



Glenwood School

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respect, achieve and make good choices

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Headteacher

Job Pack

Message from the Chair of Governors



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

Glenwood is an outstanding place to be, for both learners and staff alike. In September 2017, we moved into our new school and everyone continues to enjoy all the specialist spaces we now have.

This is a very exciting time for Glenwood, as we look forward to our plans to provide a 20 bed residential provision for some of the young people who attend the school. This is a new venture for both ourselves and the Local Authority and the Headteacher will play a vital role in shaping and achieving this vision.

We are looking for someone who is passionate about learning for all our young people and who will be relentless in supporting our learners and their families with the challenges they face. We currently have 217 learners attending Glenwood, with a range of interests, aptitudes and disabilities. The successful candidate will be someone who recognises the importance of doing things differently to ensure everyone achieves and enjoys life.

At Glenwood we recognise that it takes excellent team work and collaboration to reach the best outcomes. As Headteacher, you will lead the senior teams and work closely with the Local Authority and other key stakeholders.

You will also be responsible for liaising closely with Governors and sharing key information at Governing Body meetings.

This is a challenging and rewarding role at a wonderful school with a unique and welcoming feel and a very strong team of teachers and staff.

Sheridan Leigh
Chair of Governors

Visits to the school are expected

Please call Karen Cavalla on 01268 792575 or email finance@glenwood.essex.sch.uk to arrange.

Our Advertisement



An exciting opportunity to support the next stage of the development of our highly respected local special school and to deliver improved outcomes and life chances for our young people.

Our School: Glenwood is a successful special school for pupils aged 3-19 years. We are currently providing for 217 young people. We moved into a superb new building in September 2017 and our next exciting project of developing a 20 bed residential provision, as part of the school, is due to open at the end of 2019



Closing Date:

Monday 18th March @ noon

Shortlisting:

Wednesday 20th March

Interviews:

28th & 29th March

Please contact Karen Cavalla on 01268 792575 or email finance@glenwood.essex.sch.uk for a preliminary discussion if desired.

Pay Scale

Headteacher Group 7

Headteacher Job Description

Core Purpose

The headteacher will be responsible for the internal organisation, management and control of the school in accordance with applicable legislation, the policies of the governing body (including its annual budget) and the instrument and articles of governance of the school.

The headteacher, working with the governing body, senior leadership team and school staff, will provide overall strategic leadership for the school. The headteacher will:

- lead, develop and support the direction, vision, values and priorities of the school
- develop, implement and evaluate the schools policies, practices and procedures
- lead and manage teaching and learning throughout the school
- ensure accurate school self-evaluation to inform school improvement planning
- have overall responsibility and accountability for safeguarding and promoting the welfare of pupils within the school

The job description should be read in conjunction with the contractual requirements and responsibilities of headteachers set out in the School Teachers' Pay and Conditions Document.

Principle accountabilities:

Safeguarding

Fulfil personal responsibilities, and secure compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- Operating clear whistleblowing procedures,
- Sharing information, with other professionals

- Take responsibility as the designated professional lead for safeguarding
- Operating safe recruitment practices
- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- Establish, operate and monitor clear policies for dealing with allegations against people who work with children.



Qualities and Knowledge

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Pupils and Staff

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of

accountability in staff for the impact of their work on pupils' outcomes.

- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching 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.
- Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

Systems and Process

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.

- **Welcome**
strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
- 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.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers.
- Consult and communicate with the governing body, staff, pupils, parents and carers.
- Lead and manage / be responsible for safeguarding and promoting the welfare of children.

The self-improving school system

- Create outward-facing schools which collaborate with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- Develop effective relationships and collaborate effectively 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.

Headteacher Person Specification

Knowledge and Qualifications

Essential	•	Qualified Teacher Status
	•	Degree or equivalent
	•	An extensive knowledge of differentiation for learners with special educational needs
	•	An excellent understanding of assessment and the use of assessment data
	•	Knowledge and experience of safeguarding processes
	•	Knowledge of how to support learners who may find school and social settings difficult
Desirable	•	Evidence of further study
	•	National Professional Qualification for Headship
	•	Master's Degree or equivalent
	•	Knowledge and experience of specialist programmes and approaches for children/young people with Special Educational Needs, e.g. TEACCH, PECS
	•	Training and experience as a Designated Safeguarding Lead

Professional Skills and Experience

Essential	•	Successful experience of teaching learners with special educational needs
	•	Leading and managing teams, including supporting and coaching others
	•	Experience of leading teaching and support staff
	•	Leading role in the development and implementation of school improvement strategies
	•	A strong track record of working with parents/carers
	•	A proven ability to work with a wide range of professionals
	•	Demonstrable experience of working in a senior leadership position across the whole school
	•	Demonstrable experience of being a champion for learners and their parents / carers
	•	A track record of delivering outstanding lessons
	•	Ability to maintain a work/life balance and awareness of own wellbeing
Desirable	•	Successful experience of teaching in a special school
	•	Experience of working in different key stages and phases of education
	•	Delivery of professional development courses to colleagues both in and out of school

Personal Skills, Qualities and Attributes

Essential	•	Strong interpersonal, written and oral communication skills
	•	Self-motivated with high levels of personal drive
	•	Strong analytical skills with attention to detail and high levels of accuracy
	•	To work and lead a successful team
	•	Good at enthusing and inspiring others
	•	Strong organisational and time management skills
	•	Proven capability to work under pressure and meet deadlines, and work to changing priorities
	•	Approachable, able to develop and maintain positive professional relationships with others
	•	High expectations of self, other staff and learners
	•	Commitment to the broader life of the school
	•	A proven ability to make decisions based on the available information with confidence, clarity and decisiveness
	•	Ability to effectively manage a multi-million pound budget
	•	Capacity to be responsible for management of over 200 teaching and support staff
	•	Desire to take an active in the Essex Special School Education Trust
	•	Resilience & dogged determination to see the job through to a successful conclusion
	•	Ability to managing the physical / emotional wellbeing of the staff and learners
	•	A sense of humour and fun!

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<http://www.glenwood.essex.sch.uk/>