



Grove House School

Candidate Information Pack
Assistant Head - Curriculum & Assessment

Supporting Excellence

admin@grovehouse.essex.sch.uk | grovehouseschool.co.uk

Headteacher's Letter

Grove House School

Sawyers Hall Lane, Brentwood, Essex, CM15 9BZ

Headteacher: Miss L Christodoulides, BA Hons

Telephone: 01277 361498

Email: admin@grovehouse.essex.sch.uk



Dear Applicant

Thank you for your interest in Grove House School. I would like to take this opportunity to tell you a little more about us. We are a special school that opened in September 2015. We currently have just over 100 pupils on roll across years 4-13. All of our pupils have an EHCP and have come to us from mainstream settings and alternative provision. Our pupils' priority needs will be around speech, language and communication although many will have associated difficulties such as attention management issues, moderate learning difficulties and social and emotional needs.

Currently we have 10 form groups - one KS2, four KS3, three KS4 and two sixth form classes. Classes are ideally in groups of 12 pupils. Each class is supported with at least 2 Learning Support Assistants who stay with the class group across all lessons. Our teaching and therapy staff work together to support pupils.

We are a very friendly, supportive and welcoming staff. Our staff team is growing rapidly as our pupil numbers increase. Our curriculum, whilst based on the national curriculum, is continually reviewed and ever changing as we look to meet the wide variety of individual pupil needs within each class group. Whilst this may have its challenges it also is extremely rewarding in that our staff have the flexibility to be creative and innovative in the development and delivery of the curriculum.

We are part of the SEAX Trust, a MAT consisting of 5 special schools, bringing opportunity to work collaboratively with other colleagues in our trust schools. Additionally we have a highly skilled and dedicated board of governors, some of whom were the proposers of the free school in its early days. They have supported us way beyond expectations and continue to be a valuable asset to the school.

I very much hope the post is of interest to you – please do contact us for further discussion.

Kind regards

Lisa Christodoulides



Assistant Headteacher, Curriculum & Assessment Leadership Points

Job Description and Person Specification

Job Title	Assistant Headteacher – Curriculum and Assessment
Grade	Leadership Points 9-13
Based at	Grove House School
Reports to	Headteacher
Responsible for:	Leadership, Management and Development of Curriculum & Assessment across the School
Liaison with	Headteacher , Senior Leadership Team, teaching and support staff, pupils, parents/carers
Job purpose	<ul style="list-style-type: none"> • School Leader, working with the Headteacher and senior leadership team; making a significant contribution to the strategic direction of the School • Responsible for design, implementation and monitoring of a highly successful curriculum and assessment offer across all key stages • Professional duties must be carried out in accordance with: <ul style="list-style-type: none"> a) the provisions of all applicable legislation b) the instrument of governance of the School c) any rules, regulations or policies made by the academy committee or the SEAX Trust
Principal Accountabilities	<p>In consultation with the Headteacher :</p> <ul style="list-style-type: none"> • Design, implementation and monitoring of a highly successful curriculum appropriate to the needs of all learners across all phases of the school • Design, implementation and monitoring of a highly successful assessment system linked to the curriculum which ensures students leave Grove House with a range of valuable and worthwhile qualifications which will ensure their access to the next stage of their learning, training or work

Job Description



The over-riding expectation is that employees and those engaged to work in the Trust will adopt high standards of personal conduct, in order to maintain the confidence and respect of their colleagues, pupils or students, the public in general and, indeed, all those with whom they work or come into contact with in the course of their employment or engagement by the individual school.

This job description should be read in conjunction with the National Standards of Excellence for Headteachers (2015) which define high standards within a self-improving school system. These standards are not duties and responsibilities, but intended as a guidance to underpin best practice.

Job Description: Assistant Headteacher – Curriculum and Assessment

To contribute to the Development Plan for Grove House, in conjunction with the Headteacher in the context of local and national developments, setting clear, demanding and measurable targets for Curriculum and Assessment.

