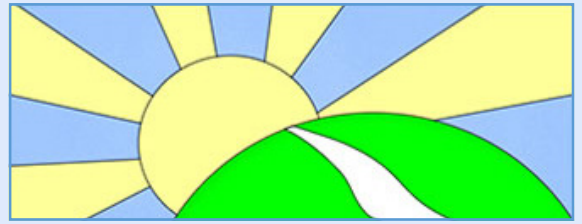


Brimble Hill School

Assistant Head Teacher Candidate Pack



Letter from our Head Teacher

Dear Applicant

Thank you for your interest in the role of Assistant Head Teacher at Brimble Hill School.

We are looking to expand our leadership team to assist in the day to day running of our Education Provision (EP). I'm personally involved in a Local Authority Outreach project supporting young people in mainstream settings who may need specialist placements. This takes me out of our EP for one or two days per week for which our EP would need extra support.

As an EP, we would welcome applications from experienced teachers from successful schools/EPs, with empathy, enthusiasm and passion, who have the desire to work with children with a range of differing abilities and a wish to support them to play an active and positive role in their communities.

Brimble Hill is part of the Brunel SEN MAT (BSM) which is a multi-academy trust for children and young people (CYP) aged 0-25, specialising in the special education sector. BSM was established in March 2016 and now in January 2021, with the establishment of the subsidiary company, Brunel Education, there are 6 fabulous SEND provisions working together to deliver exceptional learning experiences.

Brimble Hill is a purpose built Partnership Funded Initiative (PFI) EP co-located within a learning campus that also incorporates a mainstream primary and secondary, and Uplands School (a secondary special EP, also part of BSM).

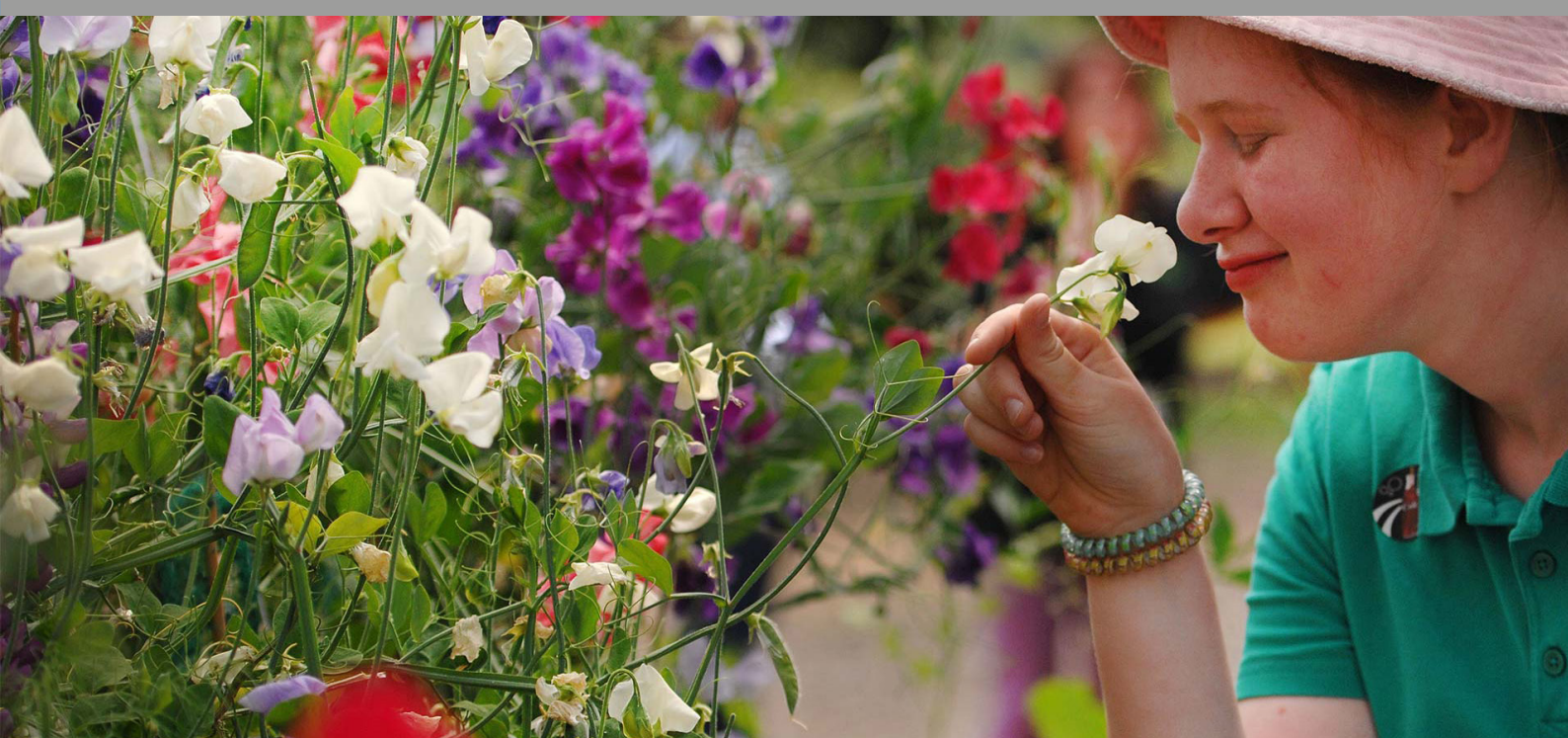
Brimble Hill's catchment area is throughout Swindon and there are currently 97 children on its roll. Brimble Hill is an EP for children and young people with severe (SLD) and profound and multiple learning difficulties (PMLD) aged 2-11 years and/or Autistic Spectrum Condition (ASC). Our CYP will often have additional complex needs. Attainment on entry for all our CYP is well below the national age-related expectations and all our CYP have an Education Health and Care Plan (EHCP).

