



Newfield

Inspire | Support | Achieve | Together



HEAD TEACHER

CANDIDATE INFORMATION BROCHURE

'The collective desire of all adults associated with the school to settle for nothing but the best is the added impetus behind the excellent achievement of pupils who attend Newfield School.' Ofsted, 2016.



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Key Dates

School Visits	Wednesday 9 January to Wednesday 23 January 2019 To arrange a visit please contact Louise Melling lmelling@newfield.blackburn.sch.uk
Applications Close	Sunday 27 January 2019
Shortlisting	Thursday 31 January 2019
Interviews	Monday 11 & Tuesday 12 February 2019
Post effective from	1 September 2019





Letter from The Chair of Governors

7 January 2019

Dear Colleague

Thank you for requesting an application brochure for the Post of Head Teacher at Newfield School. You will find a lot of information in the brochure; however, I would urge you to visit the school's excellent website where you will find a wealth of additional information about the school's ethos and approach to our children's rights, health and well-being. This will assist you in the application process and help you to determine if this is the right headship for you.



Governors are seeking to appoint a candidate who clearly demonstrates that the needs of the children who attend are paramount and at the forefront of all decisions and directions for the school's future. A candidate who can demonstrate they understand that schools are, in effect, businesses and make those essential decisions with clarity to ensure we maintain the highest standards of education and care for our children.

We already have a dedicated and hard-working team and together with the pupils, parents, staff, governors and community, we continue to develop and provide exemplary practice and achievement.

This appointment provides an excellent opportunity for the successful candidate to shape the future special needs provision in the Borough and as the school grows and develops in the coming years.

We would welcome applications from individuals, who are motivated to deliver high standards in education and care, and will enjoy the challenge of a whole school effort to continue our outstanding work.

I would urge you to contact, Geoff Fitzpatrick, Retiring Head Teacher, for an informal discussion and to arrange a visit to the school before applying where he will be more than happy to answer your questions: this will not form part of the selection or interview process.

Good Luck!

Stuart Davey
Chair of Governors



About Newfield

Main School
School for Autism @ Newfield

Old Bank Lane, Blackburn BB1 2PW
Shadsworth Road, Blackburn BB1 2HR

Newfield School is a multi-faith school maintained by Blackburn with Darwen Council that provides high quality specialist education for children and young people aged 2 - 19 years.

Newfield School opened as a new build in 2000 following the merger of two local special schools, Dame Evelyn Fox and Blackamoor. In Autumn 2018 we opened an exciting new specialist provision for sixty pupils on the autism spectrum as part of the local offer. We are also at the leading edge of designing and implementing the new Education Health Care Plans within the Local Authority as part of the Government proposals and changes for SEND and the Rochford Review.

We are a forward thinking and innovative school and we pride ourselves in meeting the needs of our pupils and students who have a wide range of learning needs, including autism, complex medical needs and sensory impairments. We achieve this in partnership with families and carers, providing advice and support, as we feel this is imperative.

We promote a multi-disciplinary approach to the pupils' education and care that includes a full-time health care team - physiotherapists, occupational therapists and speech and language therapists supporting, and working collaboratively with, a highly qualified and dedicated staff. We also liaise extensively with outside agencies to ensure all aspects of well-being for our children and young people's lives are met.

The Local Education Authority is the admissions officer for Newfield School and placement at the school must be agreed with them. All pupils who attend Newfield School are required to have an Education, Health and Care Plan EHCP.





About Newfield continued

Main School
School for Autism @ Newfield

Old Bank Lane, Blackburn BB1 2PW
Shadsworth Road, Blackburn BB1 2HR



We currently have 167 children on roll. There are 23 Classes in school: 11 within the school for Autism @ Newfield and the remainder are generic classes in the Main School. Each class has a teacher and/or an HLTA with 3 Education Health Care Assistants (EHCAs—support staff). Classes in the School for Autism typically have 5, 6 or 7 pupils and in the Main school class sizes vary from 6 to 11 pupils, depending on the needs of the pupils. We have a few children on individual support according to their needs which include visual impairment/blind or with behaviour that challenges. Class based staff work closely with the pupils and their roles include Education Health Care Assistants, Higher Level Teaching Assistants, Teachers, Assistant and Deputy Head Teachers. All classes are grouped according to age and key Stage with one or two exceptions based around specific needs, peer group etc.

There are 160 staff employed at Newfield working as one dedicated and hard working team, including class based and non-class based staff. The Business Services team are non-class based; they work together to support the smooth running of the school and their roles include pupil services, finance, premises and catering.

