

The Edith Borthwick School



**Applicant Brochure -
Hub Leader**

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:

235

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 a 220 pupil/student placement capacity.

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 pupil and student maximises their potential. Our wide range of specialist staff and facilities ensures that appropriate support and guidance is available for all students across the full curriculum/age range.

Where appropriate, Parents/Carers are equally well supported with a strong team of Family Key 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. I look forward to seeing you in school and know that you will find happy students, and a most welcoming environment.

Dan Woodman



Position Details

Job Details

TEACHER MPS + SEN 1 + TLR2 Hub Leader

Required September 2019

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 no two days are the same! In 2015 we moved into a brand new building and we have a strong reputation and 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.

We are seeking to recruit a replacement for a hub leader who has successfully been promoted into the role of assistant head. Hub leaders play an integral part of the Extended 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 and the students 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
Lively, enthusiastic and caring ethos
Friendly and supportive staff team
Opportunity to have a positive impact on learner 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.

Closing date: 1/4/2019

Our Learners:

We have the pleasure of working with 235 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: Hub Leader

Whole school area of accountability: Teaching and learning responsibility for leading hub, particularly improving teaching learning and progress.

Grade: Standard national scale in line with the current *School Teachers' Pay and Conditions* document plus the appropriate TLR2 payment

Responsible to: The headteacher, members of senior leadership team (SLT) and the governing body

Main purpose of the job:

- Take specific responsibility and accountability for the day to day management and organisation of your TLR responsibility area
- Be an excellent classroom practitioner
- Have an impact on educational progress beyond your assigned pupils
- Line manage and appraise identified staff
- Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the headteacher, deputy and assistant headteacher.

Duties and responsibilities:

In addition carrying out the duties of a class teacher as outlined in the current *School Teachers' Pay and Conditions Document*, the post holder receives a TLR2 for leading a learning hub.

Leadership and management

- Support and implement the vision and ethos of the school
- Contribute to, implement and evaluate the success of School Development Plan relevant to your TLR area
- Ensure that the work of the team/whole school (as relevant) is inclusive and issues are addressed in curriculum and/or pastoral management
- Ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments
- Together with SLT, lead on the school self evaluation process for your TLR area including lesson observations, monitoring of school standards and bringing about improvement
- As appropriate contribute to the writing of self-evaluation and policy documents
- Manage effectively the transition of pupils to and from your phase and within it
- Promote cross curricular approaches to teaching and learning
- Be a proactive and effective member of the senior/middle leadership team.
- Be an effective role model for your team in terms of teaching, behaviour and classroom management



Job Description

Teaching and learning responsibility

- Lead a phase and school priority across the whole school
- Have overall responsibility and accountability for your TLR area ensuring curriculum continuity, consistency, balance, match and progression
- Lead regular meetings relevant to your TLR area with appropriate colleagues
- Develop, demonstrate and/or promote teaching and learning activities appropriate to full age and ability range.

Monitoring and assessment

- Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across your TLR area
- Monitor standards including recorded work as relevant to your TLR area across the school including reviewing long and medium term planning

Manage resources

- Be responsible for the organisation, planning and evaluation of the school programmes as relevant to your TLR area of responsibility
- Manage, monitor and accurately account for any budget for your area.
- Evaluate, organise and monitor the use of resources

Staff development

- Act as a reviewer with the arrangements for the appraisal of all identified staff
- Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Ensure you keep up to date with current developments in your TLR area and disseminate information as appropriate

Other

- Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the headteacher, deputy and assistant headteachers



Person Specification

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

Applications can be completed online through www.essexschoolsjobs.co.uk or can be downloaded and posted or delivered by hand to Claire Baker.

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Springwood Drive
Braintree
Essex
CM&7 2YN

www.edithborthwick.essex.sch.uk
admin@edithborthwick.essex.sch.uk

