



HR Team, I CAN
2 Angel Gate
Hall Street
London
EC1V 2PT

September 2022

Dear Applicant,

Email: jobs@ican.org.uk
Tel: 020 7843 2554

Principal
I CAN's Meath School
Contract Type: Permanent, Full-Time
I CAN Leadership Group 4 Pay Scales L16- L21, plus a non-residential head's allowance
Meath School & Specialist Centre, Brox Road, Ottershaw, Surrey, KT16 0LF

Thank you for your interest in the above post. We are looking for an exceptional person to lead Meath School, someone with passion and drive to enable our school to transform children's lives. We hope that the information in our application pack will help you decide to apply.

Please find enclosed:

- Information about Meath School and I CAN charity
- Job Description and Person Specification
- Summary of Terms and Conditions of Employment
- *(Application Form – see separate attachment)*

To apply, please send your completed application form back to Hannah Miles, HR Advisor, at jobs@ican.org.uk by 9.00am on Monday 3rd October. Interviews will be held at the school on Wednesday 12th and Thursday 13th October 2022.

Informal enquiries about this post can be made by contacting me on 07384 783 883. To arrange an informal visit to the school, please contact Anne Ballard, PA to the Senior Leadership Group on 01932 872 302.

I CAN is committed to safeguarding and promoting the welfare of children. We carry out appropriate vetting and verifications on all staff. In line with KSCIE 2022, all shortlisted candidates will be subject to an online search covering content that is in the public domain.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely,

Neil Maslen
Director of Education

Meath School & Specialist Centre

I CAN's Meath School (www.meathschool.org.uk) based in Ottershaw, Surrey is a day and residential non-maintained primary special school for up to 70 pupils aged 4 to 11 years, where severe and complex speech, language and communication needs.



Our most recent Ofsted report (2019) is highly positive about the work of the school and the progress which our children make. The school is bursting with energy: all staff push pupils to achieve beyond the limits of what previously might have been thought possible. In particular, the pupils themselves develop an inspiring determination to learn, achieve success and overcome their difficulties.

A clear sense of moral purpose drives the school: to unlock pupils' ability to speak and communicate so that they can appreciate and forge links with the world around them. The school's relentless focus on developing speech and communication skills is tangible even in the youngest pupils. No opportunity is missed to encourage and praise talk and conversation.

Meath School is one of a very few schools in the UK which is tailor made for only young learners with SLCN.

I CAN is the children's communication charity.

We are experts in helping children develop the speech, language and communication skills they need to thrive in a 21st century world.

Our vision is a world where all children have the communication skills they need to fulfil their potential.

Our mission is that no child should be left out or left behind because of a difficulty speaking or understanding.

I CAN supports children from 0-19 through our Talk programmes and specialist schools, and through resources and information for parents, families and people who work with children and young people. We work in nurseries and schools across the UK with our evidence-based programmes and run two special schools for children with the most severe and complex needs. We share our expertise and knowledge to increase awareness of communication difficulties and inform policy making.

I CAN's evidence-based programmes and training aim to provide practical help and support at every age and stage of a child's and young person's life. We work directly with the people who educate, care for, support and advise children and families. All our approaches are based on the best evidence available to ensure that children receive help that will get results. Our programmes are designed to help schools to meet Ofsted's focus on developing and using pupils' communication skills and to support settings and schools to narrow the gap between the lowest and highest attainment. Many of I CAN's programmes and training use a cascade model. We have a network of expert Licensees across the UK, able to respond to local needs quickly and flexibly.

For more information about I CAN, its work and values go to www.ican.org.uk or www.talkingpoint.org.uk

Job Description

Job Title:	Principal, Meath School
Grade:	I CAN Leadership Group 4 Pay Scales L16-L21
Reports to:	Director of Education
Accountable for:	Achieving the overall effectiveness of Meath School. The Principal is a senior manager of I CAN and will contribute to the overall direction and management of Meath School and the wider charity.
Key contacts:	<p>Internal:</p> <p>Chief Executive and I CAN senior leadership team, specifically the Director of Education</p> <p>School Governors</p> <p>Principal of Dawn House School</p> <p>Care and education consultants</p> <p>External:</p> <p>Local authorities</p> <p>Parents</p> <p>Social services</p> <p>Ofsted Children's Services</p> <p>Mainstream and special schools networks</p> <p>Regional and national educational management structures</p> <p>Health Trusts/ Services</p> <p>Voluntary organisations</p> <p>Private sector organisations</p> <p>Public and professional audiences</p> <p>Media</p>

Job Purpose

I CAN is committed to support the communication development of all children, with a special focus on children with a communication disability. I CAN achieve these aims through a combination of direct services to children and enabling services delivered to partner organisations and the childcare workforce. The role of the Principal will be responsible for the management and delivery of special education at Meath School for pupils aged 4 and 11.

