

Greenside School



Headteacher Recruitment Pack

Spring Term 2023



HFL

Contents

Welcome letter from the Chair of Governors	Page 3
Key Facts and Statistics	Page 4
About our School	Page 5
Our Vision and Values	Page 6
Learning, Achieving Together	Page 7
Specialist provision and facilities	Page 8
Our Curriculum	Page 9
Our new Headteacher.....	Page 10
Job Description	Page 11 - 14
Person Specification	Page 15 - 19
Important Information	Page 20
Application Process	Page 21



Welcome from our Chair of Governors

Dear Applicant,

Thank you for your interest in the Headteacher role at Greenside School. I hope you find this information pack a useful introduction to our school. We are delighted that you see Greenside as a school where you can make an impact.

The vacancy has arisen as a result of the retirement of our current Head after 22 years.

Greenside is a special school for pupils aged 2 to 19 years, who have severe or profound learning difficulties. There are currently 174 on role. The secondary part of our school is collocated with Barnwell Middle School. Greenside works in partnership with North Hertfordshire College to provide education for students beyond the age of 19 years who have profound and multiple difficulties at our specialist resource, known as 2learn. This is located at The Hyde. The school also has a social enterprise (the Greenside Studio) at this shopping centre.

In January 2020 Ofsted judged our school to be 'good.' We believe that a key part of this success is the strong links and relationships that have been developed between staff, pupils, parents and the broader school community.

In recruiting a new Headteacher, we are seeking someone who can shape and share our vision and

ethos. We are seeking a Headteacher with the warmth, enthusiasm, drive and relevant experience to move our school forward.

The closing date for applications is Monday 27th February 2023. Shortlisting will be taking place on Monday 6th March 2023. For further information about our school, please visit our website at www.greenside.herts.sch.uk

To arrange a visit to the school, please contact Caroline Steed (school office manager), Caroline.Steed@greenside.herts.sch.uk 01438 315356.

Thank you for your interest in Greenside School. My colleagues and I look forward to reviewing your application and then inviting you to interview.

Yours faithfully,

Dave Smith - Chair of Governors



Key Facts and Statistics

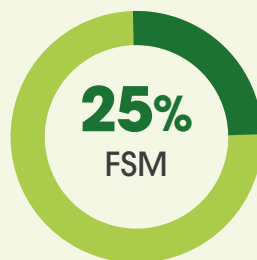
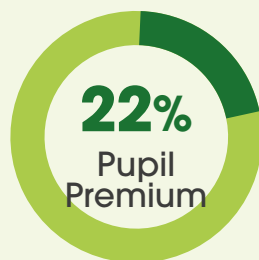
Location:
Stevenage

2-19yrs
Age Range

174
Number
on Roll



RATED **good** in January 2020



About our School

Greenside is an all-through special community school for children aged 3 to 19 in Shephall area of Stevenage.

The school caters for up to 174 children and young people aged between 2 and 19 years who have severe or profound learning difficulties, communication difficulties, Autistic Spectrum Condition (ASC), physical difficulties, sensory impairments and some with complex medical needs.

At Greenside we believe that children and young people are at the centre of all that we do. The school has an excellent range of resources and facilities, making learning

possible and education fun. We are proud to be a community school and have strong links and relationship with parents, families, associated professionals and the local community.

We are pleased to share this short video to introduce our school: **Welcome to Greenside School Stevenage. A school for children aged 2-19 with special educational needs and disabilities.**



Our Vision and Values

At Greenside everything we do is underpinned by a belief in the importance of establishing and exemplifying the types of relationships and support strategies that allow everyone to access learning and life opportunities.

Our Vision is:

To deliver a creative, relevant and highly personalised curriculum that empowers each learner to achieve a fulfilled future.

Our Values are:

Respect Creativity Collaboration

We believe in...

Learning Achieving Together

Our shared responsibilities:

- Be outward looking in our vision and approach.
- Be positive, optimistic and solution focused.
- Give of our best at all times.
- Recognise that everyone at Greenside is a learner.
- Ensure opportunities for learning, enjoyment, fulfilment and to be part of the wider community.
- Be inclusive in our practice.
- Work in partnership with parents, carers, other professionals to support the whole family.

