



Meadow High School

"Achieving Together"

Headteacher

Candidate Pack

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Welcome from the Chair of Governors

Dear Candidate,

On behalf of the Governing Body, I would like to welcome you to Meadow High School and thank you for your interest in the school and the opportunity to become our next Headteacher.

This information pack will give you some key information about the school, insight to the values and culture of the school, an overview of the exciting plans for development, as well as setting out what we are looking for in our next Headteacher.

Meadow High School opened in 1966 with 90 pupils and 15 staff, since then we have grown to 290 pupils and 155 staff. Naturally, buildings have been a recurring theme throughout this growth, and we moved into a purpose-built new school building at Royal Lane in 2021.

We are now embarking on an exciting new expansion programme to meet the increasing demands for SEND pupils within Hillingdon Borough, with plans for further growth over the next 6 years to 390 pupils. Our plan is to become a split-school site in the 2025/26 academic year. We currently have a new building under construction at Northwood Road, Harefield as well as a new block under construction at our Royal Lane site.

We support and educate a wide range of learners who face many challenges. Our aim is to overcome any barriers to their learning and progression. "Life Beyond Meadow" is central to our school vision. Our goal is simple - to give our pupils knowledge and skills they can take and use outside school alongside the highest level of independence they are capable of. This includes everything from self-care and hobbies / interests to independent travel, employment, and all points in between!

You will be leading an experienced and committed team supported by Deputy Headteachers for both Royal Lane and Northwood Road sites, an experienced team of Assistant Heads, a strong team of Faculty Leaders and a Therapy team, not to mention Teachers, Classroom Assistants and the Business and Finance team including site and facilities. We pride ourselves on being a child-centred community committed to facilitating access to high quality education for pupils across the range of their learning needs.

Our current Headteacher has decided to take a well-deserved retirement and so we are looking to appoint a dynamic, inspirational and committed leader to build upon the school's successes and drive it forward in its future development and growth.

Our website has a lot more information about the school so please take a look: www.meadowhighschool.org.

You are very welcome to visit the school. We promise it will be informative and rewarding. Please contact ksanderson@meadowhighschool.org.

After discovering our school for yourself, I hope you will see it as your next exciting career opportunity and I very much look forward to meeting with you should you decide to apply.

Richard Burton





Our School & Ethos

Meadow High is a school for pupils with complex and moderate learning difficulties located on Royal Lane in the London Borough of Hillingdon, opposite Hillingdon Hospital, with access to a variety of public transport links and motorways (M4, M3, M25 and A/M40), Heathrow Airport and to Central London - yet remaining only 1 hour and 15 mins from the coast!

Central to our vision is “Life Beyond Meadow”, this means we are always considering how our provision can be improved to increase pupils' life chances. To this end, the school is organised into two Pathways:

- **Pathway 1: Life-skills** - to be based at Northwood Road, Harefield
- **Pathway 2: Vocational Pathway** - based at Royal Lane
- **Pathways 1 & 2 combined 6th Form** - based at Royal Lane.

Our Royal Lane site includes a new main school building (opened in November 2021), which features a 6th Form block with a fully equipped hair salon, a professionally equipped café, an Art, Science and Technology wing, a life skills house, dedicated therapeutic spaces, a well-stocked library, many breakout spaces and meeting rooms, a fitness room, an extensive horticulture area, and a new sports hall and changing rooms.

Our new satellite site “Northwood Road” in Harefield will be a new school building designed and built with our pupils and staff in mind, providing the facilities and resources to match Royal Lane, albeit on a smaller scale to reflect eventual pupil numbers.

We have recently formed a school company "Opportunities Beyond Meadow CIC" which will allow us to develop plans and create further opportunities for Post-19 students.

At Meadow we encourage and welcome diversity, and believe passionately in equality and equity for all. Everyone is welcome. As an inclusive workplace, our employees are comfortable bringing their authentic whole selves to work.

As we grow, develop and change we are building a team that does awesome work to teach, develop and support young people to overcome barriers and reach their fullest potential. To do that well, we need a workforce that is representative of the users we serve. If you are looking to be challenged everyday, and to make a huge impact on young people’s lives then we would love to hear from you.