We are looking for an aspiring senior leader who can work with the established team of middle leaders and teachers to further develop our EPs potential. You must have a passion for working in SEND with knowledge of primary education; especially the Early Years Foundation Stage (EYFS). The school delivers its curriculum through an activity-based approach, modelled on the EYFS.

This is a great time to join our EP, with the opportunity to work alongside the leadership team to make a significant impact as our new Assistant Head Teacher to help us achieve our vision and ambition for our children.

Yours

Alison Paul, OBE
Head Teacher
Brimble Hill Special School



About The Brunel SEN MAT

CEO's Welcome

The Brunel SEN MAT (BSM) is a 0-25 multi-academy trust specialising in the special education sector. We were established in March 2016 and now in September 2020 with the establishment of our subsidiary company, Brunel Education, have 6 fabulous SEND education provisions working together to deliver exceptional learning experiences that lead to significantly improved life chances and outcomes for our children and young people with SEND.

The BSM provisions range from nursery to college with well-established SEND support services enhancing the wider Swindon offer. Our offer starts with All Aboard Nursery for children with Autism, then two exceptional special primary schools, Brimble Hill and The Chalet, followed by our well respected and innovative special secondary schools, Uplands and Churchward, and then finally Horizons College effectively preparing their learners for life after education.

This broad range of expertise ensures BSM has the knowledge, skills and experience to focus solely on special education to enable the development of diverse quality provisions while maintaining high standards and performance.

BSM's vision is to deliver this aspirational specialist approach through a "boutique" MAT which values and recognises the need for each specialist provision to be creative and unique, to ensure they meet the individual needs of the children and young people.

Each of our provisions are committed to the BSM vision and have firmly embedded the core values Aspiration, Integrity & Inclusion in all they do.

Family really is at the heart of all we do – both our children and young people's families and the BSM family itself. We always put children, young people and families first, recognising the incredible job they do every day to support their child in achieving happiness, success and a place in their community.

To be able to offer these life changing opportunities for our children and young people we need to have exceptional staff. We invest significantly in the people who work in our provisions and who support our provisions, and we believe in developing our staff across every level of the BSM family.

Individuals in the BSM family make a real difference every day to the lives of children and young people with SEND.

