

Headteacher Recruitment

Candidate Information Pack March 2021



Learning for Life

Working together with parents and professionals to ensure all aspects of a child or young person's needs are identified and met.





Invitation to Apply

Hello and many thanks for your interest in our vitally important Headteacher position at Kings Mill School Driffield in the East Riding of Yorkshire.

As you will hopefully know, Kings Mill is a local authority maintained special school for children and young people age 2 to 19. The school is on two sites; a purpose built school and a Student Centre based at Driffield Secondary School for our pupils aged 16-19. All of our pupils have complex needs and we offer specialist provision for pupils on the autistic spectrum and with multi sensory needs. This can make it one of the most inspiring, celebratory and challenging schools to lead.

The School also provides a 'short break' residential facility where some children may stay for one or two nights. They must be assessed by the Children's Disability Team before they can be allocated a place. The residence staff consists of 4 senior officers (Head of Care and 3 Senior Care Officers) supported by more than 20 staff with specific responsibilities.

Our 135+ pupils are complemented by 150+ staff, amazing, committed people ranging from teachers and LSAs at all levels to admin, premises, finance and our leadership team. The school has different areas of learning – Early Years, Primary, Secondary, ABA, PMLD and Sixth Form. There is though very much a whole school team spirit and ethos.

Our Governing body are a committed group who have one absolute focus: what's best for Kings Mill pupils. We support this by working with the Headteacher in both the fundamental areas of finance, staffing, pupil progress etc; alongside our current priorities in the School Development Plan. 'Learning for Life' underpins all we do at the school. This is supported through our Thematic curriculum, residential and day visits, Forests School, PE and much more.

In 2020/2021 emphasis is on embedding and further developing our curriculum and assessment processes, mental health and wellbeing, careers, life skills and local community involvement.

In terms of Ofsted we are a 'Good' rated school working towards Outstanding. The appointment of a new Headteacher is an opportunity to build on the strong foundations and to help move the school forward in a very changing world.

Please access our school website for further information. Visits to the school are encouraged, by appointment only and subject to all Covid-19 advice at the time. Dates available for visits can be found at the end of this information pack. In the interim we hope this pack will provide the information to help you make an informed application.

Joint Chairs of Governors

Terri Chambers and Anne Farnsworth



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ABOUT KINGS MILL SCHOOL

Kings Mill is a Local Authority special school based in Driffield. We provide an individualised, creative and exciting learning pathway for pupils between the ages of 2 and 19 within a safe and supportive environment. All pupils have an Education Health and Care Plan (EHCP) or are being assessed for an EHCP. All our pupils have complex needs and we offer specialist provision for pupils on the autistic spectrum and for pupils with multi sensory needs.

LEARNING FOR LIFE

Learning for life is at the heart of all that we do, including our Governors' policies and our School Development Plan. Our values and School Aims are underpinned by Safeguarding Children and Keeping Children safe in Education.



OUR ETHOS & AIMS

Kings Mill School and Residence are committed to providing a range of high quality learning experiences, which enrich, challenge and stimulate the pupils and lead to the development of their independence today and in the future.

- Work towards independence with the pupils
- Promote inclusion and be an integral part of our community
- Have high expectations and aspirations for our pupils and staff
- Develop a sense of respect and responsibility
- Work in partnerships with families, other schools, outside agencies and the community
- To be a listening school and to ensure pupils feel secure, are encouraged to talk, and are listened to
- To promote an 'open door' policy across the 24 hour setting, for parents, carers and children
- To include in the curriculum, activities and opportunities which equip pupils to communicate their needs and skills to stay safe from harm
- To establish effective working relationships with parents and colleagues from other agencies
- To enable pupils to communicate and interact with others
- Enable pupils to express preferences, communicate needs, make choices, make decisions and choose options other people act on and respect
- Prepare pupils' for adult life in which they have the greatest degree of autonomy
- Increase pupils awareness and understanding of their environment and of the world
- Encourage pupils to explore, to question and to challenge
- Provide a wide range of learning experiences for each pupil in each key stage suitable for their age.