Pupils at Meadow High School are well supported to develop as individuals and citizens who will make a positive contribution to society. They benefit from a wide variety of activities, events and opportunities that enhance their experience of school. - Ofsted 2023

OUR AWARDS & ACCREDITATIONS

ssat member

Signalong
Friendly gold

HEALTHY SCHOOLS LONDON
SILVER AWARD

100% INCLUSIVE SCHOOL
IQM
AWARD

MUSIC MARK
PROUD TO BE A MUSIC MARK SCHOOL

Scouts
8th Hillingdon Scout Group

Asthma Friendly

Widgit CENTRES

UNICEF UK RIGHTS RESPECTING SCHOOLS AWARD
BRONZE - RIGHTS COMMITTED

DE THE DUKE OF EDINBURGH'S AWARD
MEADOW HIGH SCHOOL

Our Vision: Our Aims

We will provide a safe, challenging and stimulating environment for pupils in our school. We will help those pupils become confident young adults, maximising their abilities and developing their skills to allow them to be happy and contribute to society in their "Life Beyond Meadow".

- Our pupils and staff will love coming to school and will be respectful to all members of the community.
- Meadow will be a safe, welcoming environment which celebrates diversity.
- Everyone in our school will work together to learn and grow.
- We will teach relevant subjects and provide extra-curricular activities in an inspiring way to educate our pupils with skills relevant to their "Life Beyond Meadow".
- What we teach will be driven by our pupils' EHCPs and will develop their academic, social, emotional and communication skills.
- We will achieve excellence in our provision of therapeutic services, including physiotherapy, occupational therapy and speech and language therapy.
- We will always look to improve, adopting best practice, listening to our pupils, families and staff as we strive for the best for our pupils.



Our Promises



- Have high aspirations and expectations for all our pupils.
- Work tirelessly to ensure that individuals achieve their personal best.
- Encourage independence, life skills, self-confidence and positive self-esteem.
- Help our pupils to become confident individuals living fulfilling lives in the community.
- Support our pupils to make a successful transition into adulthood and prepare them for their adult life.
- Have an inclusive community, which values truth, diversity and mutual respect.
- Have effective communication with all parents/carers and other partners.
- Recognise and celebrate the achievements of all.
- Support pupils to develop self-regulation and resilience.
- Ensure that pupils have a 'voice' within their learning and the school community.
- Support pupils to develop transferable skills, so they can recognise tasks they can do independently and seek support for those they need help with.
- Work towards every child and young person in our school, whatever their circumstance or ability having a sense of belonging, feeling respected and being valued for who they are.





Learning at Meadow

Our mantra when planning and developing any aspect of the school is “Life Beyond Meadow”. This means we are always considering how our provision can be improved to increase pupils' life chances.

To support pupils to achieve their best “Life Beyond Meadow”, the school is organised into two Pathways:

- Pathway 1: Life-skills
- Pathway 2: Vocational Pathway

Our curriculum is carefully constructed and regularly reviewed to meet the needs of our pupils. This is overseen by the Deputy Headteachers with an experienced team of Assistant Headteachers and Faculty Leaders. Based on our extensive experience in supporting young people to make successful onward transitions, we have identified three Pathways for pupils in years 7-11 that we feel best enables the above aspiration. Pupils in years 12-14 will then follow either a Life-Skill Pathway, a Vocational Pathway or a Hybrid Pathway. To learn more about the Pathways and their assessment please [click here](#).

We are also further developing our range of extra-curricular activities including educational trips and extended learning opportunities. We actively seek to employ colleagues who will support us to extend and develop this provision.

We have our own Scout and Explorer groups (8th Hillingdon / Infinity) and run the Duke of Edinburgh award scheme as part of our curriculum. In addition, we run Project Search, a supported internship program in partnership with the Heathrow Marriott Hotel.

The Headteacher, working with and advising the Governing Body, is responsible for ensuring continuous improvement in standards of education throughout the school.

