

# **The Edith Borthwick School**



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## **Applicant Brochure - Assistant Headteacher**

# The Edith Borthwick School

Enabling everyone to reach and go beyond their potential.

At The Edith Borthwick School.

**We**

**ACHIEVE**

ACCEPT DIFFERENCES  
RESPECT  
STAY SAFE  
ARE POSITIVE  
SHOW PASSION  
TRUST  
HAVE FUN

## About The Edith Borthwick School

**Type of School:**  
PMLD, SLD, ASD

**Location:**  
Braintree, Essex

**Age Range:**  
3-19

**Number on Roll:**  
242

**Co-Educational**



We are a highly successful community all age special school for students aged 3-19 years old with severe and complex learning difficulties including autism. The original Edith Borthwick School was purpose built in Bocking in 1976, and was designated a 'New Model Special School' by Essex Local Authority in 2006. In September 2015 we moved to our brand new, purpose built school in Braintree which offers superb facilities. We currently have 235 learners on roll.

A key feature of our school is the provision of a high quality education programme tailored specifically for individual needs. Meeting individual needs follows a route of Education Health Care Planning, with personalised plans engaging with a wide range of supporting agencies.

The school has an extended workforce with a large dedicated staff team who constantly strive to ensure that each learner reaches and goes beyond their potential. Our wide range of specialist staff and facilities ensures that appropriate support and guidance is available for all learners across the full curriculum/age range.

Where appropriate, Parents/Carers are equally well supported with a strong team of Family Workers, who provide close working between home and school, and ensure that there is underpinning support to enable joined up learning programmes covering both social and academic aspects.

We take great pride in our learning community and value the excellent quality of relationships between all members. If you are interested in the role, I would encourage you to come and visit and I know that you will find happy students, and a most welcoming environment.

Dan Woodman  
Headteacher



# Position Details

## Job Details

### ASSISTANT HEADTEACHER (L10-14)

**Required September 2022**

This is a fantastic opportunity to continue your leadership journey in a well led, collaborative and supportive environment. The Edith Borthwick School is a large, vibrant 3-19 special school where we have a broad and exciting curriculum. In 2015 we moved into a brand new building and we have a strong reputation within the community. We have high expectations of both students and staff and consider this to be an exciting place to work and develop, where creativity and innovation are nurtured. We really know our students, and focus on them as individuals. Pastoral systems are strong and we value a curriculum offer and activities that educate the whole child.

The Assistant Headteacher plays an integral role on the Senior Leadership Team and must have experience as an outstanding practitioner who can support, enthuse and inspire others.

The successful candidate will:

- Have high expectation of themselves, staff and the learners in their care
- Be able to lead and motivate staff, supporting colleagues in the improvement of teaching and learning
- Be able to contribute to the Senior Leadership team in achieving the vision and strategic aims of the school
- Have excellent communication and organisational skills.

In return we can offer:

- Truly amazing learners
- Experience rich, enthusiastic and caring ethos
- Friendly and supportive staff team
- Opportunities to have a positive impact on learners' progress
- Dedicated leadership time

Visit us and find out more about this exciting opportunity.

Our School is committed to safeguarding and promoting the welfare of children and this post will be subject to an Enhanced DBS.

**School visit dates: Please contact the school for a visit**

**Closing date: 18/05/2022 Shortlisting: 19/05/2022**

**Interview dates: 23/05/2022**

#### Our Learners:

We have the pleasure of working with 242 young people aged 3-19 with a variety of learning difficulties, ranging from those with profound and multiple learning disabilities (PMLD), to severe learning disabilities (SLD). Lots of our learners have communication and sensory difficulties, meaning that we need to support them in exemplary fashion. They are wonderfully unique and we learn from them everyday.

#### Our Vision:

**To enable everyone to reach and go beyond their potential.**



# Job Description

**Job title:** Deputy headteacher,

**Contract type:** Full time, permanent

**Reporting to:** Head teacher

**Responsible for:** The Quality of Education

## Main purpose

The assistant headteacher, under the direction of the headteacher and deputy headteacher, will take a lead role in:

- Leading, managing and developing staff within phase
- Co-ordination of TAF and CIN within phase
- Leading and developing behaviour for learning
- Moderating and monitoring EHCP, inc chairing reviews
- Developing assessment systems and monitoring progress
- Developing and monitoring quality of Teaching and learning
- Leading and developing the curriculum in collaboration with other senior leaders.
- Producing and maintaining SEF and Development plan for phase.

They will also have a role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Leading and managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

## Duties and responsibilities

### Leadership

Under the direction of the headteacher or deputy headteacher:



# Job Description

## Leading and Managing Staff

Under the direction of the headteacher: or deputy headteacher

- Assist with the selection and recruitment of new teaching and support staff
- Performance management for key staff, including carrying out appraisals, providing professional development opportunities, and holding staff to account for their performance
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- Commit to their own professional development, proactively identifying and accessing development opportunities

## Modelling best practice for teachers

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others
- Lead CPD and induction training sessions

## Systems and processes

Under the direction of the headteacher: or deputy headteacher

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate, becoming an ex officio governor.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

## Other areas of responsibility

### Quality of Education

- Develop and embed whole-school systems for assessment, tracking progress and identifying under performance
- Lead and develop teaching practice and pedagogy across the school
- Provide staff with training and support so they can continually improve and have optimum impact
- Lead and develop the curriculum alongside other leaders to ensure it is ambitious and stretches all learners
- Monitor learner progress and ensure that all learner progress well
- Provide effective line management to enable all staff to develop well

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the assistant headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.





# Person Specification

Criteria	Qualities
<b>Qualifications</b>	<p>Qualified teacher status</p> <p>Degree</p> <p>Professional development in preparation for a leadership role</p>
<b>Experience</b>	<p>Leadership and management experience in a school</p> <p>Teaching experience in a special school, or with learners with SEND</p> <p>Involvement in school self-evaluation and development planning</p> <p>Line management experience</p> <p>Experience of contributing to staff development</p> <p>Experience of leading parts of the school development plan</p> <p>Experience and a good understanding of effective safeguarding practice.</p> <p>Experience of supporting learners who can exhibit challenging behaviour</p>
<b>Skills and knowledge</b>	<p>Understanding of high-quality teaching, and the ability to model this for others and support others to improve</p> <p>Understanding of school finances</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships</p> <p>Ability to build and develop a culture of positivity and resilience.</p>
<b>Personal qualities</b>	<p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>A values driven, proactive professional committed to working as part of a team of dedicated staff.</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Approachable, able to develop and maintain positive professional relationships with others</p> <p>High expectations of self, other staff and learners</p> <p>The ability to make decisions based on the available information with confidence, clarity and decisiveness</p> <p>A sense of humour and fun!</p>





Visits to the school are strongly encouraged and can be arranged by contacting Claire Baker on 01376 529300

Or by emailing [admin@edithborthwick.essex.sch.uk](mailto:admin@edithborthwick.essex.sch.uk)

Applications can be completed online through [www.essexschoolsjobs.co.uk](http://www.essexschoolsjobs.co.uk) or can be download and posted or delivered by hand to Claire Baker.

## **The Edith Borthwick School**

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