**AP Barnet**

**SEMH Provision**

**Appointment of**

**Head of Oak Hill School**



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Dear Colleague,

Thank you for taking an interest in the position of the Head of Oak Hill School.

In this letter and the information pack we have tried to detail some of the relevant facts you need in order to make an informed choice about whether to proceed with your application. However, please do not hesitate to contact us if you need any further information. There will be an opportunity for short listed candidates to visit the school and some additional details will be provided at that time.

The post has arisen following the successful creation of our Multi Academy Trust, AP Barnet, and the conversion of our new academy, Oak Hill School, for students with complex Social, Emotional and Mental Health needs in Barnet. Oak Hill School is the first school to join the MAT, and, as such, this position will have a leading role in developing the provision to ensure outstanding outcomes for all students and staff. Additionally, Oak Hill School will sit alongside the two other alternative provisions within Barnet which will be joining the MAT in the near future. This post provides an ideal opportunity to participate in the leadership of a new provision.

The Trustees of AP Barnet have a broad range of experience and expertise and are committed to ensuring that the educational needs of all students are met. We are looking for an exceptional candidate who can lead and manage the key development of this provision.

Whilst the role of the Head of Oak Hill School will be broad and varied, the successful candidate will be specifically responsible for the leadership, management and organisation of all aspects of the school including teaching and learning, CPD, induction, mentoring, coaching and performance management systems. This is a key post working in partnership with an Executive Principal. Candidates must be committed to the development and management of high quality specialist education for all students.

Details of how to make your application are provided elsewhere. Please do make sure, however, that your application specifically addresses the requirements of the person specification. We would not wish to miss out on interviewing a good candidate because of simple omissions in the application form.

Thank you, once again, for your interest in this post. We look forward to receiving your application.

Yours sincerely,

Robin Archibald

Chair of AP Barnet Directors

AP Barnet

c/o The Pavilion

58b Chandos Avenue

Whetstone, Barnet

N20 9DX

**Head of Oak Hill School**

Salary: Outer London Leadership Scale L12 - L17

Required for January 2018

**AP Barnet**

AP Barnet is a new Multi Academy Trust which provides education to young people who are unable to attend mainstream placements for a number of reasons. The trust is in an infancy stage at present and currently oversees one school but is in the planning stage to be joined by two additional alternative provisions, The Pavilion and Northgate School, in the near future – a mixture of primary and secondary. The trust has a clear vision for the future which will enable all young people to achieve success and positive pathways for the future.

The aims of AP Barnet are very clear:

* Building personalised pathways to positive futures
* Exceptional student outcomes as a consequence of excellent provision and high levels of aspiration
* Meeting the aspirations and ambitions of a diverse and dynamic community
* Same high quality learning opportunities, teaching and facilities for all, whilst rigorously tailoring learning to meet the distinctive needs of different groups of students.
* Distinctive career guidance and opportunities resulting in sustained post 16 destinations
* More young people and families positioned to have successful and fulfilling professional, social & personal lives

The Trust values the individual ethos and traditions of each provision and does not aim to impose uniformity although high expectations and standards in behaviour and learning are at the core of all.

The Trust believes that school-to-school support, sharing good practice, is the best way to improve

The Trust has a commitment to inclusion and support for local schools and provides training and professional development opportunities for all.

AP Barnet provides alternative provision across Barnet and beyond for young people unable to remain in mainstream education for a wide range of reasons, predominantly social, emotional and mental health challenges.

The vision of AP Barnet

How does AP Barnet achieve the Heart of the Vision?

**Oak Hill School**

Oak Hill School is the first school within the Multi Academy Trust of AP Barnet with The Pavilion and Northgate planning to join the MAT in the near future. Oak Hill School provides an innovative and progressive education for up to 40 young people aged between Year 6 and Year 11 with complex social, emotional and mental health needs.

The ideal candidate will have successful experience of senior management in either a special or mainstream education setting, as we are just as keen to encourage applications from candidates with a mainstream background as those with special school experience.

He or she will be supported in post by:

* Two highly successful alternative provisions in Barnet
* a Trust with successful experience of leading provision for children with complex needs
* an experienced executive principal
* local successful school partners
* an encouraging local authority

Further details and an application pack may be obtained from [Nicola.baker@apoakhill.org.uk](mailto:Nicola.baker@apoakhill.org.uk) or telephone 020 8361 4639.

Closing date for applications: 17th November 2017

Interviews to be held on 21st and 22nd November 2017.