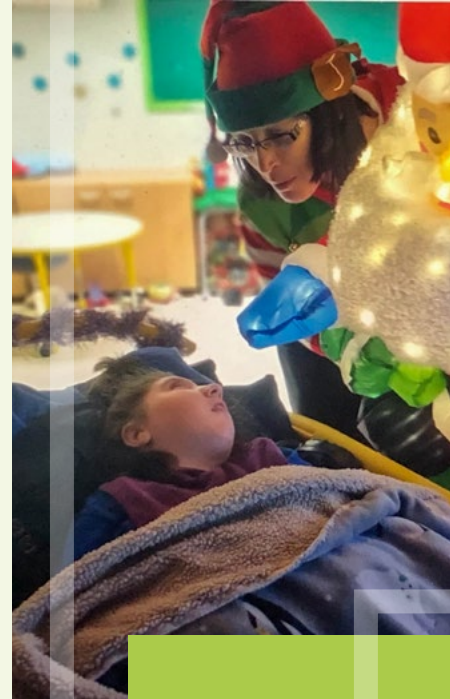


Learning, Achieving Together

The specific need of each young person is at the heart of everything we do. We have a highly personalised approach, which we call 'My Curriculum'. This is focused around four main areas: My Body, My Communication, My Thinking and My Wellbeing. We empower learners to express themselves, to have a sense of fun, curiosity, adventure, achievement and to form safe, fulfilling relationships.

We are co-located with Barnwell Middle School which enables exceptional opportunities for inclusive learning and new friendships. Some of our specialist teaching provision is based in the heart of our community at The Hyde shopping centre, enabling our learners to develop resilience, confidence, self-esteem, vocational skills and independence.

We share dining, art, dance, library, music, gym and science facilities with Barnwell School and two of our Post 16 classes are located at the High School. We also have specialist learning provisions at The Hyde shopping centre, which provide a home for our community-based learning.



Specialist provision and facilities

Our children and young people enter Special Education because of their significant and complicated medical needs alongside the educational needs. It is our aim to offer our young people quality provision and specialist facilities to enable them to learn and develop so they are admired with pride within their own family and friendship circles.

At Greenside we offer a wealth of specialist facilities including:

- a warm water swimming pool
- multi-sensory rooms and areas
- soft-play room
- sensory integration room
- food technology room
- rebound therapy area
- social enterprise
- accessible minibuses
- accessible cars.

Greenside school has five outdoor play areas. Our outdoor facilities feature:

- sensory garden
- accessible swing
- accessible roundabout
- accessible sand pit
- sunken trampolines
- exercise equipment
- an adventure play area
- AstroTurf games areas
- playing field
- swings and climbing equipment.



Our Curriculum

Known as “My Curriculum,” we provide a highly personalised curriculum designed about the priorities and outcomes identified in each EHC plan. There are four main elements to “My Curriculum.” These are: “My Body,” “My Communication,” “My Thinking,” and “My Wellbeing”. These broad headings inform our planning to ensure breath and relevance.

Post 16 Provision

We provide further education opportunities for students aged 16 to 19 years. Greater emphasis is placed on using and developing the skills and competencies of individuals within a range of settings. We want our young people to experience a wide range of challenging and exciting activities, exercise their choices and develop their independence. To support the development of pre-vocational skills the school has a social enterprise at The Hyde shopping centre. Students also access Church Farm, as well as one of three FE colleges.

Personal and Social Development

Learners are given opportunities to develop skills that enable them to be as independent as possible. To make choices, to problem solve and gain confidence.

Learning and Teaching

A wide range of teaching approaches are used as appropriate to meet the needs of individual learners. There is a strong emphasis on life skills and preparing learners to participate in their communities.

We continually review our teaching methods and resources to ensure that all learners receive the support they require. The school invests in a wide range of training and CPD to ensure our staff can best respond to the developing needs of all learners.

Our Inter-Disciplinary Team

As well as teaching staff, the school works in partnership with a variety of professionals. A team of nurses are deployed each day at the school as well as Physiotherapists, Occupational Therapists and Speech and Language Therapists. Together we aim to provide the best quality education and support for our learners and their families.

We also provide an out-reach service for local primary schools in collaboration with Woolgrove School. You can find out more about this here: **Welcome to Greenside School Stevenage. A school for children aged 2-19 with special educational needs and disabilities.**



Our new Headteacher

In January 2020 Ofsted judged our school to be 'good'. In recruiting our next Headteacher, the governors are keen to find a leader who can build on the excellent work and vision that the existing Headteacher has put in place over the last 22 years. We are looking for a Headteacher who is dynamic, personable and approachable, has the ability to build links and partnerships with a wide range of professionals and take everyone along with them. So:

- Are you the person our children and young people are looking for?
- Do you have the vision and a track record of driving a school forward to even greater heights?
- Do you care more about the all-round progress of pupils than they do themselves?
- Do you believe that our pupils can and should become influential and independent members of the communities in which they live and learn?
- Can you lead a team of experienced, talented and dedicated staff and work with them in a spirit of mutual respect and collaboration?
- Do you have the experience and resilience to work with children and young people with severe learning difficulties and understands how to respond to a wide range of specific needs?
- Do you have recent senior leadership experience and the resilience to lead and motivate others to deliver quality teaching and learning that our children and young people deserve to reach their full potential?