OUR GOVERNORS

The Governors at Kings Mill School are all committed to making a positive contribution to the children's education. Together with the Headteacher they set the future direction of the school and decide how the school's budget should be spent. They attend a full governing body meeting each term and make decisions collectively on matters such as school policies and the school's development plan.

The Joint Chairs are Terri Chambers and Anne Farnsworth.



The Clerk to Governors is Shelly Messenger from the LA support service.

Parent Governors: Richard Dibb and Katrina Harrison

Staff Governor: Marnie Palmer

LA Governor :Terri Chambers

Co-Opted Governors :Anne Farnsworth, Gill Hunsley (vice chair), Ian Cornish, Dave Percival



OUR SCHOOL COUNCIL

Our school council is made up of a group of students who have been elected by their peers to represent their views and raise issues with the senior leaders and Governors of the school.

- It gives our students the opportunity to let adults know their feelings and opinions about things that affect them.
- It gives them a say about decisions and allows them to play an active role in making their school a better place.
- It aids them in developing life skills through participation.

The school council often organises fundraisers for various charities e.g. Children in Need, Jeans for Genes, MacMillian Coffee Morning. School council meetings take place termly and are organised by our school council co-ordinator, Donna Coupland.

OUR SENIOR LEADERSHIP TEAM

The Senior Leadership Team is led by Interim Headteacher, Alison Hall. Working alongside:

- Head of Care (Residence): Steve Miller
- Assistant Heads : Julie Simmons and Caroline Keam





Our Location

Driffield is an expanding market town, Capital of the Yorkshire Wolds. It lies within easy travelling distance of the East Coast (Bridlington 10 miles), York (approximately 28 miles), Beverley (12 miles) and Hull (approximately 20 miles).



Driffield and the surrounding areas, including the Yorkshire Wolds and Holderness have an ample supply of housing to suit all needs. All schools in Driffield are rated Good by Ofsted providing excellent education as well as support to each other. As well as Kings Mill there are two infant schools, one junior school and a senior school and sixth form. Driffield also has a Sure Start Centre and private provision for the under 5s. Many of the surrounding villages also have excellent Primary Schools.

There is a regular train and bus service to Hull, Beverley, Bridlington and Scarborough. Buses also run to Pocklington and York.

Driffield has excellent sporting facilities for rugby, cricket , football, tennis, hockey and golf. There is a Leisure and Fitness Centre including a swimming pool and there is a choice of private gym and fitness centres.



The Job Description

Position: Headteacher (Permanent Full Time)

Accountable to: The Governing Body

Scale: Leadership Scale (ISR 26-32) plus residence allowance

Start date September 2021

Purpose

To provide the vision, strategic leadership and professional management of the school in order to secure the highest quality teaching, the effective use of resources, improved standards of learning and the provision of an environment in which all pupils and staff are able to achieve their full potential.

Key Responsibilities

The post holder is responsible to the Governing Body for the vision, overall leadership and professional management of the school, its staff and resources to ensure high quality education for all its pupils.

Relationships

The post holder interacts on a professional level with colleagues and staff to establish and maintain relationships which promote a mutual understanding of the curriculum and the school development plan with the aim of improving the quality of teaching and learning. This, alongside the development of productive relationships with governors, parents and relevant external agencies, should ensure the continued progression of the school and the attainment of its stated aims.

Safeguarding

Provide a safe, calm and well-ordered environment for all pupils and staff focused on safeguarding, pupils and developing exemplary behaviour.

Main Activities Teaching and Learning

- Ensure that the statutory requirements for the National Curriculum are met, whilst providing a broad, balanced and relevant curriculum and pastoral care appropriate to the pupils' interests and abilities.
- Monitor and evaluate the curriculum and encourage new developments in the context of local and national initiatives.
- Ensure that there is an effective assessment, recording and reporting system of pupil progress.
- Ensure that statutory requirements in relation to pupils with Special Educational Needs are met.
- Undertake teaching duties as appropriate.