Jackie Smith, CEO
jsmith@brunelsenmat.org.uk

Welcome from the Chair

We are all living through a quite extraordinary period in the world's history. The last Global Pandemic was 100 years ago. It infected an estimated 500 million people around the world, causing about 50 million deaths. The current pandemic had all that potential but thanks in great part to the transformation in health services throughout the world and the advances in medicine, the figures now are but a fraction. There is another dimension though, the engagement of a world-wide population in limiting the spread of the infection: made possible by means of mass-communication.

I am very much aware just how difficult the past months have been for everyone, but especially for those who have been caring at home for young people who have not been able to begin to understand why the routine of their lives was completely disrupted. The relief of all can be summed up in the joy of my Grandson on Friday when he realised he had arrived at Brimble Hill for the first time since March. "Yay!" was heard from the back of the car, after which when released he buzzed in without a second thought.

While we can look forward to the future, for me now is the time to pay tribute to all who have contributed so much to getting BSM to where we are today. We are blessed with an outstanding staff within each setting. They are supported by outstanding leaders in each place. The professionalism and dedication of the leadership teams has shone through in the way that each setting has responded to all that has been thrown at them to cope in this pandemic. We have been open throughout and support has been maintained for the neediest at all times. Bespoke response plans for each young person have had to be designed to operate within a new "normal" which itself has had to be designed to work appropriately taking into account the health and well-being not only of the young person but their peers, staff and the entire community.

On behalf of my fellow trustees, I have to give thanks and recognition for the truly exceptional service throughout this period of the Central Services team, the senior leadership and above all to our outstanding Chief Executive, who has not spared herself for one moment. I am so grateful to for all our colleagues who serve on the Local Governing Committees, the Champions Groups and the Trust Board. I know that all are longing for the day when we can meet each other, rather than stare at a computer screen.

With all that in mind, the future is before us. "No Barriers only Potential" rings as true today as ever it has done since the start of BSM.

Thank you all for playing your parts as members of the BSM family, enabling us together to be a beacon of success for our young people.

William Wyldbore-Smith
Chair of Brunel SEN MAT





The Brunel SEN Multi-Academy Trust: Our Journey

The Brunel SEN Multi-Academy Trust (BSM) started with the ambition to make a difference to the lives and aspirations of children and young people (CYP) with special educational needs and/or disabilities (SEND).

In April 2009, the Governing Body of Uplands School decided that the school needed a change of direction and a move away from the status quo which led to appointment of Jackie Smith as Head Teacher. This was Jackie's first Headship, and with the support and encouragement of the Governing Body, they embarked on a fast-paced journey of improvement and change.

When Jackie Smith became Head Teacher of Uplands School she was given the opportunity to do things differently and make a difference. With the support of determined staff and forward-thinking Governors Uplands was transformed into a vibrant community with a proactive attitude with a "can do" approach and the confidence to "do it differently". Uplands wanted to ensure that all aspects of the school design were student focused and introduced Personalised Planning and an age not stage approach to classes, with students grouped according to need. They redesigned the curriculum, the staffing structures, and their entire approach to SEND Education. All these changes led to the creation of the Learning Mentor Programme; a bespoke educational package tailored for students with ASC/SCID, that would eventually become Churchward Free School. It was no longer about supporting their students; it was about creating new opportunities to enable them to support themselves.

Over the next few years Uplands became a thriving learning environment where each student was able to make great progress. However, the Uplands team soon realised that there were not enough skill-based opportunities for their SEND young people once their statutory education was complete and wanted to ensure that all the valuable skills learnt at school were not lost as they went into adulthood. Both nationally and locally, most young people with SEND leaving education at 19 embarked on a life of leisure, which mirrored retirement, where skills learnt in school were not utilised or very sadly lost. In response to this lack of opportunity, Jackie, together with a dedicated Board of Trustees, created Uplands Educational Trust (UET) in June 2012, a unique non-profit charitable trust set up to provide the meaningful and sustainable activity for young people with SEND in their local community. The UET vision was to "help young people with SEND help themselves".