If you have the experience, skills, and commitment to learning and achieving together along with the ambition and inspiration to lead our school forward onto the next stage, we would love to hear from you.



Job Description

Main purpose

- The core purpose of the Headteacher is to provide professional leadership and management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.
- To gain this success, the Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all students.
- Forge a compelling vision to guide the school to its next stage of development. To utilise leadership skills to enable our school and wider school community to comprehensively fulfil our vision.
- Develop a strategy with our community and other schools in order to provide clear educational pathways for our students as they grow older. Ensure sustainable growth and financial security for the school.
- Meet the expectations set out in the Headteachers' and Teachers' Standards

N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.



Key responsibilities:

Shaping the future

- In partnership with the Governing body/Trust, working with pupils, staff and families to lead a vibrant School community and continue the school's excellent progress.
- Working with the local authority, local schools, parents, carers and young people, to ensure that pupils who would be appropriately placed at the school are admitted as swiftly as possible.
- Continue to be forward-thinking in the future development of the school and in increasing sphere of influence.
- Leading with a clear and articulate vision, showing personal and professional commitment to that vision at all times and remaining motivated when under pressure.
- Developing effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for pupils.
- Working with other schools and organisations to champion best practice and secure excellent outcomes for all pupils.
- Engaging positively with pupils, parents, governors and the wider community.

Leading Teaching and Learning:

- Understanding the local, national and global influences on learning developments in the field of special education and looking at current practice, policy and research to inform teaching and practice.
- Seeking to provide the very best learning environment and experiences for the pupils including the use of current technologies, making learning creative and exciting, and leading to the greatest range of life choices for them.
- Leading and modelling effective teaching and learning practices, securing high levels of performance accountability from all staff to overcome disadvantage and to advance equality.
- Maintaining a strong value-based ethos within which staff are motivated and supported to develop their own skills and subject knowledge and to support each other, providing opportunities for staff to engage in on-going high quality professional development.
- Holding staff to account for their professional conduct and practice.



Managing the organisation:

- In the ongoing pursuit of aspirational progress and focussed planning, ensuring that effective and transparent tracking, target setting and assessment processes increase achievement and attainment in the development of a lifelong adoration of learning.
- Distributing leadership and management throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold others to account for their decision making.
- Providing a safe, calm and well-ordered environment for all staff and pupils, focused on making sure pupils are kept safe from harm and are well prepared for effective learning.
- Ensuring that high quality staff are recruited, induction practices are effective and that professional development opportunities and effective succession planning support retention.
- Ensuring that line management and accountability are effective in securing high standards.

Health and Safety:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.



To gain this success, the Headteacher must

- Have regard to the **National Standards of Excellence for Headteachers** at all times.
- Demonstrate consistently high standards of principled and professional conduct both within and outside school.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Always serve in the best interests of the school's pupils.
- Establish high quality education by effectively managing teaching and learning to realise the potential of all students.
- Forge a compelling vision to guide the school to its next stage of development.
- Develop a strategy with our community and other schools to provide clear educational pathways for our pupils as they grow older.
- Ensure sustainable growth and financial security for the school.

Appointment is subject to the current conditions of employment of Headteachers, contained in the **School Teachers' Pay and Conditions document**, the **School Standards and Framework Act 1998** and all other current education, employment and health and safety legislation.



Person Specification

A candidate will only be considered for shortlisting and move forward in the remaining person specification criteria if they meet the initial **essential** criteria under qualifications, knowledge and experience.

It is important to provide examples using the STAR acronym (**s**ituation, **t**ask, **a**ction, **r**esult) relating to the person specification criteria.

