



Appointment of Headteacher

Information for Candidates



Epping Forest Schools Partnership Trust
Unlocking the Power of Collaboration



Essex County Council

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Appointment of Headteacher

School	Oak View School
Telephone	020 8508 4293
Website	www.oakviewschool.org
School Group Size	Group 5 NOR 121
Salary Range	£63,365 - £71,479
Start Date	01 September 2019

Selection Arrangements - The Process

Thank you for your interest in the Oak View School Headteacher post.

Following feedback from colleagues and previous candidates, who have told us that using the Essex schools' website to apply for posts that they are interested in is easy and fast, we would encourage you to apply for this post on-line. You can access the website from any computer, complete and save your application in full confidence that it cannot be seen or accessed until you finish your application form and press the 'Apply' button. When you apply online the Schools Recruitment Team will be sent an email automatically, and you will receive an email via the system confirming that your application has been received.

Applying online is straightforward and the first step is to create your own profile; please follow the instructions below to apply for this post:

- Click [here](#) to register and create a profile.
- When you have created your profile, please click the Apply button at the foot of the online advertisement and complete your details.
- A self-disclosure form (SD2) is attached to the online advertisement for this vacancy; please complete it using Adobe Reader (available to download free of charge at <http://get.adobe.com/uk/reader/>).

To complete the form, please read the notes of guidance on page two and type your responses in the blue boxes on page one. All fields are compulsory; if you have no convictions, cautions or pending prosecutions, please enter 'None' in the appropriate boxes. The *Name*, *Signature*, *Date* and *Post applied for* fields must all be completed in full; it is not possible to upload an electronic signature to this version of the form so please type your name into the *Signature* box.

Once you have completed the form, save and submit it as an attachment to your online application form.

Prior to appointment, the successful candidate will be sent an occupational health questionnaire which they will need to complete and return to this office.

We look forward to receiving your application; please do not hesitate to contact on 03330130777 if you have any queries.

Closing date: 29 March 2019 Noon

Interview date: 26 April 2019

Please be aware that as the applicant you are responsible for ensuring that your application reaches us before the stated closing date, as late applications may not be accepted.

Referees

In order to comply with the guidance on safer recruitment, you are requested to provide referees in line with the following guidance:

- Existing Headteachers or Acting Headteachers currently employed in a community or voluntary controlled school are required to provide:
 - One reference from the Chair of Governors of their current school
 - One reference from the Authority
 - One reference from their previous employer if employed by them within the last 5 years.
- Existing Headteachers or Acting Headteachers currently employed in an academy, foundation or voluntary aided school are required to provide:
 - One reference from the Chair of Governors/Chair of Trustees of their current school
 - One reference from their previous employer if employed by them within the last 5 years, otherwise one from another professional.
- Existing Deputy Headteachers and others currently employed in any school or academy, are required to provide:
 - One reference from their current headteacher
 - One reference from their previous employer if employed by them within the last 5 years, otherwise one from another professional.

Oak View School
Whitehills Road
Loughton
Essex
IG10 1TS
Tel: 020 8508 4293



13 March 2019

Dear Applicant

Thank you for your interest in the Headteacher vacancy at Oak View School.

We are the only Special Needs school in a newly-formed MAT of fifteen Essex Primary schools, all local to us. We are a happy, forward-thinking and successful school which has Autism Accreditation, this year achieving Enhanced Practice Commendation. Our staff are dedicated, enthusiastic and motivated; our parents supportive, our Governors skilled and involved, and our pupils delightful. In short, this is a good school and aims to be better

Our current Head is retiring, but foundations for further progress are firmly in place. Our new extension will be in use by September and there will be additional students starting their education with us. This is an exciting and exceptional opportunity for an innovative, empathetic and energetic professional to build upon the improvements and achievements initiated by the current post holder, and developed by the staff, to extend our attainments and enhance the lives of our children. Further, to work with a supportive Governing Body in developing life skills and learning to prepare our pupils for their future.

Please look carefully at the Job Profile and Person Specification in this pack, and if you think you are a good match – please do apply.

If you feel you meet the requirements and welcome the challenge of being a Headteacher at our very special school, we would strongly encourage you to book a visit to experience for yourself the ethos and feel of Oak View. I am confident it will be time well spent.

Yours sincerely

Maureen Gould

Maureen Gould
Chair of Governors

Please note: Our School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced DBS check (formerly known as a CRB check).