The Headteacher will be expected to promote the intellectual, spiritual, moral, cultural and physical development of the children through strong professional and personal leadership. The effective involvement of parents and the local community is a key aspect of the role.

Accountability - The Headteacher will:

- Be responsible for all professional and associate staff.
- Carry out their professional duties in accordance with:
 - The terms and conditions of the current School Teachers' Pay and Conditions document;
 - The National Standards of excellence for The Headteachers' Standards and the policies and procedures of the Governing Body.

General Duties - The Headteacher will:

- Ensure that the school has effective safeguarding procedures and policies.
- Help set and manage the strategic direction and development of the school.
- Ensure that all children have access to high quality teaching and learning based on an appropriately broad and balanced curriculum.
- Lead and manage staff, fostering effective relationships between all members of the school community.
- Ensure the efficient and effective management of the school's human and material resources.
- Account for the school's efficiency and effectiveness.
- Preserve and develop the school's inclusive ethos.

Strategy and Policy - The Headteacher will:

- Work with the Governing Body to develop a strategic vision for the school in its local and national context and analyse the plan for its future needs and further development.
- Lead by example in establishing and maintaining a clear educational direction for the school.
- In conjunction with the Governing Body, develop the school's aims, objectives and core values, ensuring that these are effectively communicated and understood by the staff, pupils and parents.

- Ensure the school has a School Improvement Plan that supports and develops the school values and aims.
- Ensure that the school policies are regularly reviewed and updated and that the Governors are fully involved in the process.
- Ensure that policies and practices take account of national, local and school data, and of inspection and research findings.
- Maintain appropriate educational and administrative records.
- Ensure that the management, organisation and administration of the school support its vision and aims.
- Monitor, evaluate, and review the effects of the school's policies, priorities, and targets on standards and quality, and take any follow-up actions as may be necessary.
- Manage, on behalf of the school and the Governing Body, any future re-designation of the school in line with the Department for Education, Local Authority or school requirements.

Teaching and Learning - The Headteacher will:

- Work with the Governing Body to secure and sustain effective teaching and learning throughout the school.
- Monitor and evaluate the quality of learning and the standards achieved by the pupils, and set realistic, but challenging targets for improvement.
- Determine a rich environment and a relevant curriculum to promote successful teaching, learning, and high standards of achievement.
- Determine, organise, and implement the curriculum and its assessment, and enhance the quality of curriculum provision throughout the school.
- Continue to promote and develop the current high standards of curriculum through monitoring and evaluation to identify and act on areas for development.
- Set realistic, but challenging targets for improvements in education standards for all members of the school community.
- Focus on the use of assessment to promote pupil achievement.
- Ensure effective strategies and services are in place to meet the needs of SEN pupils within a fully inclusive provision.
- Promote the school behaviour management policy to ensure high standards of behaviour in and around the school.
- Develop an effective partnership with parents to support and improve pupil's achievement and personal development.
- Develop the role of the Deputy Headteacher (Head of Education) to ensure the effective management of the curriculum.
- Develop effective links with the community to extend the curriculum and enhance teaching and learning.

People - The Headteacher will:

- Lead, motivate, support, challenge and develop staff to secure continuous improvement.
- Work with staff to maximise their contribution towards improving the quality of education provided and standards achieved, and to ensure that constructive working relationships are formed between staff and pupils.
- Regularly review the staffing structure for the school, advising the Governing Body on appropriate staffing levels.
- In conjunction with the Governing Body, be responsible for and implement the recruitment and retention policies of the school.
- Deploy and manage all members of the school staff, allocating appropriate responsibilities.
- Plan, allocate, support, and evaluate work undertaken by groups, teams and individuals, ensuring that there is a clear delegation of tasks and devolution of responsibilities.
- Ensure that up to date job descriptions are in place for all staff.
- Supervise and participate in the performance management of the staff.
- Motivate and enable teaching and support staff to develop expertise in their respective roles through high quality continuing professional development.
- Ensure there is continued development of effective pastoral systems for pupils and staff.
- Solve problems and resolve conflict by applying skills of sensitive leadership and management.
- Ensure that professional duties are fulfilled, as specified in the prevailing School Teachers' Pay and Conditions Document, including those for the Headteacher.
- Ensure that the school effectively promotes equal opportunities for staff and pupils.
- Work with staff to maintain and add to the awards and accreditations that support the school in its strive for excellence.