The school has been judged as 'outstanding' by Ofsted in February 2016 and has achieved many externally validated accreditation and awards, including our re-accreditation for autism through the National Autistic Society, the Inclusion Quality Mark and Rights Respecting School Award through UNICEF.

For more information about Newfield please visit our website www.newfield.org.uk



What Ofsted said about Newfield in February 2016



'Parents agree 'Newfield is an exceptional school'

'Newfield's values of 'inspire, support, achieve, together', are married well with the fundamental British values of tolerance and respect in every aspect of the school's work'.

'All adults hold very high expectations in terms of what this group of pupils can achieve.'

'Additional extra-curricular activities ... make a strong contribution to pupils' social, emotional and physical development'

'Pupils are prepared well for their life in modern Britain. By the time pupils leave the school they are often able to give their viewpoints and consider the thoughts and feelings of others'

'Pupils' personal development is outstanding because adults model superbly the school's values of 'Inspire, Support, Achieve, Together' in everything they do'



Newfield Pupils and Students What they want the Head teacher to be like!

Be helpful, happy, exciting friendly and approachable

Have a good sense of humour

Join in with the dancing and like discos

Remain calm in difficult situations

Good with money

Play with us!

Understand YouTube!

Know all about our different needs

Communicate well with parents, staff
and children

Drive the minibus!

Be positive, confident and exciting!

Be good at origami!

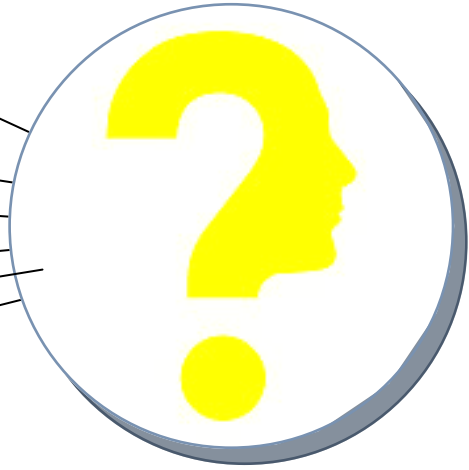
Be a good role model

Understand first aid for staff and students

Be a good listener and respect everyone in school
and know that all of us have a voice

Be clever and know about laws and regulations

Know about safeguarding and work with staff
help look after us





Job Description

Job Title: Head Teacher

Reporting to: The Governing Body

Grade: Leadership Pay Range Point 26 to 32

Core Purpose

Working in partnership with the Governing Body, to provide outstanding leadership and management of the school, secure its sustainable success and ensure the highest standards of learning, care and personal development for its children.

- Be a strategic lead in the delivery of the vision and direction of the school
- Provide daily operational organisational/administrative leadership and management
- Provide strategic curriculum leadership and management
- Secure and sustain outstanding teaching, learning and care throughout the school
- Line management and appraisal of staff
- Effective and efficient deployment of staff and resources
- Provision of effective pastoral/health care and behaviour support
- Sustaining a learning environment that reflects the needs of the learners.
- Develop an effective partnership and shared ethos working with professional partners, including health and social care services.
- Promote and value the social and cultural diversity of the school community





Job Description continued

Main Duties

1. Shaping the Future

In partnership with the Deputy Heads and Governors to;

Lead the strategic development of the school and plan for the future.

- 1.1 To formulate the school's development plan, including the overall aims and objectives, which embody its ethos, vision and values
- 1.2 Develop the ethos which secures effective teaching, successful learning, and achievement by pupils
- 1.3 Ensure that all those involved in the school are committed to its ethos, aims and values, are motivated to achieve them and involved in meeting long, medium and short term objectives and targets, which secure the success of the school.
- 1.4 Lead by example in providing inspiration and motivation in delivery of the school vision.
- 1.5 Support the continuing development of Newfield School, as a specialist provision for students with SEND.
- 1.6 Ensure that policies and practices take account of national, local and school legislation/guidance/data, including inspection and the outcomes of school self-evaluation.
- 1.7 Consistently monitor, evaluate and review the performance of the school; the impact of policies, priorities and targets of the school and report to the Governing Body, planning intervention and taking action if necessary.
- 1.8 Maintain positive relationships with strategic partners at all levels, both within the school and in the wider community, to include health and social care.
- 1.9 Be flexible to meet the ever changing specific needs of the children at Newfield School.

Learning and Teaching

In partnership with the Extended Leadership Team and Governors to;

- 2.1 Work to secure and sustain outstanding teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of pupils' achievement to set targets for improvement.
- 2.2 Maintain an environment and professional code of practice, which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline, which supports teachers and other staff to meet the standards set out in the professional development framework.
- 2.3 Develop and implement quality assurance and self-evaluation procedures.
- 2.4 Implement the curriculum and its assessment and ensure they are monitored and evaluated to identify areas for improvement.



