

Glenwood School

Together we will; respect, achieve and make good choices.



Assistant Headteacher

Job Pack

Message from the Headteacher



Thank you for your interest in the post of Assistant Headteacher at Glenwood School. Glenwood is a good place to be, for both learners and staff. In September 2017 we moved into our new school and everyone is enjoying learning how to use all the specialist spaces.

This is a very exciting time in the development of Glenwood as we engage in our next building project to provide 20 bed residential provision for some of the young people who attend the school. This is a new venture for both ourselves and the Local Authority.

We are looking for someone who is passionate about learning for all our young people. We cater for up to 220 learners with a range of interests, aptitudes and disabilities. The successful candidate will be someone who recognises the importance of doing things differently to ensure everyone achieves and enjoys life. At Glenwood we recognise that it takes excellent team work and collaboration to reach the best outcomes. As Assistant Headteacher at Glenwood School you will be a member of the Senior Leadership Team and work closely with others. You will liaise with governors and share key information at meetings of the governing body.

This is a challenging and rewarding role, however, support will be there when you need it. It is an exciting time to join Glenwood School. We are looking forward to welcoming a new Assistant Headteacher to the team. Visits to the school and informal meetings with the Headteacher are welcomed. We look forward to meeting you.

Yours faithfully

Sue A. Salter

Tour Dates:
TBC

Please call 01268 792575 or email
admin@glenwood.essex.sch.uk
to arrange.

Our Advertisement



An exciting opportunity to support the next stage of the development of our highly respected local special school and to deliver improved outcomes and life chances for our young people.

Our School: Glenwood is a successful special school for pupils aged 3-19 years. We now providing for 217 young people. We moved into a superb building in September 2017 and our next exciting project of developing a 20 bed residential provision, as part of the school, is underway.

Closing Date:

Thursday 31st January 2019

Shortlisting:

Friday 1st February 2019

Interviews:

Monday 11th February 2019

Please contact Judith Salter Headteacher on 01268 792575 or email head@glenwood.essex.sch.uk for a preliminary discussion if desired.

Pay Scale

Leadership Spine Points 7 (£46,430) to 11 (£51,234)



Assistant Headteacher Job Description

Key Role and Purpose

- To promote the vision and values of the school
- To provide professional leadership ensuring that learners participate in a high quality education, receive the best possible care and achieve high standards in all areas of learning.



Specific Duties and Responsibilities

Strategic Direction and Development

- Contribute to strategic decision making as part of the school's senior leadership team
- Support the development of the School Self-Evaluation and School Improvement and Development Plan
- Plan and manage aspects of change in accordance with the School Improvement and Development Plan

Leadership and Management

- Take part as a Senior Leader in the staff appraisal processes
- Lead and implement initiatives/improvements as defined in the School Improvement and Development Plan
- Promote positive standards of conduct from all staff
- Liaise with parents / carers and key professionals as part of a team working to support learner outcomes
- Review the quality of teaching and learning in school, conduct monitoring activities in collaboration with the Senior Leadership Team
- Deputise for the Headteacher when necessary

Teaching and Learning

- Plan and teach as required
- Model high quality teaching, demonstrate the ability to enhance learner progress by meeting and exceeding Teachers' Standards
- Ensure high quality teaching and learning is taking place across the school
- Monitor and review the effectiveness of the school's approach to meeting individual needs
- Promote the wellbeing of learners through application of positive support strategies
- Ensure a consistent approach to maximising learning throughout the day

Effective Deployment of Staff and Resources

- Support the Headteacher and Senior Leadership Team in the recruitment, development and deployment of staff.
- Make effective use of staff skills, abilities and training
- Support the Headteacher and Senior Leadership Team to organise learner groupings and timetables to ensure that effective teaching and learning takes place
- Work with the Headteacher, Senior Leadership Team and Governors to establish priorities for expenditure
- Monitor the effectiveness of spending and the use of resources, ensure value for money

Safeguarding

- Ensure the wellbeing and safeguarding of learners is a priority for everyone
- Lead safeguarding across the school as one of the Designated Safeguarding Leads
- Ensure that all safeguarding procedures are followed including maintenance of safeguarding records, sharing information where necessary, ensuring attendance at key meetings
- Support other Leads to carry out their duties in respect of safeguarding
- Contribute to the safety and wellbeing of our learners, staff and parents / carers and work collaboratively with other agencies to protect children and young people and share information where appropriate.

Other duties

- Promote equal opportunities throughout the school and ensure the application of the school equal opportunities policy
- Promote an ethos of value and respect for all
- Chair Education, Health and Care Plan reviews for allocated learners

Assitant Headteacher Person Specification

Knowledge and Qualifications		
Essential	•	Qualified Teacher Status
	•	Degree or equivalent
	•	An extensive knowledge of differentiation for learners with special educational needs
	•	An excellent understanding of assessment and the use of assessment data
	•	Knowledge and experience of safeguarding processes
	•	Knowledge of how to support learners who may find school and social settings difficult
Desirable	•	Evidence of further study
	•	Master's Degree or equivalent
	•	Knowledge and experience of specialist programmes and approaches for children/young people with Special Educational Needs, e.g. TEACCH, PECS
	•	Training and experience as a Designated Safeguarding Lead
Professional Skills and Experience		
Essential	•	Successful experience of teaching learners with special educational needs
	•	Leading and managing teams, including supporting and coaching others
	•	Experience of leading teaching and support staff
	•	Leading role in the development and implementation of school improvement strategies
	•	A strong track record of working with parents/carers
	•	A proven ability to work with a wide range of professionals
	•	A track record of delivering outstanding lessons
	•	The ability to maintain a work/life balance and awareness of own wellbeing
Desirable	•	Successful experience of teaching in a special school
	•	Experience of working in different key stages and phases of education
	•	Experience of working in a senior leadership position
	•	Delivery of professional development courses to colleagues both in and out of school
Personal Skills, Qualities and Attributes		
Essential	•	Strong interpersonal, written and oral communication skills
	•	Self-motivated with high levels of personal drive, able to work with minimal supervision
	•	Strong analytical skills with attention to detail and high levels of accuracy
	•	The ability to work as part of a team
	•	The ability to enthuse and inspire others
	•	Strong organisational and time management skills
	•	Ability to work under pressure and meet deadlines
	•	Approachable, able to develop and maintain positive professional relationships with others
	•	High expectations of self, other staff and learners
	•	Commitment to the broader life of the school
	•	The ability to make decisions based on the available information with confidence, clarity and decisiveness
	•	A sense of humour and fun!



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<http://www.glenwood.essex.sch.uk/>