*AP Barnet is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. A criminal record check via the DBS will be undertaken for the successful candidate.*

*This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a disclosure check, will be undertaken on all applicants.*

**AP Barnet**

**SEMH Provision**

**Job Description.**

**POST HELD**: Head of **Oak Hill School**

**REPORTS TO:** Executive Principal

**SALARY SCALE:** Outer London Leadership Spine L12 – L17

**DATE:** January 2018

(An initial period of secondment from a current post may be available.)

**Head of Oak Hill School: Roles and Responsibilities**

*The Head will be responsible to the Executive Head Teacher and through him or her to the Directors, for all aspects of the day to day operation of Oak Hill School including:*

* Ensuring that agreed targets for student outcomes are met.
* Setting high expectations and challenging targets, monitoring effectiveness and evaluating learning outcomes.
* Ensuring a provision-wide focus on students’ achievement, using data and benchmarks to monitor progress in every child’s learning.
* Establishing creative, effective approaches to learning and teaching, responsive to the needs of the student community.
* Ensuring a culture that supports and facilitates student engagement in, and ownership of their own learning.
* Implementing strategies to secure high standards of behaviour and attendance.
* Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies, challenging underperformance and ensuring corrective action.
* Ensuring effective planning, coordination, support and evaluation, clear delegation of tasks and devolution of responsibilities.
* Developing and maintaining effective strategies and procedures for the induction, professional development and performance review of all staff.
* Managing the provision’s financial and human resources effectively and efficiently to achieve the school’s educational goals and priorities.
* Recruiting, retaining and deploying staff appropriately.
* Ensuring individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation through performance management.
* Co-operating and working with relevant agencies and partners to ensure the wellbeing of children.
* Safeguarding and promoting the welfare of children.
* Complying with all the professional requirements as contained in the current STPCD.
* Carrying out any reasonable requests of the Executive Principal to ensure effective operational management of the provision.

This job description will be subject to Annual Review, in consultation with the Executive Principal, to take into account the changing needs of the provision.

**Person Specification**

**Head of Oak Hill School**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criterion | E/D | Information available from: | | | |
| **Experience and Qualifications** |  | | **A** | **I** | **O** |
| Holds a DFE recognised teaching qualification | E | | X |  |  |
| A successful track record of leadership and NPQH | E | | X |  |  |
| Evidence of the capability to manage and monitor work of staff | E | | X | X |  |
| Successful experience of teaching students across a broad range of the attainment spectrum including SEMH | E | | X | X |  |
| Evidence of the implementation of relevant pedagogies | D | |  | X |  |
| Evidence of expertise and success in raising student achievement and securing school improvement | E | | X | X |  |
| **Professional Knowledge** |  | |  |  |  |
| Demonstrates a sound understanding of the qualities of good teaching, effective learning and accurate student assessment and how these can be applied to raise student attainment | E | | X | X |  |
| Demonstrates an understanding of the effective planning and delivery of a balanced curriculum with a high expectation for all students | E | | X |  |  |
| Demonstrates a working knowledge of school development planning, including the development of effective monitoring and evaluation strategies | E | |  | X |  |
| Provides evidence of successfully managing strategic responsibilities in current and previous posts | E | | X | X |  |
| Recognises the importance of equality of opportunity for all students and staff | E | | X |  |  |
| Has a clear vision and strong commitment to inclusion and achievement for all | E | |  | X |  |
| Has the ability and strong commitment to working in partnership with staff, parents, trustees, the Local Authority and the local community | E | | X |  |  |
| Can set, maintain and actively promote high standards of student behaviour and learning | E | |  | X |  |
| Thorough knowledge of legislation and policy and the implications for raising achievement for students with SEMH | E | |  |  |  |
| **Personal Qualities** |  | |  |  |  |
| Evidence of good leadership skills and professional competence; the ability to lead and manage people to work as individuals and as a team towards a common goal | E | | X | X |  |
| Shows a strong commitment to partnership working | E | | X | X |  |
| The ability to enthuse, inspire and motivate all stakeholders including students, staff and parents | E | | X | X |  |
| Good decision making skills; the ability to identify and implement solutions to complex problems | E | | X | X |  |
| Excellent oral and written communication skills | E | | X | X |  |
| Has good interpersonal skills | E | | X | X |  |
| Good self-management skills including effective time management for self and others |  | |  |  |  |
| A high level of personal integrity and resilience |  | |  |  |  |
| A personal desire to lead the achievement of the most appropriate outcomes for all students |  | |  |  |  |