



HEART OF THE FOREST COMMUNITY SPECIAL SCHOOL

Headteacher Application Pack – February 2025

Please take a look at our school website for more information about the school.



Chair of Governors Welcome Letter

Dear Candidates,

Heart of the Forest Community Special School is an all age (2-19) specialist provision situated within the beautiful Royal Forest of Dean. Our school meets the educational needs of 145 pupils with PMLD, SLD and MALD - all with an EHCP.

Heart of the Forest Community Special School aims to engage, enrich and inspire, equipping pupils for their current and future stages in life. Our school has a strong and ambitious vision to create relevant opportunities to build skills and knowledge through an aspirational and personalised curriculum, inspiring meaningful experiences and connections with the wider world.

The school has gone through a significant period of development and change. By focusing on the needs of the children and in close partnership with the local authority we have developed a clear, ambitious yet attainable pathway for positive change. We are looking for a candidate who shares our ambition for the children and who will be inspired by the plans the school has worked hard to develop.

The Forest of Dean is a very close community, which enhances the 'family feel' that our special school celebrates and works hard to preserve. We endeavour to take every advantage of our stunningly beautiful surroundings, ensuring that learning reaches beyond the classroom.

Our school is recruiting for a Headteacher who will lead the school in its developmental journey.

The role commands high professional standards and a commitment to developing the teaching and learning of special needs within a supportive provision. Our pupils are at the centre of all of our decisions, and we continually strive to make a difference. We are committed to working with our parents and carers to ensure our pupils are safe, happy and ready for post school life.

We consider our staff to be our greatest resource and need a leader who will nurture and enable the staff team to achieve our aims for the school.

We look forward to meeting you and sharing our school.

Dave Hill
Chair of Governors



Our Vision



Heart of the Forest Community Special School

Mission

*Engage, Enrich and Inspire,
together for now and the future*

Vision

Create relevant opportunities to build skills and knowledge through an aspirational and personalised curriculum, inspiring meaningful experiences and connections with the wider world.



Job Description

Position:	Headteacher
Accountable to:	The Governing Body
Scale:	Grade 22-28 (£83,464 - £96,673)
Nature of Contract:	Permanent, Full Time
Pension:	Teachers Pension Scheme

Purpose

The Headteacher will provide vision, ambition, leadership and strategic direction, underpinned by clear values, to ensure that the school is managed and organised effectively by working strategically with all partners and stakeholders to develop outstanding provision to transform the educational and future opportunities for all pupils.

Statutory and Non-Statutory Requirements

- Fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the conditions of employment of the Headteacher.
- Operate within the framework outlined in the Headteacher's Standards to ensure best practice within our setting
- Seek to achieve any performance criteria, objectives or targets agreed with, or set by, the Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions document.
- Promote and safeguard the welfare of all children, young people and staff within the school by ensuring that the school's policies and procedures relating to safeguarding children and vulnerable young adults are fully implemented and followed by all staff sensitively and effectively.

Main Duties

- Be the lead professional and positive role model within the school community.
- Work to an agreed vision, underpinned by clear values which are evident throughout the school.
- Have a direct impact in raising achievement to the highest level through uncompromising high ambition.
- Lead by example in determining the professional conduct and practice of teachers to the highest standards.
- Enable a climate that supports pupils to display exemplary behaviour.
- Be a positive role model in helping others recognise and celebrate difference and respect cultural diversity.
- Have ambition and seize opportunities for the school beyond its boundaries.



Personal Qualities

- Hold and articulate clear values and moral purpose focused on providing an outstanding education for all pupils.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, parents and carers, Governors and the local community.
- Lead by example, with integrity, creativity, resilience and clarity, drawing on your own scholarship, expertise and skills, and that of those around you.
- Sustain wide current knowledge and understanding of Education, SEND and school systems locally, nationally and globally and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating Local Authority and National Policy into the Special School context.
- Communicate compellingly the school's vision and drive strategic leadership, empowering all staff and pupils to excel.

Pupils and Staff

- Demand ambitious standards for all pupils with particular reference to personalised progression, overcoming barriers to learning and disadvantage whilst advancing equality and instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and enhanced pupils' well-being.
- Establish an open educational culture as a basis for sharing good practice within and beyond school, drawing on and conducting relevant research and robust data analysis.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice.

Organisational Management

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose upholding the principles of transparency, integrity and probity.
- Provide a safe, calm and well-ordered environment for all pupils and staff focused on safeguarding pupils and developing their exemplary behaviour in school and the wider society.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively, in particular in setting school strategy and to hold the Headteacher to account for pupil, staff and financial performance.
- Exercise strategic curriculum led financial planning to ensure the equitable deployment of budget, resources and accommodation in the best interests of pupils' achievements and to maintain a sustainable future.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.