UET's desire to create relevant and meaningful work-related learning opportunities led to the opening of the first UET Charity Shop in November 2012. UET then expanded their offer and successfully opened Horizons College in September 2013. Horizons College was set up as a unique Further Education Provision for young people aged 16-25 offering a range of vocational education leading to paid employment where possible. Horizons College grew rapidly, remaining closely coupled with Uplands School and forming collaborative working relationships with the other schools to join the BSM. To further develop this collaborative working Horizons College moved from UET to become an active member of the BSM family of Education Provisions.



Our Journey *continued*

UET continues to grow, widening and developing their offer to support SEND young people to lead meaningful and complete lives. Their offer includes the well-established and very successful Skills for Life programme, the growing Skills for Work programme based in the community, offering sustainable enterprise opportunities, the much needed and valued Bespoke programme based at the Community Enterprise Centre (CEC) offering skills based enterprise, the newly established UET Short Breaks offer at Shaw Farm, and of course the UET Farm, as well as Holiday and Leisure Clubs. These provisions combine to create an exciting 52 week offer for young people and adults with SEND that ensures they keep the skills learnt at school and college with the aim of developing these skills further.

Since April 2009, Uplands also developed a strong partnership with their neighbouring primary special school, Brimble Hill School. They shared the core values of promoting independence, interdependence and celebrating the success of each child. Together they created a seamless transition process from Primary to Secondary SEND education.

The success of Uplands School has been nationally recognised. Uplands is now a double awarded Ofsted Outstanding School following their inspections in both 2014 and 2017. Uplands School was named the 'Best Overall School' at the prestigious Times Educational Supplement (TES) Awards 2015 and Jackie Smith was awarded an MBE in 2016 for visionary and innovative leadership. This is all due to the school's forward-thinking ideas, determination, can-do attitude and the unwavering support of staff, parents/carers and the Swindon community.

Uplands along with Brimble Hill wanted to share their knowledge and expertise with other SEND Schools. They envisaged a family of bespoke Special Schools and Educational Provisions that could support and develop each child and young person in their journey from infancy to adulthood.

In August 2018, Uplands and Brimble Hill achieved this goal, and became an established Multi-Academy Trust known as the Brunel SEN Multi-Academy Trust (BSM). Jackie Smith, now moved to the role of Chief Executive Officer (CEO) of the Brunel SEN MAT, with the support of the Executive Leadership Team comprising of the Chief Finance Officer and Director of Education.

In September 2018 Churchward School, a Secondary Special Free School for students aged 11-19 years with Autistic Spectrum Condition (ASC) and/or Social Communication Interaction Difficulties (SCID), opened in a temporary specialist centre, moving to their permanent site in July 2020.

Now established, BSM also opened an ASC Specialist Nursery, All Aboard, in October 2018. All Aboard Nursery's mission is to deliver life changing support to 3-4 year olds with additional needs and disabilities and their families, by providing specialist learning through play.

BSM then welcomed The Chalet School into the Brunel SEN MAT in December 2018. The Chalet School are highly knowledgeable in ASC Education and have significantly enhanced the BSM specialist offer.

With the establishment of our subsidiary company, Brunel Education, in September 2019, Horizons College official joined the BSM educational family. BSM now has 6 fabulous SEND provisions working together to deliver unique learning opportunities that lead to significantly improved life chances and outcomes for our CYP with SEND.

In Sept 2020, the BSM is a flourishing organisation that will continue to break down barriers and realise the potential of all, specialising in the special education sector. We commence our third academic year as a "boutique" SEN MAT with a commitment to continue to make a real difference to the lives of children and young people with SEND and also to further develop skills, expertise and knowledge of our staff. Jackie continues to be supported by an experienced Executive Leadership Team, well-established Heads of Education Provisions, knowledgeable Trustees and loyal and committed Local Governors. This exceptional and proven leadership team work collaboratively across BSM to achieve success at all levels. The Education Provisions continue to provide exceptional education, governed by the BSM Board comprising of experienced education and business professionals and Local Governing Committees (LGC), with specialist support from the Central Service Team (CST).

Our Organisation's Structure

The profile of the BSM is set out in the following table, identifying the split between our children and young people (CYP) and staffing by Education Provision (EP).