Job Description continued

Learning and Teaching continued

- 2.5 Develop effective links with other schools and external providers, to extend the curriculum and enhance teaching and learning.
- 2.6 Maintain effective partnership with parents/carers to support and improve pupils' achievement and personal development.
- 2.7 Develop and extend opportunities to enrich the school curriculum offer

Pupil Pastoral/Medical Care and Wellbeing

In partnership with the Deputy Heads, Extended Leadership Team and commissioned providers to;

- 3.1 Ensure all pupils have a comprehensive Education Health Care Plan which encompasses 'high aspirational outcomes' that support the development of communication and independence
- 3.2 Ensure that Pupil Voice and Rights are promoted and supported throughout the school
- 3.3 Ensure the medical and health care needs of pupils are fully resourced and met including the commissioning of core and additional services that may be needed to meet assessed and recognised specialist needs
- 3.4 Ensure pupils receive empathic and purposeful support for behaviour that may challenge

Leading, Managing and Developing Staff

In partnership with the Deputy Heads, Extended Leadership Team and Governors to:

- 4.1 Lead, support, challenge and develop staff to ensure continuous improvement.
- 4.2 Maximise the contribution of staff to improving the quality of education and care provided and standards achieved
- 4.3 Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.
- 4.4 Plan, allocate, support and evaluate work undertaken by groups, teams and individuals ensuring clear delegation of task and delegation of responsibilities.
- 4.5 Implement and sustain effective systems for the management of staff performance, incorporating, appraisal and targets for staff, including targets relating to professional practice and pupils' progress and achievement and standards of care.
- 4.6 Motivate and enable all staff in their school to carry out their respective roles to the highest standard through high quality professional development based on assessment of needs.
- 4.7 To help build a collaborative learning culture within the school, actively engage with others and build effective learning communities.
- 4.8 Lead professional development of staff through example; support and co-ordinate the provision of high quality professional development by methods such as coaching, and joint practice development, drawing on other sources of expertise where appropriate, for example, higher education, LA's and subject associations.



Job Description continued

Leading, Managing and Developing Staff continued

- 4.9 Ensure that trainee and NQT's are appropriately trained, monitored, supported and assessed in relation to the standards for QTS, the Career Entry profile and standards for induction.
- 4.10 Create an organisational structure that enables the management systems, structures and processes to work effectively and legally.
- 4.11 Manage the school's human resources effectively and efficiently to achieve the school's educational goals.
- 4.12 Challenge inappropriate staff performance and deal effectively with staffing issues, including those relating to conduct, competence and attendance.

Finance and Resource Leadership and Management

In partnership with the Deputy Heads and Business Services Managers to;

- 5.1 Support the setting of appropriate priorities for expenditure, allocation of funds and effective administration and control
- 5.2 Manage the school's budget and funding allocations effectively
- 5.3 Develop the use of ICT to support administration, service delivery, monitoring, quality assurance and accountability.
- 5.4 Work with key school colleagues to ensure all accommodation, learning resources and others are used efficiently for the best possible outcomes for pupils and provide value for money.
- 5.5 Work to ensure all resources, staffing, are used efficiently for the best possible outcomes for pupils and provide value for money.

Health and Safety

In partnership with Business Services Managers to:

- 6.1 Ensure Health and Safety standards are met to statutory requirements, monitoring health and safety matters within the school, particularly ensuring members of staff take reasonable care for the health and safety of themselves and others.
- 6.2 Ensure that Child Protection and Safeguarding procedures and assessments of children in need are rigorously complied with and that the welfare and health and safety of pupils is of prime importance.
- 6.3 To ensure that all staff are trained in appropriate methods of behaviour management of pupils and that this training is regularly updated.



Job Description continued

Developing an Accountable and Reflective School

In partnership with the Extended Leadership Team and Governors to;

- 7.1 Develop an organisation in which all staff recognise that they are accountable for the success of the school
- 7.2 Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including staff, governors, the local authority, local community and Ofsted.
- 7.3 Ensure annual cycle of planning, monitoring and evaluation of the schools' development plan and targets.
- 7.4 Ensure regular reporting to the governors and parents/carers of pupils' of attendance, attainment, achievement and progress.
- 7.5 Develop, monitor and evaluate quality assurance standards for the school.
- 7.6 Ensure the development and progression of equality within the sphere of responsibility of this job description and to ensure the fair and equal treatment of all employees and others.
- 7.7 Ensure the school's complaints procedures are followed and acted upon effectively within the appropriate time-scales.
- 7.8 Carry out any such duties as may be reasonably required by the Governing Body.
- 7.9 The post holder will be expected to comply with all reasonable requests from the governors to undertake work of a similar level that is not specified in this Job Description

This appointment is with the Governing Body as employers. This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the National School Teachers' Pay and Conditions Document Regulations which will apply to this post.

