

# The GALLERY TRUST

A community of special schools



**Assistant Headteacher  
L8-L12  
Bardwell School  
Candidate Information Pack  
March 2021**

Thank you for your interest in the post of Assistant Headteacher at Bardwell School.

Bardwell School is a community special school for children aged 2 – 19 years with severe learning difficulties and profound and multiple learning difficulties. The school has 95 pupils on roll and, following current expansion of the school buildings, the school will grow to 102 students.

We are passionate about students at Bardwell having their abilities recognised and celebrated, whilst receiving an excellent education. The staff team is committed to very high standards in relation to every aspect of our pupils' education. The school is values led, with every decision underpinned by its principles and values. These values include a positive reinforcement approach to behaviour management and a non-label led individualised approach to planning and delivering learning for all students.

Bardwell School is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county. With six academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

Please visit our website to find out more about the school. If you would like to visit the school to find out more about this exceptional opportunity before you submit your application, you will be most welcome. Our staff and students will be delighted to meet you!

Thank you again for your interest and we look forward to hearing from you.



*Matthew Selsdon*  
*Interim Head Teacher*

**Assistant Headteacher required for September 2021  
Bardwell School, Bicester**

**Operational and Pastoral Leadership  
Full Time Permanent  
Leadership Scale L8 - L12**

Bardwell School is seeking to appoint an inspirational and dynamic Assistant Headteacher who will support in leading Bardwell School through its next period of opportunity, growth and development.

We are looking for an experienced, enthusiastic and effective leader who is able to further develop our approaches to Education Health and Care Planning and Safeguarding across the school, along with overseeing the multi-agency work that supports pupil well-being.

This role will include:

- Support Lead for Pastoral and Safeguarding Manager
- Designated Safeguarding Lead (DSL)
- Managing admissions and transitions into the school, as well as supporting transitions when leaving the school.
- Coordinating all aspect of the EHCP and Annual Review process

This role also carries the responsibility of Designated Safeguarding Lead. You will work collaboratively with the Pastoral and Safeguarding Manager in developing online solutions to reporting concerns and tracking safeguarding issues. You will be a crucial aspect of the multi-agency team that ensures our pupils are safeguarded.

Following successful application, the job description and wider responsibilities for this role will be finalised based on the strengths and experience of the post holder.

The successful candidate will:

- Have experience of leadership within a school
- Have experience of Designated Safeguarding processes in a school
- Have up to date knowledge of the SEND Code of Practice and principles around EHC Plan processes
- Have the vision and skills to support the Headteacher with the school's journey of continuous improvement
- Be passionate about improving outcomes for students and to ensure all students reach their potential
- Be dedicated to the inclusion of students with SEND in education and society as a whole

If you meet the person specification above and would like to apply for this post, please state your interest in writing.

**Application Process**

To apply for this post, please email [jobs@bardwell.oxon.sch.uk](mailto:jobs@bardwell.oxon.sch.uk) or telephone 01869 242182 to request an application form and a job pack. You can also download an application form and job pack from our website [www.bardwell.oxon.sch.uk](http://www.bardwell.oxon.sch.uk) or from The Gallery Trust website [www.thegallerytrust.co.uk](http://www.thegallerytrust.co.uk)

Please submit your application form **by 5pm on Sunday 25th April 2021** to [jobs@bardwell.oxon.sch.uk](mailto:jobs@bardwell.oxon.sch.uk) or by post. Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.



The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in 2022
- A Free Special School in South Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove@Longford Park, Banbury (satellite provision of Orion Academy)
- The Gallery@Longford Park, Banbury (resource base for mainstream students)

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.



Bardwell School is a community special school that caters for children aged 2 – 19 years.

Students work in class groups where teachers differentiate learning for all students ensuring lessons are inclusive for all.

The school has developed a comprehensive and broad skills-based curriculum, which can be found on the school's website. This curriculum, which is underpinned by detailed assessment processes, guides the learning for all students. The school has excellent links with community partners and its strong focus on pathways to adulthood supports students onto further education and into employment.

Bardwell School benefits from a hydrotherapy pool that has recently been refurbished. All pupils access the pool for weekly swimming lessons, and pupils with physically disabilities and/or physiotherapy programmes attend additional weekly sessions as required.

The committed team at Bardwell School includes class teachers, teaching assistants, lunchtime supervisors, reception, finance and human resources staff, site manager and cleaning team, a pool manager and pool assistant, an ICT technician and pastoral and Safeguarding manager.

The school is also commissioned to deliver a Short Break service, Branch-Out. This provision is highly regarded by parents and professionals and lead by the Short Breaks Lead and Short Breaks Deputy and has a team of play workers. Branch-Out provide after school clubs, youth clubs and holiday provision.

The school recognises its success is based on successful partnerships. Most importantly, the school works closely with parents and understands that they know their child best. The wider multi-professional team at Bardwell includes a Special School Nurse, Speech and Language Therapist, Occupational Therapist and Physiotherapist. The school also hosts health clinics through the special school nurse provision.