Qualifications, knowledge and experience	Essential/ Desirable	Application form	Assessment stage
Degree and Qualified Teacher Status	E	✓	✓
Experience of working with/ teaching children with special educational needs (SEND)	E	✓	✓
Recent successful leadership experience as a Headteacher, Deputy headteacher, Assistant headteacher or School Improvement Lead	E	✓	✓
Thorough understanding of Child Protection and Safeguarding and commitment to safeguarding as part of the duty of care	E	✓	✓
Demonstrate prior experience of leadership within special education	D	✓	✓
Experience of leading safeguarding in a school	D	✓	✓



School culture	Essential/ Desirable	Application form	Assessment stage
Demonstrates an awareness of the wider education context	E	✓	✓
Ability to articulate a clear vision for the future and secure commitment to a compelling vision for the school	E	✓	✓
Proven record of inspiring, enabling and motivating others, promoting positive and respectful relationships across the school	E		✓
Build upon our current high levels of performance, by supporting and developing team-working across the whole school community	E		✓
Ensures a culture of high staff professionalism, holds others to account	E		✓
Leads by example, with integrity, creativity, resilience and clarity; drawing on your own experience, knowledge and skills, and expertise from those around you	E		✓
Upholds ambitious educational standards for all children and young people	E		✓



Teaching, curriculum & assessment	Essential/ Desirable	Application form	Assessment stage
Clear understanding of the curriculum and how to ensure this can be effectively accessed by all	E		✓
Reviews and monitors progress against agreed, measurable targets	E		✓
Absolute commitment to inclusion and to ambitious expectations for all pupils including those with SEND and higher attainers	E	✓	✓
Knowledge and experience of working with children with SEND	E	✓	✓
Able to understand the needs of pupils whose behaviour presents a risk of harm and develop strategies to successfully manage this	E		✓
Experience of deploying and managing staff to deliver effective outcomes	E		✓

Professional development	Essential/ Desirable	Application form	Assessment stage
Evidence of appropriate and recent professional career development for the role of Headteacher	E	✓	
Has successfully undertaken approved safer recruitment training	D	✓	
Commitment to prioritising the continued professional development of all staff (including themselves) in the best interests of the individual, the team and the school	E	✓	✓
Successful track record of developing staff through effective performance management	D		✓



Organisational management / continuous school improvement	Essential/ Desirable	Application form	Assessment stage
Have had active involvement in effective school self-evaluation and development planning	D	✓	✓
Have had responsibility for whole school policy development and implementation	D		✓
Experience of leading change effectively and successfully	D		✓
Clear commitment to promoting health and safety and the wellbeing of children and staff	E		✓
Ability to review and analyse key data to develop evidence-informed strategies for school improvement	E		✓

Working in partnership / Governance & accountability	Essential/ Desirable	Application form	Assessment stage
Experience of working with stakeholders including governors, school improvement partners, other schools and organisations to improve outcomes for pupils	D	✓	✓
Understands and welcomes the role of effective governance, upholds their obligation to give account and accept responsibility	E		✓
Experience of managing school finances effectively, understanding their contribution to school development and pupil outcomes	D		✓



Personal Qualities / Ethics and professional conduct	Essential/ Desirable	Application form	Assessment stage
Passion for Special education, coupled with ability and enthusiasm to see all children and young people reach their potential	E		✓
Demonstrate optimistic personal behaviour, positive relationships and attributes towards their pupils and staff, and towards parents, governors and members of the local community	E		✓
Create a culture of effective communication across the whole school community, and implement appropriate systems to support this	E		✓
Visible and approachable, empathetic and enjoys engaging and inspiring children and young people	E		✓
Adaptable leadership style, 'hands on' when required, balanced with knowing when to delegate	E		✓
Capacity for sustained hard work with energy and enthusiasm	E		✓
Able to take a dynamic approach to the changing needs of the school population	E		✓
Demonstrates consistently high standards of principled and professional conduct both within and outside school, upholding the Seven Principles of Public Life at all times	E		
Upholds fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs	E		✓



Important Information

Pay range:	L24-L31 (£78,010 - £91,679)
Start date:	September 2023
Closing date:	Monday 27th February 2023 at 9.00am
Shortlisting date:	Monday 6th March 2023
Interview date:	Monday 20th and Tuesday 21st March 2023
Visit to the school:	Please contact Caroline Steed, Office Manager on admin@greenside.herts.sch.uk
School website link:	www.greenside.herts.sch.uk
Send your completed application:	leadership.recruitment@hfleducation.org

Greenside School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check as well as other pre-appointment checks, including an online check, as outlined in Keeping Children Safe in Education (September 2022).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.



Application Process

How to apply

This recruitment is managed by HFL Education, in line with the latest guidance on safer recruitment. Please apply online at www.teachinherths.com or send your completed application form to: leadership.recruitment@hfleducation.org. You can also contact us on 01438 544476.

Application Form

Applicants must use the standard application form provided (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. Include all the training you have completed, particularly those in recent years which have helped to prepare you for headship.

Person Specification and Personal Statement

When writing your personal statement, it is important you address each of the requirements in the person specification. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turn around. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact. One referee will be your last Headteacher or Chair of Governors.