Job Purpose:

Lead the development of **curriculum and assessment** across the School:

- As a member of the Leadership Team, make a significant contribution to the strategic development and direction of the School
- Take a lead role in the Academy Improvement Plan and Academy Evaluation Framework
- Work closely with the Headteacher and School Leadership Team to ensure continuous improvement in standards and accredited outcomes.
- Ensure that all students are given the best opportunity to leave Grove House with a range of qualifications and accreditations which have value in the world outside education, including industry standard qualifications in vocational areas
- Ensure that there is a clear progression from entry into the School to leaving the sixth form provision
- Ensure that preparation for adulthood begins at the earliest stage of the life of Grove House students and that it is an approach which is central to curriculum development
- In conjunction with the Headteacher build a professional development programme, ensuring that all staff understand the way the curriculum is developed and why it is important to develop skills and knowledge in all Teachers of both their subject areas and the needs of the students and pupils of Grove House
- Develop a clear and effective assessment system matched to the curriculum which is used to inform curriculum planning, evidence student progress and improve the quality of teaching.
- In developing the assessment system, take into account current research and local/national initiatives for assessment, to facilitate a procedure which is relevant, robust and up-to-date

- Lead on the transition and implementation of any new assessment initiatives, supporting staff in their understanding, ensuring that it is used effectively and that there are facilities in place to enable sufficient internal and external monitoring
- Promotion of cross-School liaison and joint activities
- As a Senior Leader, work within (or towards) the Headteacher Standards
- Lead by example in all aspects of the work
- Uphold the School's values and provide strong & visible leadership, which promotes and maintains a culture of high expectations throughout the School
- Support the Headteacher to implement and evaluate the School's policies, practices and procedures.

Teaching and Learning:

- In conjunction with the Headteacher, lead the development of high quality teaching and learning across the School
- Demonstrate teaching and leadership skills that lead to pupils making good and outstanding progress in relation to their prior attainment so that they are prepared for adulthood and life beyond Grove House. This will include achieving recognised qualifications and accreditations which give them opportunities to go on to further study or work
- In conjunction with other members of the Senior Leadership Team, monitor the quality of teaching and learning, in line with the School policy. This may include lesson observations, monitoring of planning and scrutiny of pupils' work across all Phases
- Ensure personal knowledge of the strengths and weaknesses in teaching and learning across the school and take appropriate and rapid action if concerns are raised and ensure that the best practice is shared widely
- Promote high quality teaching by encouraging regular formal and informal CPD opportunities
- Review long term planning to ensure coverage, progression and a range of learning experiences across all year groups and curricula
- Support subject leaders in the development and implementation of curricular initiatives
- Have high expectations of behaviour and support a framework for positive relationships with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Take responsibility for promoting good and courteous behaviour, both in classrooms and around the School, in accordance with the School Behaviour Policy
- Undertake teaching responsibilities, as timetabled or necessary, whilst being prepared to coach and mentor staff, as appropriate
- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.

Health & Safety

- Promote the safety and well-being of pupils and staff
- Ensure good order and positive relationships amongst pupils and staff.

Leadership and Management of Staff and Resources

- Lead, manage and develop staff, including working with the Headteacher to develop professional dialogues about performance with all staff which lead to excellent teaching and effective learning

- Have general knowledge of and be able to discuss curriculum and assessment resources with other members of the SLT in order to assist planning and financial spend
- Promote professional working relationships across the School
- Support the Headteacher in leading and managing the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments
- Participate in arrangements for their own further training and professional development

Safeguarding

Maintain own personal responsibility and accountability for safeguarding and promoting the welfare of all students within the School including:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- Operating clear whistleblowing procedures,
- Sharing information, with other professionals
- Operating safe recruitment practices
- Upholding clear policies for dealing with allegations against people who work with children.

Working with Communities

- Working in conjunction with other members of the Senior Leadership Team, continue to build and support the Grove House community and culture that takes account of equality, diversity and inclusion, enabling pupils to see their own lives reflected in the curriculum as well as giving them broader, new experiences
- Foster and encourage partnership working between the School, Trust, parents/carers and the wider local community
- Collaborate and work with colleagues and other relevant professionals within and beyond the School including relevant external agencies and bodies.

