

Headteacher The Phoenix Special School Peterborough



The Phoenix School is a special school catering for students aged 2-19 with severe to profound and multiple learning difficulties. In 2014, we became the first Teaching School in Peterborough.

We are looking to appoint a far-sighted, energetic and strong leader to continue and build on our **excellent record of three outstanding Ofsted inspections.**

A clear credibility of past working experiences in this field combined with outstanding leadership qualities will be essential.

School visits: Week commencing 6th November 2017

Closing date: 9.00 am 21st November 2017

Interviews: 7th and 8th December 2017

NOR: 151

Age Range: 2-19 years

Salary: L21 – L35

Start Date: September 2018

Applications: please return to headship@epm.co.uk

For more information about the school go to www.phoenix.peterborough.sch.uk

The Phoenix School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An enhanced DBS check will be carried out on the successful applicant.



Head teacher:
Ms Trudy Duffield



Phoenix School

Clayton
Orton Goldhay
Peterborough
PE2 5SD

Telephone: 01733 391666 or 01733 391800

Fax: 01733 391477

Email: office@phoenix.peterborough.sch.uk

Headteacher Job Description

Curriculum/Pupil Learning

To work with the governing body to secure and sustain effective teaching, learning throughout the school and service, monitor, and evaluate the quality of teaching and pupil's achievements using benchmarks and target setting.

1. To monitor, evaluate and review classroom practice and promote improvement strategies to ensure that teaching is sustained at good and outstanding.
2. To determine and implement a stimulating and effective curriculum that engages and motivates students with a wide range of complex needs and be capable of measuring achievement using data analysis within an effective assessment framework.
3. To ensure that the school environment offer inclusive opportunities to all students whatever their need using all available suitable technologies and other means.

Community

To coordinate strategies that develop partnerships with parents, carers, other schools and agencies to improve pupil's opportunities and safety in the wider community.

1. To ensure that when a student leaves the school the transition to a new environment is carried out to the benefit of the student and in a timely and caring manner.
2. To ensure that new students and their parent/carers are looked after and feel a part of the school and to continually work with all parents/carers both in and out of school to promote a whole family ethos.
3. To sustain and develop European and International links.
4. To ensure that learning experiences for pupils are linked to and integrated within the local community.
5. To work with partner agencies for the protection and safety of our students.
6. To offer extended services for the benefit of students and parents/carers when appropriate.





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Staffing

To plan, allocate, support and evaluate work undertaken by groups, team and individuals of tasks consistent with their conditions of service and available skills.

1. To work with the Governing board to ensure that staff of the highest quality are employed.
2. To ensure that all staff are trained in all skills that may be used in their work place and encourage staff to develop their career skills by further suitable professional training.
3. To continue to develop the annual appraisal scheme.
4. To develop and sustain a healthy working environment.
5. To continually monitor and review the staffing structure to ensure that meets the circumstances and pressures of the time.

Premises

To deploy resources effectively to ensure that the school is a safe working environment and remains an exciting place for learning.

1. To ensure that staff and students on both sites feel part of the same school.
2. To continue to ensure that all Health and Safety legislation is followed and records kept for inspection by relevant bodies.
3. To ensure the sites are secure in order that students and staff are safe at all times.
4. To ensure the buildings are kept in a good condition.





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Strategy and Accountability

To work with the governing body, staff, parents/carers and other stakeholders to develop a strategic view, which takes into account its future needs and changing circumstances.

1. To continually monitor and review the school improvement plan to ensure it is up to date and properly financed.
2. To provide information, objective advice and support to the governing body to ensure that it is able to meet its statutory requirements and obligations to the school as a whole.
3. To ensure that parents/carers and students are well informed about any changes that may affect them.
4. To ensure that the school is properly financed and able to meet its statutory obligations.
5. To report annually on the performance management of teachers.
6. To present a coherent and accurate account of the schools performance to a range of audiences, governors, parents, OFSTED.
7. To lead the Teaching Schools Programme





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Person Specification

Headteacher

Salary Group 6

Method of Candidate Assessment A= Application Form I= Interview

R= Reference Weighting Code E= Essential D=Desirable

Selection Criteria

	A/I/R	E/D
Qualifications		
• Qualified Teacher Status.	A	E
• NPQH or School Leadership Qualification.	A	D
• Evidence of updating Professional skills including leadership and financial management.	A	E
• Substantial experience in an SEN environment accompanied by additional specialist qualification in SEN.	A	E
• Commitment to further develop professional skills.	A/I	E
Experience		
• Proven record of successful leadership at a senior level in a Special School.	A/I	E
• Experience of managing transitions to the next setting.	A/I	D
• Experience of whole school budget planning and control.	A/I	E
• To have knowledge and understanding of students with a wide range of complex learning and profound disabilities.	A/I	E
• To have a proven track record of innovative curriculum design that reflects the needs of the students.	A/I	E
• Experience of managing extended school activities	A/I	D
	A/I	E