Education Provision	CYP Commissioned	Actual CYP	Staffing (perm/FTC)	Staffing (casual)	Total Staffing
All Aboard Nursery	28	28	15	0	15
Brimble Hill School	85	96	65	8	73
Churchward School	50	64	54	2	56
Horizons College	70	85	53	2	55
The Chalet School	57	63	47	4	51
Uplands School	132	141	124	12	136
TOTAL	422	477	358	28	386

The Brunel SEN Multi Academy Trust (BSM) Board and its subsidiary company, Brunel Education (BE) Board are responsible for the governance of BSM and BE and are accountable to the Department for Education ('the DfE') and Education, Skills and Funding Agency (ESFA) in accordance with the Academies Financial Handbook and ensure compliance with our Funding Agreements with the Secretary of State.

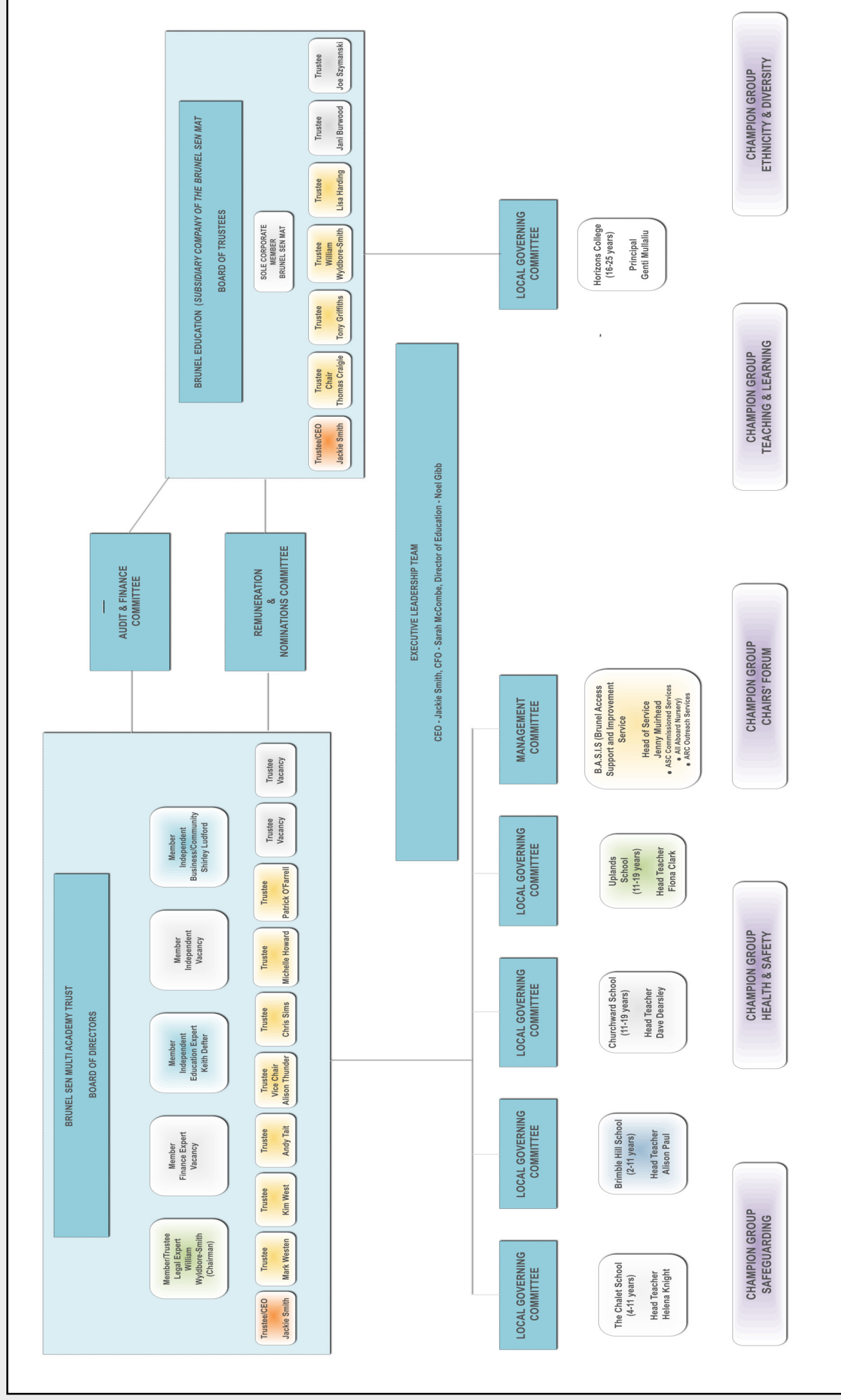
The BSM and BE Boards are responsible for setting the Vision and Strategic direction of BSM/BE and retain overall responsibility and ultimate decision-making authority. BSM is the sole corporate Member of its subsidiary company, Brunel Education (BE), which has its own decision making Board. The Academies Financial Handbook sets out the financial management, control and reporting requirements that apply to all academy trusts. Compliance with the handbook is a condition of the BSM's funding agreement. BE has a separate funding agreement with the Education Skills and Funding Agency (ESFA) which must be adhered to.