Personal and Professional Growth

- Outwardly display personal commitment
- Demonstrate high-level interpersonal skills in order to develop successful, motivated teams
- Demonstrate high-level leadership skills, including the ability to hold others to account
- Be well organised and achieve deadlines, submitting reports promptly and demonstrating the importance of an effective work/life balance
- Demonstrate the ability to critically reflect and self-evaluate
- Be an excellent role model in terms of professional conduct
- Demonstrate personal resilience and perseverance in the face of challenging circumstances
- Recognise the need to maintain own wellbeing
- Maintain a positive view of change
- Participate in professional development opportunities that support the role of a School leader
- Keep abreast of educational developments and best practice in leadership and management in order to implement appropriate innovation

General Duties

- Encourage **interaction and teamwork** within the school and Trust; sharing ideas and new initiatives
- Actively engage in the **professional development programme**, monitor and assess own performance and take a proactive approach to professional development
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Comply with all **school and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Person Specification



	Detail	Essential	Desirable
Knowledge and Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree or equivalent • An extensive knowledge of differentiation for learners with special educational needs • Up-to-date knowledge of curriculum development informed by relevant research • Up-to-date knowledge and understanding of a range of approaches to assessment and how to use this to improve the outcomes of students in all phases of education • Knowledge and experience of safeguarding processes • Knowledge of how to support learners who may find educational and social settings difficult • Knowledge and experience of specialist programmes and approaches for children/young people with Special Educational Needs (SEN) 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Professional Skills and experience	<ul style="list-style-type: none"> • Experience of working in different key stages and in particular secondary phase of education • Experience and knowledge of the secondary curriculum particularly the different formal accreditation pathways • Experience of leading and managing teaching teams, including supporting and coaching others • Previous role in the development and implementation of school improvement strategies • A strong record of accomplishment of working with parents/ carers • A proven ability to work with a wide range of professionals • A record of accomplishment of delivering outstanding lessons • The ability to maintain a work/life balance and awareness of own wellbeing • An understanding of how to use data effectively to track and monitor progress and show impact of actions • The ability and presence to communicate effectively in a range of situations • A thorough understanding of current educational issues • Experience of working with children and young adults with SEND difficulties • Successful experience of leadership in a secondary school/ special school • Knowledge/experience of Post 16 education • Qualified SENCo 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓

	Detail	Essential	Desirable
Personal Skills, Qualities & Attributes	• Ability to process and retain a high volume of information	✓	
	• Passionate about the education of pupils who have SEN	✓	
	• Confidence and excellent interpersonal skills	✓	
	• A sense of humour and perspective	✓	
	• Excellent attendance and punctuality	✓	
	• Enthusiasm, stamina, energy and drive	✓	
	• A positive and proactive approach to challenge and change	✓	
	• Flexible and approachable	✓	
	• Committed to promoting equal opportunities	✓	
	• The ability to be reflective and self-critical	✓	
	• Committed to championing the School to external stakeholders	✓	
	• Strong analytical skills with attention to detail and high levels of accuracy	✓	
	• Strong organisation and time management skills	✓	
	• The ability to make decisions based on the available information with confidence, clarity and decisiveness	✓	
	• Ability to work under pressure and meet deadlines and to manage change effectively	✓	
	• The ability to work as part of a team	✓	
	• Able to work independently	✓	
	• The ability to enthuse and inspire others	✓	
	• Approachable, able to develop and maintain positive, professional relationships with others	✓	
	• Self-motivated with high levels of personal drive	✓	
• High expectations of self, other staff and learners	✓		
• Commitment to the broader life of the School	✓		
• Good IT skills		✓	

Application Process



Candidates should download and complete a SEAX Trust application form available from:
www.grovehouseschool.co.uk or www.essexschooljobs.co.uk

Start Date:	19th April 2022 or sooner if available
Visits to school:	If you would like to visit the school, please contact Kate Peters, HR Manager using the details below
Closing date:	Monday 10th January
Interview:	Wednesday 19th January
Salary and Band:	Leadership Bands 9-13
To apply:	Candidates should download and complete a SEAX Trust application form which can be found on the recruitment section of our website or on Essex School Jobs
Queries:	Mrs Kate Peters, Business & HR Manager Email: kate.peters@grovehouseschool.com Grove House School, Sawyers Hall Lane, Brentwood, Essex, CM15 9BZ Tel: 01277 361498
Staff Well-being Cover	Grove House offer extensive Staff Wellbeing and Medical Insurance Cover which includes physiotherapy, counselling and GP on-line support services.