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<ul style="list-style-type: none"> • Experience of managing and leading a wide range of staff. • Successful experience of working with a diverse community. • Successful planning and implementation of a school improvement plan. • Experience of working successfully with governors, parents Local Authority and other partners. 	<p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>D</p> <p>E</p> <p>E</p>
<p>Abilities and Skills</p> <ul style="list-style-type: none"> • To provide effective and inspirational leadership. • To be able to prioritise and organise the demands of being a Headteacher. • To lead and manage a wide range of staff and communicate effectively with all stakeholders . • To have excellent interpersonal skills both written and oral. • To be able to work as part of a team and delegate effectively. 	<p>A/I/R</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Knowledge and Understanding</p> <ul style="list-style-type: none"> • To have a clear understanding of the role of self-evaluation in the continuous improvement of the school. • To have knowledge and understanding of local and national trends and requirements of special schools. • To have a good knowledge of Safeguarding procedures • To have an understanding of the role of extended school activities and the role they play in the community. 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>
<p>Other Requirements</p> <ul style="list-style-type: none"> • To have commitment to equality and diversity. • To take a full and active part in the social aspects of the school and its relationship with the community. 	<p>A/I</p> <p>A/I</p>	<p>E</p> <p>D</p>





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Phoenix School

Letter from the Chair of Governors

'making a difference to everyone'

Clayton
Orton Goldhay
Peterborough
PE2 5SD
Tel: 01733 391666

Dear Prospective Candidate

Thank you for your interest in the position of Head Teacher at Phoenix School. I hope you will find the contents of this pack informative as well as the information contained on our website. Everything you need to know about the school can be found there. The vacancy has been created by the retirement of the present Head in 2017 who has been in post since the inception of the school. We currently have an acting head in place.

Phoenix is a school catering for pupils with SLD and PMLD which was opened in September 2004; the result of a merger between two other schools. Initially, the school roll was designed to be 75, but has increased to 151 in the ensuing years. In November 2015 we opened our Upper School building situated a five-minute walk away from the main school.

The Governing Board is very proud of the school's record from OFSTED inspections. The school community, pupils, members of staff and parents have worked tirelessly for the success we have achieved three consecutive outstanding ratings, the last being in July this year.





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We are looking to appoint a far-sighted, energetic and strong leader to continue and build on our excellent achievements so far. You will need to possess a level of ability that combines a detailed knowledge of special education with an ability to manage and inspire staff, students and parents.

Visits to school are encouraged and we have set aside two dates for this purpose.

A call to our office will secure an appointment.

We look forward to meeting you, should you decide to apply and are successful in securing an interview.

Kind regards

Julie Miller

Chair of Governors





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Notes from an Outstanding School Community

On behalf of the Phoenix School, we would like to thank you for your interest in the role of Head Teacher. Your interest in our school comes at a time of great change and coincides with one of the most exciting phases in our development. Our previous inspirational Head Teacher retired in August 2017 and our Acting Head Teacher is hoping to retire soon after we have found our new Head Teacher to take this very successful school into the next stage of development! ***We have had three consecutive Outstanding Ofsted's, are an established Teaching School and are operating over two school sites without losing our single school ethos!***

We continue to be a Maintained Special School and have strong links with colleagues in Peterborough Local Authority spanning the last 13 years. We have a resilient leadership team and in spite of Ofsted's expectations, changes in statutory regulations and Governments we continue to thrive and move forwards. Through all of this every member of the Phoenix team is committed to providing the best opportunities for every young person, as enshrined within our mission statement

"Making a difference for everyone"

Despite our ongoing success, school staff and the Governing Board have always recognised the importance of upward, continuous development and improvement.

We know that staff, governors and most importantly the pupils and families are seeking to appoint someone who recognises that effective working together is the best way forward to sustaining outstanding achievement and someone who will have a true focus on high-quality learning, teaching and leadership required to support the aims of the Phoenix School.

We are looking for a Head Teacher who shares this commitment and holds the values and moral purpose conducive to making these goals a reality and ensuring the very best for the Phoenix





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Community. The right person will have a commitment to an extended schools agenda and will be prepared to support with our residential holidays, school holiday play days (24 per year) and after school activities (We run ASC every day and a popular Youth Club until 9pm on Wednesdays) in partnership with the Deputy Head.

The application pack gives some background information about our development to date, the nature of the Head Teacher role, the current organisation and the key themes in our vision.

We hope very much hope that the opportunities and challenges facing our School will indeed excite you and lead you to submitting an application.

Finally, for what it is worth, we feel that this role calls for an exciting, dynamic leader who can combine a detailed knowledge of Special Education (SLD/PMLD) with a proven ability to manage and inspire teams across the school. ***You must be an outstanding team player, possess high levels of resilience and a sense of humour.*** You should be able to combine high expectations in a way that develops the school's outstanding ethos and culture and maintain an environment where pupils, families and staff are happy and everyone achieves.

This school will allow you to develop further as a coach, manager, leader and mentor. The staff, governors, families and pupils are supportive but also very willing to listen and take on change if it beneficial to pupil's education and outcomes. ***The school is ready to appoint a new Head Teacher. The school is ready to be taken on the next phase of development.***

We hope that, having read the contents of this pack and having undertaken further research, you will indeed feel inspired to take your interest further and arrange a visit to see our work at Phoenix for yourself.

Good luck with your application.

Trudy and the Phoenix School Family.