Leading and Managing Staff

- To lead by example, inspiring and motivating others in their contribution to achieving the vision for Kings Mill School
- Provide professional leadership in the overall work of the school and promote school improvement using the annual planning cycle.
- Provide professional leadership in the overall work of the Residence with regard to National standards
- Promote the school's ethos in which the highest standards are expected from all members of the school community.
- Manage effectively the deployment and performance of staff through the recruitment, performance management, appraisal and staff development processes.
- Co-ordinate systems to enable the school to monitor and evaluate its own performance
- Create and maintain good working relationships amongst all members of the school community, encouraging initiative and team work and high levels of motivation.
- To actively seek personal development opportunities that add value to the Headteacher's role and/or to the school.



Resource Management

Undertake responsibility for financial management (under the direction of the Governing Body) by:

- Advising the Governing Body on the formulation and regular monitoring of the annual budget.
- Planning, managing and monitoring the curriculum within budget, setting priorities for expenditure and allocating funds to ensure effective administrative control.
- Ensuring that financial regulations including value for money are adhered to.

Manage and organise accommodation and premises (under the direction of the Governing Body) to ensure that it:

- Meets the needs of the curriculum and health and safety requirements.
- Provides a positive learning environment that promotes the highest achievement for all.
- Seeks to maximise the resources for the school.

Accountability

- Develop and maintain positive working relationships with the Governing Body, working closely with the Chair of the Governing Body and Committees as appropriate.
- Liaise with the Governing Body in fulfilling its statutory duties, providing information, objective advice and support as and when necessary.
- Ensure that the school has systems for the collection and analysis of performance data to promote school improvement and to enable a coherent and accurate presentation of the school's performance in a form appropriate to a range of audiences. Compliance with current data protection legislation e.g. GDPR
- Promote partnership with parents and ensure they are fully informed about the work of the school, the curriculum and the progress of their child.
- Provide and promote opportunities for appropriate pupil involvement in consultation in the decisions that directly affect them.
- Promote interdisciplinary working practices with colleagues from Health and Social Services.
- Liaise with the LA and external agencies as necessary on behalf of the school and its pupils.
- Co-ordinate and monitor arrangements for Child Protection.
- Develop and encourage good relationships between the school and the local community.

The Headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

The duties and responsibilities of the post are subject to those detailed in the National Statement of Conditions of Employment and will count as directed time as detailed in that Statement and as defined by the Governing Body.

This job description does not define in detail all the duties and responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation and agreement with the post holder.











Personal Specification

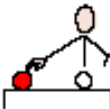



Essential	Desirable	Assessed from
Qualifications and Continuous Professional Development		
<ul style="list-style-type: none"> • Qualified Teacher Status • Record of continuous professional development 	<ul style="list-style-type: none"> • NPQH or NPQSL • Recognised SEND qualification • Advanced qualification 	<ul style="list-style-type: none"> • Application • Reference
<ul style="list-style-type: none"> • Substantial and successful experience in senior leadership • Experience of managing or making a substantial contribution to the management of change • Experience of successful strategies to improve teaching and learning to raise standards of achievement for all pupils • Experience of leading, managing and developing a team 	<ul style="list-style-type: none"> • Working experience across the age ranges of the school • Experience of developing and Implementation programmes for staff development • Experience of managing a significant project 	<ul style="list-style-type: none"> • Application • Reference
Key Skills and Competencies		
<ul style="list-style-type: none"> • Ability to analyse data, evaluate and assess the school's performance and develop improvement plans • Ability to set the direction for the school and to create a clear vision • Ability to engage positively and support pupils, parents, carers and staff • Ability to work constructively with Governors, LA, and other relevant services • Ability to work with SBM s to ensure good school administration budget management • Excellent knowledge of current issues, statutory requirements and trends that impact on special education • Ability to organise, prioritise and manage work effectively 	<ul style="list-style-type: none"> • Ability to create a stimulating learning environment • Ability to maintain personal wellbeing 	<ul style="list-style-type: none"> • Application • Reference • Task • Interview
Personal Qualities		
<ul style="list-style-type: none"> • All inclusive ethos • Enthusiasm, commitment and vision to support the existing child centred ethos of the school 	<ul style="list-style-type: none"> • Sense of humour • Commitment to and a genuine interest in the pastoral welfare of the school community 	<ul style="list-style-type: none"> • Reference • Interview
Mandatory Requirements		
<ul style="list-style-type: none"> • Understanding of Health and Safety issues relevant to the school setting • Committed to equal opportunities principles and practice 		<ul style="list-style-type: none"> • Task • Interview