National Standards of Excellence for Headteachers (2015)

These standards are intended to be used as guidance to underpin best practice, whatever the particular job description of the Head Teacher. They are to be interpreted in the context of each individual Head Teacher and school, and are designed to be relevant to all Head Teachers, irrespective of the length of service in post.



Person Specification

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

Criteria	Essential/ Desirable
Qualifications	
Degree-level qualification	E
Qualified Teacher Status	E
Professional Development	
Evidence of recent and relevant continuous professional development	E
Must be working towards or have successfully completed NPQH, or equivalent	D
Leadership and Management Knowledge and Experience	
Proven experience of strategic leadership and management within the Senior Leadership Team of a special school setting	E
Experience of being a leader or manager in a good or outstanding school	E
Experience of leadership and management in a culturally diverse school environment	E
Experience of effective leadership and management of staff including appraisal, performance management and disciplinary procedures	E
Able to hold staff to account for their professional conduct and practice, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes	E
Experience of leading and managing change in a school effectively, including school self-evaluation	E
Leading and managing staff and teams and ensuring they are empowered, motivated and are achieving standards of best practice and competencies	E
Experience of strategic financial planning and budget management to ensure sustainable school improvement	E
Experience of leading whole school improvement with strategic and measurable outcomes	E
Understanding of current education strategies, changes and the political context and how to translate this into school leadership	E
Experience of providing leadership and vision in respect of equality, community cohesion and the promotion of British values	E
Safeguarding Knowledge and Experience	
Evidence of recent and relevant safeguarding training	E
Undertaken Designated Senior Lead (DSL) safeguarding training	D
Thorough understanding of safeguarding processes including the role of the Designated Safeguarding Lead	E



Person Specification continued

Criteria	Essential/ Desirable
Knowledge and Experience of Working in the Special School Environment	
Experience of teaching children with special needs	E
Evidence of sustained high-quality teaching	E
Experience of teaching children with special needs in more than one setting	D
Experience of developing and implementing effective pastoral care for students with special needs	E
Experience of working with other schools and providers and the community locally	D
Experience of working with other schools, providers and agencies nationally	D
Experience of proactively working and engaging with families, parents and carers	E
Experience of working effectively within a multidisciplinary team including health and social care	E
Wide, current knowledge and understanding of education and school systems locally and nationally	E
Knowledge and understanding of strategies to develop effective teaching, learning and assessment practice within a school	E
Understanding of accountability measures and Ofsted inspection process	E
Detailed and working knowledge of education legislation and statutory guidance governing schools, special educational needs and the national curriculum	E
Professional Attributes and Personal Qualities	
Be a committed educational professional, with experience and credibility, to help lead the school in its next stages of development	E
Able to lead, drive, coach, mentor and support a whole staff team effectively	E
Promote a strong educational philosophy and ethos which reflects the values of the school	E
Demonstrate an understanding and belief that children come first	E
To be forward thinking and innovative	E
To be able to articulate a clear vision for providing high quality education, demanding ambitious standards for all of our pupils, overcoming disadvantage and advancing equality	E
To have an ability to provide a strategic direction and development of the school	E
Ability to work effectively with the Governing Body and actively support them to understand its role and deliver its functions effectively and be open to strong governance	E
To be able to successfully collaborate with colleagues across both schools and other organisations	E
To have the ability to monitor, evaluate and challenge, using a range of evidence	E
To be able to plan, prioritise and implement organisational strategies, making best use of available resources	E



Person Specification continued

Criteria	Essential/ Desirable
Professional Attributes and Personal Qualities continued	
To be a caring and committed professional who has the highest expectations for all pupils	E
To have the ability to provide effective leadership at all levels and the ability to develop inclusive practices for pupils	E
To have effective communications and presentation skills, both written and verbal, with the ability to relate to all sectors of the school community	E
To have the ability to lead and motivate colleagues and pupils and provide an excellent role model to staff, students and parents	E
To have the ability to take responsibility and work with a high degree of autonomy and independence	E
To have effective ICT skills	E
To be able to find solutions to problems and have the ability to work effectively under pressure	E
To be proactive and solution focused to deal with the challenges of school improvement	E
To have a commitment to further personal and professional development	E
To have a commitment to, and act as advocate for, the principles of Equality	E
Commitment to safeguarding and promoting the welfare of children	E
To lead and inspire trust and confidence in the whole school community	E
Be flexible and resilient	E



'Newfield School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedure is shared by all staff and volunteers of Newfield School'