCERTAINED BY
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none">• To have a clear understanding of the SEND Code of Practice and its application (and experience of work with pupils with EHCPs in the early years and/SEND provision)• A knowledge of strategies that enable the teacher to teach Pupils with ASD and SLCN• To be able to develop creative learning opportunities to meet individual needs• Experience of working with the <i>Engagement Model</i>• An understanding of teamwork• Proven ability to understand and discuss local, national and global trends in Primary Special Education Needs Education.	<ul style="list-style-type: none">• Expertise in teaching Reading and Writing• Knowledge and understanding of the National Curriculum and its application• Skilled in phonics teaching• Expert knowledge of the EYFS Framework• Knowledge of strategic financial planning, budgetary management and application of the principles of best value.	<ul style="list-style-type: none">• References• Lesson Observation• Selection Day tasks
COMMUNICATION	<ul style="list-style-type: none">• The ability to communicate effectively in a verbal and written form to a range of audiences.• To use consistently accurate Standard English and correct grammar in all written communication• To model Standard English and correct grammar in all communication with children• Able to communicate and model vision and values both within and beyond the school.	<ul style="list-style-type: none">• Able to demonstrate ability to collaborate and network with others with and beyond the school (including networks of schools).	<ul style="list-style-type: none">• Application Form• Lesson Observation• Selection day tasks



FACTOR	ESSENTIAL	DESIRABLE	ASCERTAINED BY
DISPOSITION	<ul style="list-style-type: none">• To be committed to raising the levels of achievement of children of all abilities• Able to work as part of a team and to lead the team• Able to demonstrate commitment to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.• Understand and practice inclusion so that all have the opportunity to be the best they can be.• A willingness to both teach and lead the school		<ul style="list-style-type: none">• Application Form• References• Lesson Observation• Interview
SKILLS AND APTITUDES	<ul style="list-style-type: none">• The ability to teach a wide range of subjects/themes across EYFS and KS1.• To be able to use effectively a variety of teaching and organisational styles and resources including ICT.• To have the ability to develop and maintain good professional relationships and contribute positively to curriculum development.• Ability to set high standards and provide a role model for staff and pupils.• Ability to deal sensitively with people and resolve conflicts.• Ability to work with and deploy staff and resources effectively.		<ul style="list-style-type: none">• Application Form• References• Interview• Lesson Observation• Specific Qualifications or experience



HEAD TEACHER RECRUITMENT 2024

FACTOR	ESSENTIAL	DESIRABLE	ASCERTAINED BY
PERSONAL QUALITIES	<ul style="list-style-type: none">• Passionate about Learning and Teaching• Displays warmth, care and sensitivity in dealing with children and adults• Open minded, self-evaluative and adaptable to changing circumstances and new ideas• Able to enthuse and reflect upon experience• Willingness to be involved in and lead/design the wider life of the school• Ability to prioritise• Self-motivated – self driving (able to be creative in leading change to meet priorities in the School Improvement Plan)• Excellent interpersonal/communication skills• When all the above fail, to maintain good sense of humour, a willingness to learn and the will to continue to strive for excellence		<ul style="list-style-type: none">• Interview• Application• References• Selection day tasks• Lesson Observation



FACTOR	ESSENTIAL	DESIRABLE	ASCERTAINED BY
MANAGING ORGANISATIONS	<ul style="list-style-type: none">• Understanding of legal issues relating to managing a school including Child Protection, Equal Rights and Discrimination law, Human Rights and Employment Legislation.• Ability to manage a school on a day-to-day basis including delegation management of tasks and monitor their implementation.• Experience of working with a range of evidence including performance data and external evaluations to improve aspects of school life, including challenging poor performance.• Able to lead the team effectively towards the academic, spiritual, moral, social, emotional and cultural development of all pupils and hold all relevant staff members accountable for pupil learning.• Is able to use data (in a variety of forms), benchmarks and feedback to monitor progress in pupils learning and development to inform personalisation and identify key objectives for the school.		<ul style="list-style-type: none">• Application• Interview• References
SPECIAL REQUIREMENTS	<ul style="list-style-type: none">• Disclosure and Barring Scheme clearance is essential• A good health and attendance record.• Willingness to comply with all school policies relating to Safeguarding, Health, Safety and wellbeing		<ul style="list-style-type: none">• Documentary Evidence• Application• Interview

In addition to candidates' ability to perform the duties of the post, the recruitment process will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours; and attitudes to use of authority and maintaining discipline.



Thank you for considering applying for the Head teacher position at Willow Park School.

We genuinely believe in the magic of Willow Park and our commitment to help children to DREAM, BELIEVE, EXCEED. We hope you're the person to help lead us into a very exciting future

If you have any questions about this vacancy, please contact

Kimberley Preston (Director) – kpreston@willowparkschool.warwickshire.sch.uk

...or Alex Smythe (Principal) - asmythe@willowparkschool.warwickshire.sch.uk

REMEMBER, if you've read this far...visits to see the school are highly recommended. Following that, we look forward to receiving your application.