# **Assistant Headteacher**

## **Job Description**

### **Introduction**

The job description should be read in conjunction with the current School Teachers' Pay and Conditions document and the provision of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher, or other Senior Manager if appropriate, will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually, and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at work policy and Dignity at work policy.

### **Senior Leadership Team**

- Play a significant role in evaluating the effectiveness of whole school provision and planning for school improvement
- Lead, develop and enhance teaching practice of colleagues across the school, providing coaching and mentoring support as required.
- Demonstrate high quality leadership and management by example
- Evaluate the impact of all activities on the quality of teaching and learning

### **Support Lead for Pastoral and Safeguarding Manager**

- Ensure Safeguarding policies and processes meet national expectations and are consistently conducted throughout the school.
- Provide pastoral support to all pupils
- Join the Safeguarding Team as a Deputy Safeguarding Lead
- Ensure Safeguarding records are up to date and actions are followed through, including setting up relevant training sessions.
- Represent the school at Multi-agency meetings as required
- Ensure families receive helpful information on their entitlements and how to support their child
- Complete forms and referrals with and on behalf of families

### **Wider responsibilities relating to whole academy issues and procedures**

- Work for the positive development of the academy, in line with the Raising Achievement Plan
- Attend staff meetings, curriculum forums or any other relevant meetings within the stipulated 1265 directed hours
- Take a share of supervisory duties as part of the weekly routine as necessary
- Take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitor and colleagues in accordance with the requirements and locally adopted policies: including taking responsibility for raising concerns with a manager

## **Specific responsibilities agreed between the Head Teacher and the above Assistant Head Teacher**

In addition to the duties outline in the School Teachers Pay and Conditions document currently in operation, or any subsequent legislation, you will be responsible for the following:

### **Staff development and support**

Taking part in and/or delivering INSET training throughout the academy, as appropriate

### **Links with parents, Local Authority and the wider community**

- Encourage full parental participation in the work, life and development of the school and make sure they are fully informed of their child's progress. To be available to deal with parental concerns and provide support where possible or refer to other professionals or agencies.
- Work co-operatively with the Governing Body and Trustees

Liaise and co-ordinate with external agencies and other professionals

### **Teaching (as required)**

- Prepare and implement appropriate teaching programmes for the class within the school's curriculum. This includes all planning and record keeping.
- Demonstrate excellent classroom organisation and management skills.
- To liaise and work cooperatively with other professionals within school to secure the best practice within.
- Prepare and implement behavioural strategies in accordance with the Behaviour Policy
- Write reports for parents (Annual reviews and advice for EHC Plans).
- To work in line with the Teacher Standards 2013 document and Post-threshold standards.
- To work within all Bardwell School and The Gallery Trust Policies and the School Teachers' Pay and Conditions Document 2012.

This job description is subject to change, with consultation with the employee and will be reviewed on an annual basis.

**Selection Criteria  
Assistant Headteacher**

	<b>Essential</b>	<b>Desirable</b>
<b>Professional Qualifications</b>	Qualified to work and teach in the UK Qualified Teacher Status (QTS)	Qualification specific to Special Educational Needs
<b>Experience</b>	<p>Evidence of leadership experience within a school</p> <p>Evidence of successful teaching experience at a good/outstanding level</p> <p>Experience of planning for and teaching pupils with SEND</p> <p>Experience of Designated Safeguarding processes in a school</p> <p>Evidence of being involved in recent and relevant professional development relating to pupils with special needs</p> <p>Effective involvement in school improvement planning and monitoring</p> <p>Evidence of strategies developed for target setting and monitoring performance in order to raise pupil achievement</p> <p>Experience of interactive teaching methods</p> <p>Evidence of differentiation of the curriculum</p>	
<b>Professional Knowledge &amp; Skills</b>	<p>Awareness of current initiatives, issues and legislation</p> <p>Knowledge and experience of developing a purposeful learning environment and using a range of strategies to promote good behaviour</p> <p>Respect for pupils' social, cultural, linguistic, religious and ethnic backgrounds with an understanding of how these may affect their learning</p> <p>Understanding the role of teaching assistants in maximising pupils' learning</p> <p>Knowledge and experience of applying a framework of curriculum planning which: includes long and short term plans; requires learning objectives to be identified for classes, group and individuals; enables monitoring, assessment and recording of pupils' progress</p>	

	Evidence of a commitment to personal and professional development	
<b>Personal Skills and Qualities</b>	<p>Strong commitment to raising standards</p> <p>High expectations of self and others</p> <p>Excellent communication skills at all levels (both verbal and written)</p> <p>Evidence of supporting the ethos, values and vision of your workplace.</p> <p>Evidence of leading a team effectively, inspiring and motivating adults</p> <p>Ability to establish and maintain positive relationships, including with parents</p> <p>Ability to remain positive and enthusiastic, including when under pressure</p> <p>A proven commitment to working with parents/carers and other professionals as partners.</p> <p>Motivation and resilience in challenging circumstances</p> <p>Approachable member of staff</p> <p>A commitment to equal opportunities</p> <p>A commitment to safeguarding children</p>	