Headteacher Core Purpose & Job Description

Core purpose and job description

The headteacher will be responsible for the organisation, management and control of the school in accordance with applicable legislation and with the instrument, articles and policies of the Partnership Trust (including the annual budget)

The headteacher will

- establish and drive values, practice and vision that support excellence for pupils with SEN
- provide professional and strategic leadership and management for the school.
- establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils
- evaluate the school's performance to identify priorities for continuous improvement
- have overall responsibility and accountability for safeguarding and promoting the welfare of pupils within the school
- lead by example and model best practice regarding professional conduct, workload and personal development
- work in partnership with the trust and with partner agencies to provide holistic excellence for pupils and families

Duties ,responsibilities and overall accountability

Qualities and knowledge

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in special education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Communicate the school's vision compellingly and drive strategic leadership
- Seek training and continuing professional development to meet own needs

Pupils and staff

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice

Systems and processes

- 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
- Welcome and work with the governing board as appropriate, providing the information it needs to govern effectively
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

The self-improving school system

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

Safeguarding children and young people

- Fulfil the role of Designated safeguarding lead for the school
- Ensure school practice is fully in line with all statutory legislation and local guidance in relation to keeping children safe
- Establish a culture in which children and young people are respected and listened to and their views taken into consideration

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 headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.



OAK VIEW SCHOOL -Person Specification

Factor	Essential	Desirable
Qualifications and training	Qualified Teacher status Evidence of continuing professional development.	Advanced qualification in SEND NPQH or currently a Headteacher
Experience of	Proven successful track record as a manager over an extended period. Exemplary classroom practice within an area of SEND Working in partnership with outside organisations and agencies.	Working with a wide range of SEND Within a senior management role. Within a curriculum area and/or staff development. Finance and Resource management
Knowledge and skills	Understanding of the educational needs of Children and young people with severe learning difficulties, behavioural problems and complex needs including autism. School monitoring and self-evaluation processes. Have strategies for providing an effective curriculum that meets the needs of all students.	Understanding of: The school's role within EFSPT National Policy and statutory framework for education Assessment systems and target setting Current National and local issues and their implications for schools Benchmarking, assessment and target setting. Have completed training in autism or will be willing to undertake significant training.
Leadership and management	Ability to: Work within EFSPT and its ethos Make quick and meaningful decisions Think strategically, build and communicate a coherent vision for the school Motivate and inspire others Manage staff, systems and resources. Resolve conflict Monitor performance Recruit, retain and develop staff Continue development of OV Outreach Programmes with local schools, particularly those within the MAT	Ability to: Devolve responsibility and monitor Contribute and maintain good working relationships with governing body. Experience in: Initiating, managing, monitoring and evaluating change Use of coaching methods to support staff development.
Decision making and organisation	Creative and imaginative problem solving. Make decisions based on data analysis.	Maintain and develop existing partnerships with a range of agencies.
Communication	Ability to: Communicate effectively with a range of audiences, especially parents/carers. Consult and negotiate effectively within the school Act as an advocate for the school Deal sensitively with others	Maintain and develop existing partnerships with a range of agencies - particularly those affecting the lives of our pupils and their families.

Self-management	Ability to: Set priorities and manage time. Work under pressure Understand the importance of work life balance	Take responsibility for own professional development
Promoting the welfare of Children	Awareness of the importance of rigorous child protection procedures and policies.	Completed Level 3 Child protection training.
Any other relevant factors	Must be adaptable and flexible Must have a good sense of humour and positive attitude.	Reliability and integrity

The Governing Body is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this ethos.



Recruitment and Selection Policy Statement

1. The Governing Board is committed to:
 - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
 - promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
 - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs

and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
2. The Governing Board recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy or maternity, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required where applicable to the role and settling:
 - receipt of satisfactory references*
 - verification of identity
 - a satisfactory DBS disclosure if undertaking Regulated Activity
 - verification that you are not on the DBS Children's barred list and therefore not barred from working with Children verification that you are not prohibited from teaching verification of medical fitness
 - verification of qualifications
 - verification of professional status where required e.g. QTS status
 - the production of evidence of the right to work in the UK
 - verification of successful completion of/exemption from statutory induction period

- verification that you are not subject to any s128 directions preventing you from holding a management position within a school
- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2009 or that you have provided a disqualification waiver from Ofsted

NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.

*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is made.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police).

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service.

The Governing Board is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2009 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information eg was it a caution or a conviction.
- How long ago did the incident(s) occur?
- Whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed on the SD2 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

When making a recruitment decision The Governing Board will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This Governing Board is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

A copy of our Recruitment Procedure is available upon request.