Key Responsibilities

The Principal shall provide professional vision, leadership and management across all aspects of the school. The appointee shall set and maintain high standards for pupils and staff alike and shall be seen to lead by example. The Principal shall develop and promote the school as part of the wider community through partnership and collaboration.

Responsible for ensuring the operational management and development of Meath School in line with the National Standards for Headteachers (2014). This will include:

Strategic Direction and Development of School

- Ensure that the school is operated in accordance with, and subject to, the relevant national policy, guidance and I CAN's strategy and the trust deed of the school.
- Ensure best practice is in place to ensure pupils are safe.
- Formulate the overall objectives of the school and policies, in line with the Charity's aims and objectives, and ensure their implementation.
- Develop, agree, implement and regularly update the School Development Plan, for educational, therapy, and care services in accordance with statutory requirements.
- Work towards the achievement of improved outcomes against education and care inspection criteria.
- Lead on self-evaluation for the school.
- Lead on the development, implementation and operation of value-added/pupil progress within I CAN's schools.
- Promote, negotiate and agree pupil placements with potential purchasers and ensure it is best placed to attract pupils to the school.
- Manage the school budget with the assistance of the School Business Manager.
- Ensure that all policies and procedures relating to the safeguarding of children in I CAN's services are followed at all times.
- Safeguard confidentiality of information relating to children, staff and I CAN's work.

Leading Learning & Teaching

- Determine, organise and implement and appropriate curriculum for the school, with regards to the needs, experience, interests, aptitudes and stage of development of the pupils and the resources available to the school.
- Ensure effective progress of the pupils and ensure that it is monitored and recorded appropriately.
- Ensure that appropriate measures are taken to promote among the pupils, self-esteem, self-discipline and proper regards for authority.
- Evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are establish and maintained.
- Evaluate the standards and practices of teaching, learning, and care within the school, and ensure proper standards of professional performance and best practice in all areas (Teaching, Assessment, Speech and Language, Residential and Pastoral Care) are maintained. The post holder will be able to draw on specialties advice on these areas as required.
- Maintain and awareness of and respond to relevant advances in national guidance and education initiatives.

Leading & Managing Staff

- Provide leadership, in accordance with I CAN's agreed behaviours and mentor and motivate staff to ensure that delegated responsibilities are achieved.
- Lead and develop a strong multidisciplinary Senior Management Team.
- Act as line management and provide professional supervision to the staff at Meath School.
- Be responsible for whole school staff management, including supervising and participating in appraisals, to ensure that all staff in the school have access to appropriate advice and training.

- To ensure that the effective deployment and management of all teaching and non-teaching staff of the school in a manner consistent with their conditions of employment and I CAN's Policies and Procedures.
- Be responsible for the appropriate dissemination of information; to ensure that school staff receive information they need in order to carry out their professional duties effectively, and to provide information about the work and performance of the staff employed at the school as necessary.
- Maintain appropriate staffing levels as agreed with the Director of Education and ensure the appropriate recruitment and selection of teaching and non-teaching staff, in line with safer recruitment procedures.
- Promote collaborative working relationships and effective communication.

Working with I CAN Charity

- Liaise with, advising and consulting, where appropriate, I CAN senior managers and trustees, the governing body, school staff and parents about all aspects of the management and running of the school.
- Advise I CAN on the determination of appropriate school fees.
- Provide information as required to I CAN.
- Contribute to/participate in cross-organisational project teams, including any research.