Each of the Education Provisions (EPs) within BSM and BE has their own Local Governing Committee (LGC). The Governors who serve on the LGCs are appointed by the relevant BSM/BE Boards and include both parent and staff representatives. The BSM and BE Boards and their LGCs work collaboratively and in

partnership. The Boards make decisions, following consultation with LGCs, on matters that affect the EPs. The Boards also have in place effective arrangements for monitoring and evaluating the performance of the LGCs and the EPs.

Governance principles are based on the concept of delegated responsibility which are set out in the relevant BSM/BE Scheme of Delegation and allow responsibility for areas of decision making to be delegated to Committees of the BSM/BE Boards, LGCs, the Executive Leadership Team (ELT) or Heads of Education Provisions (HoEPs). The Chief Executive Officer (CEO) is the Accounting Officer and is responsible to the BSM and BE Trustees for regularity, propriety and ensuring value for money. The Executive Leadership Team includes the CEO, Chief Finance Officer (CFO) and the Director of Education (DoE). Across the organisation we also have Champions Groups which act as Advisory/Steering Groups for the BSM/BE Boards and are comprised of a range of stakeholders from each of the Education Provisions.

Brunel Sen Multi Academy Trust – Board Structure – September 2020



Brimble Hill School – Staffing Structure November 2020



SLT	3	3
Teachers	14	12.9
UQT	1	1
TA	44	41.8
Admin	3	2.6
Support		

Head Teacher

Deputy Head Teacher
Assessment Recording &
Reporting/Behaviour

Assistant Head
Curriculum

Teacher
KNUW/PMILD

Teacher
Creative EYFS

Teacher
Maths/SLD

UQ Teacher
ASC

Teacher (0.9)
PD/PMILD

Teacher
CL&L/SLD

Teacher
PSHE/SLD

Teacher (0.9)
KNUW/ASC

Teacher
PD/ASC

Teacher
CL&L/SLD

Teacher (0.9)
KNUW/ASC

Teacher (0.2)
ASC/PPA

Teacher (0.6)
Music

Teacher(0.4)
Creative/PPA

Teacher
PSHE/PPA

Occupational
Therapist

Traded
Services

Speech &
Language
Therapist

Physiotherapy

School Nurse

Brimble Hill School – Staffing Structure October 2020



TAS

X 11

TAS

2 x (22.5)

1 x (5.75)

X 8

TAS

X 10

1 x (16.75)

TAS

1 x (11.25)

1 x (22.5)

X 9

TA Temporary Contracts

Admin Officer

(36)

Admin Assistant

(13)

Admin Assistant

(28.75)

Note –
All TAs work 28 hours unless otherwise identified



Job Role: Assistant Head Teacher
Job Family: Teaching & Learning
Responsible to: Head Teacher
Line Manager: Deputy Head Teacher
Salary/Grade: Leadership (6-L10) £47,735-£52,723



Job Description

Job Overview

The duties outlined are in addition to the ones stated in the latest School Teachers' Pay and Conditions document that you will automatically be required to meet. The duties may change to match the individual skills and expertise of the person appointed. In addition you will be required to undertake professional duties delegated by the Head Teacher (HT), which may include a teaching commitment to provide PPA or absence cover (subject to agreement with the HT).