Resource Management - The Headteacher will:

- Deploy people and resources efficiently to meet the specific objectives of the School Improvement Plan.
- Produce, in conjunction with the Governing Body, an annual budget for the school, setting appropriate priorities for expenditure and allocating funds accordingly.
- Ensure that the school accounting systems are sound and that adequate and appropriate financial records are maintained.
- Ensure effective security and supervision of the pupils, buildings and grounds.

- Determine the effective and efficient use of accommodation and ensure there is a buildings premises development plan in place to ensure that accommodation is maintained to the highest possible standard.
- Manage and organise accommodation efficiently and effectively to meet the needs of all pupils and to meet health and safety regulations in order to ensure the health, safety and welfare of all members of the school community.
- Manage, monitor and review the range, quantity and use of all available resources in order to improve the quality of education and pupils' achievements, and to secure value for money.

Accountability for the Efficiency and Effectiveness of the School

The Headteacher is accountable to the Governing Body and the school community for the efficiency and effectiveness of the school.

The Headteacher will:

- Determine sound reporting systems to inform the appropriate members of the school community and beyond, including regular reports to the Governing Body at both full Governing Body and committee level
- Advise and assist the Governing Body of the school in the exercise of its functions.
- Ensure that all staff recognise their accountability for the success of the school.
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including Governors, the Local Authority, Department for Education and Ofsted etc.
- Maintain an appropriate level of liaison with other schools.
- Forge strong links within the community.

This Job Description may be amended at any time after discussion with the Headteacher, but in any case will be reviewed annually when key tasks related to the school priorities will be determined.

Meadow High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment procedures.

Person Specification

Headteacher

| Criteria | Essential/ Desirable | Assessment |
|--|-------------------------|------------|
| Qualifications / Education and Training | | |
| Degree or equivalent | Essential | AF + I |
| National Professional Qualification for Headship (NPQH) | Essential | AF + I |
| Evidence of other further professional development in preparation for senior management | Desirable | AF + I |
| IOSH Managing Safety or equivalent | Desirable | AF + I |
| Relevant Experience | | |
| At least five years of successful teaching in the 11-18 years age range or special needs schools | Essential | AF + I |
| A minimum of three years of senior management experience | Essential | AF + I |
| Evidence of raising the achievement of all pupils across the ability range | Essential | AF + I |
| A track record of promoting high standards of behaviour and a positive ethos in the school | Essential | AF + I |
| Experience in setting the strategic direction of a school | Essential | AF + I |
| Professional Knowledge and Skills | | |
| Effective use of information and communications technology | Essential | AF + I + A |
| Ability to develop effective teaching and learning | Essential | AF + I + A |
| Understanding of various stages of education | Essential | AF + I + A |
| Ability to lead, motivate, support, challenge and develop staff to secure improvement | Essential | AF + I + A |
| Demonstrate knowledge and understanding of safeguarding and child protection | Essential | AF + I + A |

AF: Application / I: Interview / A: Assessment

Person Specification

Headteacher

| Criteria | Essential/ Desirable | Assessment |
|--|-------------------------|------------|
| Safeguarding and Equal Opportunities | | |
| Evidence of commitment to promoting the welfare and safeguarding of children and ensuring all staff and volunteers share this commitment | Essential | AF + I + A |
| Committed to providing equal opportunities in the curriculum and pastoral care | Essential | AF + I |
| Committed to promoting equal opportunities in staff recruitment, promotion, training and employment | Essential | AF + I |
| Values the needs of individual children and the diversity of their cultural backgrounds, providing equal opportunities in access to learning | Essential | AF + I |

AF: Application / I: Interview / A: Assessment

Closing date: Sunday 12 January 2025 at Midnight
Shortlisting: Tuesday 14 and Wednesday 15 January 2025
Interviews: Tuesday 21 and Wednesday 22 January 2025

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