I CAN is committed to safeguarding and promoting the welfare of children and young people. I CAN's expects all staff and volunteers to share this commitment. This list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

Person Specification Principal, Meath School

CRITERIA	ESSENTIAL	DESIRABLE	IDENTIFIED AT (recruitment stage)
Qualifications	<ul style="list-style-type: none"> Graduate or equivalent Qualified Teacher status and experience in a range of schools 	<ul style="list-style-type: none"> NPQH or higher level professional qualification 	Application Form
Experience	<ul style="list-style-type: none"> Experience as Principal, Deputy Principal or Assistant Principal Have experience of successful delivery against an agreed strategic plan Be committed to inclusion and the ability and right of all to be the best they can be Demonstrated ability to think strategically to build and communicate a coherent vision in a range of compelling ways Ability to inspire, challenge, motivate and empower others to carry the vision forward Track record of providing inspiration and strong collaborative leadership to staff Demonstrate a collaborative and inclusive leadership style 	<ul style="list-style-type: none"> Voluntary sector experience Experience of primary, secondary and FE phases Special school experience Extensive experience of communication disabilities A track record of innovation and delivering results Worked in two or more schools Recent experience of successful Ofsted inspection in a school Managing multidisciplinary teams 	Application Form and Interview
Skills and Knowledge	<ul style="list-style-type: none"> Detailed knowledge of the characteristics of effective teaching and learning and of assessment practices Excellent knowledge of SEND code of practice 0-25 years Excellent working knowledge of Ofsted frameworks and expectations Knowledge of communication development and its impact on educational progress (or willingness to learn) Track record or assessing, monitoring and evaluating the quality of teaching standards and the delivery of the curriculum across the board. Evidence of using data, benchmarks and feedback to monitor progress in children's learning. Experience of demonstrating and leading the principles and practice of effective teaching and assessment 	<ul style="list-style-type: none"> Knowledge of quality frameworks within therapy and care Knowledge and experience of strategic financial planning, budget management and effective resource management 	Application Form and Interview

	<ul style="list-style-type: none"> ▪ Knowledge of systems, processes and strategies that will support children's communication development at all educational phases ▪ Ability to work with and balance the views of a large number of stakeholders ▪ Presenting and disseminating information and vision to varied groups ▪ Ability to balance and manage multiple priorities ▪ Excellent communication skills 		
Personal attributes	<ul style="list-style-type: none"> ▪ Be approachable and visible to children and parents ▪ Demonstrate commitment, reliability and integrity ▪ Demonstrate creativity and imagination to anticipate and solve problems ▪ Be self-aware and communicate effectively ▪ Be adaptable to changing circumstances and ideas ▪ Demonstrate emotional intelligence 		Interview
Other factors	<ul style="list-style-type: none"> ▪ Committed to the overall aims of I CAN and to developing and delivering I CAN's Vision and Strategy ▪ Committed to ensuring that all policies and procedures related to the protection of children are followed at all times ▪ Committed to safeguarding and promoting the welfare of children and young people ▪ Ability to work collaboratively and contribute effectively as a member of I CAN's senior management team ▪ Ability to develop and maintain positive external relationships to forward the work of I CAN ▪ Evidence of continuing professional development ▪ Understanding and commitment to equal opportunities and empowerment 		Application Form and Interview

I CAN

Summary of Terms and Conditions of Employment & Benefits

Job Title:	Principal
Pay Grade:	I CAN Leadership Group 4 Pay Scales L16-L21 per annum plus non-residential head's allowance
Start Date:	1 January 2023 or as soon after
Location:	Meath School, Brox Road, Ottershaw, Surrey, KT16 0LF
Hours:	Full Time
Background checks:	The successful candidate's employment is subject to an enhanced DBS and barred list check and receipt of two positive written references
Probation Period:	There is a six-month probationary period for this post
Pension:	Teachers' Pension Scheme
Free Annual Flu Vaccination	Free annual flu vaccination offered to all I CAN employees.
Perkbox	Employee benefits, wellbeing, and celebration hub providing hundreds of exclusive perks for staff ranging from discounts on shopping, entertainment and gifts, to gym membership, rewards and a confidential employee assistance programme.
Eye Test Policy	All staff that use Display Screen Equipment (DSE) on a regular basis as part of their normal work are eligible to apply for reimbursement of the cost of an eye test and special corrective appliances needed specifically for DSE use only.
Employee Loans	I CAN offers eligible employees interest free loans for purchasing a season ticket and bike. Eligible employees are also entitled to apply for a financial hardship loan or welfare loan.
Payroll Giving	By joining the payroll giving scheme, you can donate to your chosen charity directly from your pay before tax is deducted.
I CAN Special Leave Policy	I CAN recognises the need for individuals to take time away from work in certain special circumstances. All special leave is subject to written approval by your Line Manager.
Flexible Working	I CAN is committed to considering all requests for flexible working, for eligible employees. Flexible working is subject to the written agreement of the Line Manager and needs of the charity.