Main Purpose

The Assistant Head Teacher (AHT) will support the Head Teacher and Deputy Head Teacher (DHT) with the professional and operational responsibility for the leadership, organisation, management and conduct of the Education Provision (EP).

The AHT must support the Deputy Head Teacher in managing the day to day operations of the EP and have a good grasp of the essentials of running a successful specialist EP: teaching and learning; curriculum design and staff development. This requires a hands-on approach. At the same time the AHT will support the

HT and DHT in raising the profile of the organisation and be able to communicate effectively with funders and other stakeholders.

Key responsibilities

- To ensure a high quality service is provided to meet the educational and support needs of pupils
- To assist the DHT in managing the day-to-day operational running of the EP
- To support the HT and DHT to put in place appropriate systems, regulations and processes that align with BSM
- To support the HT and DHT to ensure the EP meets the essential requirements of relevant inspection and regulatory bodies
- To support the development of the EP's offer for present and future needs
- To support the EP implementation of the BSM governance and QA framework
- To work with the BSM leadership to ensure the EP meets the Trust's strategic objectives

Job Description *continued*

Leadership

The AHT, working with the HT, DHT and other staff members, will help to develop and implement the strategic view of the EP and plan for its future needs and future developments.

The post holder will:-

- Support the HT and DHT to create, shape and instil the Teaching and Learning values of the EP and therefore communicate and drive the direction to ensure outstanding teaching and successful learning of all pupils
- Enable and encourage all members of the teaching and support staff to work towards the EP's aims and to achieve the Strategic vision and annual whole EP targets
- Introduce, lead and manage specific initiatives for development

Teaching and Learning

The post holder will:-

- Support the staff to create and maintain an attractive and exciting environment for learning
- Give a high priority to the further development of a wide range of teaching and learning opportunities
- Support the management of the system for monitoring and developing the quality assurance of teaching and learning, providing coaching and mentoring where necessary
- Line-manage key members of EP staff
- Promote the effective management of positive pupil behaviour
- Support the management of the system for assessment, recording and reporting of pupil progress
- Commitment to teaching in the classroom

Education Provision (EP) Improvement

The post holder will:-

- Support the HT and DHT to develop and deliver on an effective SEF which identifies appropriate priorities and targets for the next academic year
- Work with the DHT to translate the key priorities of the SEF into an effective EP Development plan
- Support the implementation for the actions identified

Compliance: Behaviour, Safety and Care of Pupils

The post holder will:-

- Support the HT and DHT to ensure safer recruitment standards are compliant
- Work with pupils, teachers and families to enhance awareness of safeguarding issues
- Promote a culture of Health and Safety wherever pupil learning takes place
- Ensure compliance with all relevant Health and Safety legislation
- Where necessary, support the HT/DHT's with initiating, reviewing and publishing of EP policies in all areas and ensure compliance with National guidelines
- Promote equality of opportunity regardless of gender, social, cultural, linguistic, religious or ethnic background through a range of activities





Job Description *continued*

Estate: The Learning Environment

The post holder will:-

- Support the HT and DHT to ensure the EP buildings and grounds including the contents and equipment are safe and well-maintained
- Support the HT and DHT ensure the learning environments are compatible with the vision of the EP and provide the highest quality learning opportunity for all pupils by working with the Central Services (CST) and Estates and Facilities Management team (EFM) to make improvements and maintain the facilities to meet the needs of all our pupils

The Community (we serve): Parents/carers and the wider community

The post holder will:-

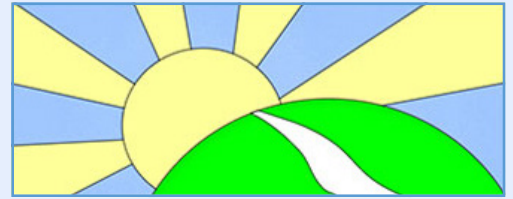
- Communicate the vision of the EP to parents, stakeholders and the wider community, both in person and via written and/or electronic media
- Support the HT in promoting and maintaining good links with local community
- Participate fully in the local community and maintain good links within it
- Maintain and promote our open door policy with parents, carer and local stakeholders
- Work with other professional providers to continually review improve and develop provision

Other Duties

Please note that the BSM organisation is based over a number of sites in and around the Swindon area and you may be required to work from different sites, as directed by the HT, BSM Chief Executive Officer (CEO) and the BSM Director of Education (DoE).