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Our pupils say about Grove House...

Helped me to become
more independent
KS4 Pupil

Helped me get the
qualifications I need
KS4 Pupil

Understand me and
others if they are upset
about something
KS4 Pupil

Friends
KS2 Pupil

Show me how to share
my feelings instead of
holding them in
KS3 Pupil

Your voice is always
heard and people
listen to what you are
saying
KS3 Pupil

I could not speak, spell
at all so yeah—it has
helped me a lot
KS3 Pupil

Small classes
KS3 Pupil

There are absolutely no
bullies at Grove House
Post 16 Pupil

Helped me boost my
confidence a lot more
to speak with other
people
KS4 Pupil

Biggest thing that has
helped me is improving
all my work
KS4 Pupil

Friendships are made
every day
Post 16 Pupil

Teachers talk and
respect us
KS3 Pupil

GHS has helped me get
back to school
KS3 Pupil

My visuals help
me all the time
KS4 Pupil

I can speak
properly now
KS3 Pupil

Given me more
choices
KS4 Pupil

I feel smarter
KS3 Pupil

I have developed the
courage to talk to
others and ask for help
Post 16 Pupil

Teachers and staff
make sure we are OK
with our learning
KS3 Pupil

I found my smile
while being at GHS
Post 16 Pupil

I have got better at
walking away than
when I came here
KS3 Pupil

They made a school for
some kids that find it
hard. KS4 Pupil

Helping me
achieve my goals
KS3 Pupil

In other schools
they go to quickly,
here they do it
step by step
KS4 Pupil

I don't worry about
coming to school any
more. I feel safer and
happier.
KS4 Pupil

They have given me an
I-pad to help me speak
KS4 Pupil

The freedom to
experience a lot
of things
KS2 Pupil

A good routine
where every-
thing stays the
same
KS4 Pupil

Adults helped me
most by caring,
providing and
listening for me
KS2 Pupil

I'm looking forward to
going to the flat and
learning life skills
KS4 Pupil

The adults here
like me
KS3 Pupil

Adults are
understanding
and will do
anything to help
you. Teachers
try their hardest
KS4 Pupil

The school has helped
me get my education
back up and I can do my
work more easily
KS2 Pupil

I can focus more
easily
KS2 Pupil

Grove House has smaller
classes, OT room, nice
teachers and assistants,
school codes, therapy &
sensory room
KS3 Pupil

Makes my speech
louder and clearer and
more time to learn -
KS2 Pupil

Adults have helped me
most with my learning
and calming me down and
realising what is right and
wrong
KS4 Pupil

I understand more because
things are explained and (they)
give me more time because
there are less children
KS2 Pupil

We have fun
KS2 Pupil

SEAX Trust

Grove House is part of the SEAX Trust

Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

- **Provide outstanding educational experiences for children and young people with special educational needs**
- **Put the well-being and achievement of pupils at the heart of all decision making**

We consider the main asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

Be rewarded by us ...

- We offer a clear and competitive **pay policy** and **progression route**
- **Holiday pay** and **salary** which is paid evenly across the year for our support staff
- Teachers and Local Government **Pension Scheme** facilities

Progress with us ...

- A focus to provide high quality **professional development** opportunities for all staff
- An extensive range of **in-house training** opportunities
- Experienced and **dedicated practitioners** who are keen to help you learn
- A range of exciting internal **career opportunities**

Be inspired by us ...

- **Challenging** roles and **recognition** of achievement
- A **motivational** strategy towards both education and business
- Staff **involvement** in wider decision-making

Be reassured by us ...

- A strategic aim to ensure a **fair work/life balance**
- A **highly supportive** organisational culture
- A firm commitment to the strengths of **equality and diversity**
- A sense of **cohesion and belonging**
- A policy to raise **matters of concern**

Ask us ...

Should you have any general queries regarding staffing at **SEAX Trust**, Kate Stannard will be pleased to speak to you. Please contact: **Kate Stannard, Director of HR for SEAX Trust**

Email: jobs@seaxtrust.com Telephone: 01245 262779

We look forward to hearing from you soon.