Continuous School Improvement

- Create an outward facing school which works with other schools and organisations in a climate of mutual support and challenge to champion best practice and excellent academic outcomes.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve social and health outcomes for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to drive school improvement.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Model entrepreneurial and innovative approaches to service improvement, leadership and governance, and to be confident of the vital contribution of internal and external accountability.
- Inspire and influence others within and beyond school to believe in the fundamental importance of Special Education and to promote its value.

The Headteacher will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Compliance with Data Protection legislation
- At all times operating within the school's equal opportunities framework

A copy of this document will be held on file in school and may be amended at any time after consultation with the post holder

Heart of the Forest Person Specification for Headteacher

Essential	Desirable
Qualifications and CPD	
<ul style="list-style-type: none"> A record of continuous professional development that includes training in leadership and management. 	<ul style="list-style-type: none"> NPQH, or commitment to completing within 2 years Advanced qualification such as M.Ed Recognised SEND qualification
Experience	
<ul style="list-style-type: none"> Serving Headteacher/Deputy Headteacher/Senior Leader role with experience of catering for pupils with PMLD, MALD, SLD, AS Experience of developing and implementing programmes for staff development. Experience of raising standards of achievement Experience of leading, managing and developing a team Experience of safeguarding and promoting welfare of children 	<ul style="list-style-type: none"> Working experience across all Key Stages Experience of Post 16 Provision Experience of managing a significant project
Key Skills and Competencies	
<ul style="list-style-type: none"> To foster a culture of open and transparent communication with all stakeholders Highly developed leadership skills with the ability to motivate, delegate and empower Able to analyse data, evaluate and assess school's performance and develop improvement plans Able to set the direction for school and create a clear vision Able to engage positively and support students by recognising their progress in all areas and celebrating them with them 	<ul style="list-style-type: none"> Competent to deliver health and safety leadership responsibilities Able to enhance school income Experience of managing a budget



<ul style="list-style-type: none"> • Able to develop highly positive relationships with parents and carers and recognise their value as partners in achieving the best outcomes for students. • Able to develop staff confidence, capacity and impact by establishing supportive relationships that encourage a positive response to challenge and guidance. • Able to champion the school and work with community organisations • Able to work constructively with Governors, the LA, Social Services, other schools and partners • Excellent knowledge of the current issues, statutory requirements and trends impacting on special education • Able to organise, prioritise and manage work effectively • Knowledge of the arrangements affecting academy schools • Able to develop an effective and trusted working relationship with the School Business Manager to ensure good school administration and budget management • Able to plan for improvement and drive initiatives forwards • Able to inspire staff to create and maintain a stimulating learning environment • Excellent communication skills • Ability to hold self and others to account • Excellent understanding of curriculum design to meet the needs of all students • Well-developed evaluative skills that ensure an accurate view of the school’s strengths and weaknesses • Outward-looking and keen to embrace the local community • Welcome appropriate challenge, be reflective and open to change • Excellent knowledge of safeguarding. 	
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Personal Qualities	
<ul style="list-style-type: none"> • Deep commitment to inclusion, valuing diversity and championing excellence for all • Enthusiasm, commitment and vision to support the existing child centred ethos of the school • Sense of humour and the ability to diffuse challenging situations tactfully. • Commitment to, and a genuine interest in, the pastoral welfare of the school community • Operate with integrity, fairness and honesty and committed to maintaining confidentiality, as appropriate. • Able to work under pressure, organise workload and maintain personal resilience and wellbeing. 	
Mandatory Requirements	
<ul style="list-style-type: none"> • Committed to equal opportunities, principles and practice • To uphold the 7 Principles of Public Life • To ensure that all statutory duties are carried out fully at all times. 	



How to Apply

In addition to the information contained within this pack, you can find out more about our school by visiting our website at www.heartoftheforestschoo.co.uk

Copies of our [Safeguarding and Safer Recruitment Policies](#) can be found on the Vacancies page of our website.

You are also encouraged to visit the school before completing your application. Please contact: Lizzie Spowart or Olivia Lord on 01594 822175 to make an appointment.

We hope that when you have completed your research you will be excited at the prospect of joining us at Heart of the Forest. So please read the person specification carefully and take the opportunity to demonstrate that you have the qualities that we are looking for when you complete the application form.

Please submit your application to Wendy Gallagher, Governor Services, Gloucestershire County Council. Email: governor.services@gloucestershire.gov.uk

The key dates of the selection process are:

Closing Date: **Friday 28th February 2025 at Noon**

Interviews: Wednesday 19th and Thursday 20th March 2025