The Person, according to our School Council


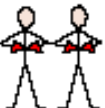



Student Council and our New Head Teacher We would
 like our new Head teacher to be;
 Kind and Strict but Fair
 Happy and Help full
 Smart and Fun
 Respect us and Polite
 A good Listener
 Visit all of our classrooms regular




 We  also  want  the  New  Head Teacher  to  know



 that  our  school  is







 The  best  in  the  area

 We  do  a lot of  Travel  Training

 And  we  do  a lot of  Life Skills

 Promote  positive  behaviour

 Fund raising  activities

 Treat  every  child  as  a  Individual

The Person, according to Our Parents

- A great communicator, verbal, non-verbal, signing, and age appropriate across the school.
- We have the most dedicated teachers and support, a new head must understand how to get the best from staff during this time of change.
- A visible Headteacher who knows our children's names, finds out about them and is interested in their learning.
- To have the children's needs both present and future at the forefront of all decision making processes.
- To be passionate about fighting for the funding that is so desperately needed in this sector and county.
- Someone who is willing to build on the foundations built up by the previous head and will take opportunities.
- Someone who is approachable to parents/carers and is willing to talk to us if we have any questions or concerns.
- Ensure there are professional, personal links with staff from other agencies. Occupational therapy, physiotherapy, paediatricians, wheelchair services, social services etc. to help the children and families.
- Raise the profile of the school within the community and foster stronger links with other schools locally, seeking ways to address the growing demand for places in an over subscribed school through a variety of outreach programmes.
- An outstanding teacher who has a clear understanding of the challenges our pupils face and the achievements they make .
- Support and understand medical needs and reduce any potential impact on the learning day by ensuring staff have appropriate training and correct provision to deal with them properly.
- A Headteacher who is willing to discuss with parents/ carers and where possible with pupils long term goals and opportunities; and enhance the curriculum to achieve those goals.
- A Headteacher that understands all the options post 16 and the importance of good transition links.
- Kings Mill is a great school with wonderful and committed staff. It creates a friendly environment where children are encouraged to be their best, and are given plenty of respect in their journey to achieve their goals.



How to apply

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

Subject to COVID 19 restrictions, you are welcome to visit the school before completing your application. These are our preferred dates and times, but alternative visits will be considered if required:

- Monday, 29th March at 11am
- Thursday, 1st April at 11am
- Wednesday, 7th April at 1.30pm
- Tuesday, 13th April at 3.30pm

To arrange a visit please contact Lisa Brown, School Business Manager at lisa.brown@kingsmill.eriding.net

For an informal discussion about this post please contact one of our Assistant Heads, Caroline Keam at caroline.keam@kingsmill.eriding.net or Julie Simmons at julie.simmons@kingsmill.eriding.net.

We hope that when you have completed your research you will be excited at the prospect of joining us at Kings Mill School. 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.

Closing date: Thursday, 22nd April 2021

Interview dates: Wednesday, 19th & Thursday, 20th May 2021

To apply please visit <https://www.eastridingcouncil.jobs/>



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an enhanced DBS check. An offer will be subject appropriate qualifications and professional references.

Nature of Contract :

Permanent, Full Time

Remuneration:

Band 6 Pay Grade ISR 26-32 plus residence allowance

Pension:

TPS /Local Government Pension Scheme

Location.:

Driffield, East Riding of Yorkshire



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