The post holder may be required to perform duties other than those given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-valuation of a post.

The CEO, DoE and Governing Body retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the post holder.



Person Specification

Tasks/duties	Essential skill	Desirable skill
Safeguard and promote the welfare of all pupils	<ul style="list-style-type: none"> Enhanced DBS Clearance Be willing to follow the school Safeguarding Policy and procedures and undertake mandatory Safeguarding training as directed by the school 	<ul style="list-style-type: none"> Have experience and understanding of practice and principles for Safeguarding Children, Young People (CYP) or vulnerable adults within an educational setting
Experience and Qualifications	<ul style="list-style-type: none"> Significant SEND teaching experience, minimum 5 years Qualified teacher status Experience of setting targets and monitoring performance in order to raise pupil achievement Experience of successfully managing and/or supporting staff Experience of successfully managing a range of support systems for CYP Experience of organising and leading staff training Experience of inspection by a validating authority 	<ul style="list-style-type: none"> Further SEN Qualifications Experience of teaching a wide range of SEN CYP (in both age and ability) Experience of SEND assessment, attainment levels and accreditation and the coordination of a specific subject Experience of managing effective quality improvement systems and procedures Up to date knowledge of EYFS and primary education
Knowledge and Skills	<ul style="list-style-type: none"> Knowledge and understanding of the role of a senior leader Monitoring and evaluating standards Excellent organisational skills Willingness to contribute to whole school improvement and the work of BSM Current knowledge of current SEND issues and curriculum development Good ICT Skills 	<ul style="list-style-type: none"> Lead role in a curriculum area Knowledge of Assessment, Reporting and Recording (Student Progress) Knowledge of differing teaching and learning styles
Personal Qualities	<ul style="list-style-type: none"> Good communication skills Ability to relate to people at all levels Caring and understanding approach Sense of humour Ability to set targets, meet deadlines and work under pressure Enthusiastic team approach Adaptable and versatile approach Imaginative approach to parental and other community involvement Flexibility, enthusiasm to embrace change Commitment to continue the process of raising standards Commitment to the school and CYP Commitment to developing strong community 	<ul style="list-style-type: none"> Ability to contribute to extra-curricular activities Ability to support the management of change Ability to lead and work in a team



How to Apply

For more information about this exciting opportunity please call our recruitment partner **Tracy Laverack** on **07554 118 997** or **01223 907 979** or via email **tlaverack@academicis.co.uk**

In addition, you will need to submit a supporting statement, detailing your track record, relevant experience, skills and competencies.

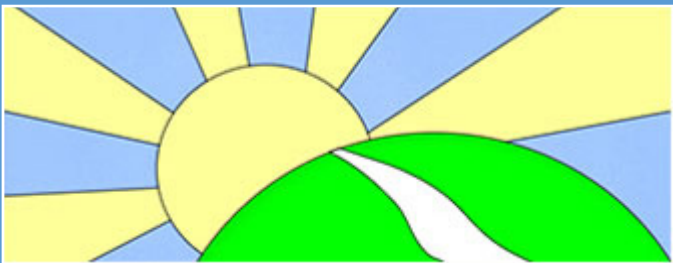
Please email your application to **tlaverack@academicis.co.uk**

Closing date: **10am Monday 1st February**

Shortlisting: **Wednesday 3rd February**

Meet and Greet: **Monday 8th February**

Interviews: **Wednesday 10th February**



Brimble Hill School
Tadpole Lane
Redhouse
Swindon
SN25 2NB



Unit B4C (Next to North Swindon Library)
Orbital Retail Park
Swindon
Wiltshire
SN25 4AN