





**LANGHAM OAKS SCHOOL**

**DEPUTY HEADTEACHER**

**APPLICATION PACK**

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**Langham Oaks Schoolis part of SEAX Trust**

**LETTER FROM THE HEADTEACHER**

**Langham Oaks School**

School Road, Langham, Colchester CO4 5PA

Headteacher: **Mr Gary Corbett**

Telephone: 01206 271571

Email: [admin@langhamoaks.co.uk](mailto:admin@langhamoaks.co.uk)

Dear Applicant

Thank you for your interest in Langham Oaks School. I would like to take this opportunity to tell you a little more about us.

Langham Oaks School is a thriving special school providing 69 places for boys, aged 10-16 with “Outstanding” (Ofsted 2017) residential provision for 28 pupils. It is located in a small village in north-east Essex, six miles from Colchester. The school currently resides in a 19th century house with extensions for classrooms, but there are exciting plans in progress to move to a new and specially designed building in the grounds.

The School is a specialist provision for pupils with social, emotional and mental health needs (SMEH). Langham Oaks is more than a school; it is a community based on exceptionally strong and trusting relationships between children and adults. Pupils are capable of learning and achieving, but have experienced many complex issues preventing them from engaging in learning and making progress. Staff from both the day and residential teams work proactively and collaboratively to develop and deliver the best bespoke package for each individual pupil.

I hope, as you read further, you decide that Langham Oaks could be the place where you would like to continue your career and that we will receive your application in due course.

Yours sincerely

**Gary Corbett**

Headteacher

Langham Oaks School

**Deputy Headteacher**

**Leadership Scale 10**

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**Job Description & Person Specification**

| **Job Title:** | **Deputy Headteacher** |
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| **Grade:** | **Leadership Scale 10 in accordance with SEAX Trust Pay Policy** |
| **Responsible to:** | **Headteacher** |
| **Responsible for:** | **Teaching and Learning, Assessment, School Development** |
| **Based at:** | **Langham Oaks School** |
| **Job Purpose:** | * To assist the Headteacher in providing professional and inspiration leadership for the School, ensuring that it is managed and organised to meet its statutory requirements, aims and targets * To promote the vision and values of the School * To ensure pupils’ safeguarding, child protection and welfare * To ensure that learners participate in a high quality education, receive the best possible care and achieve the highest possible standards in all areas of learning * To support the development of the School: Self-Evaluation and School Improvement Plan (SIP) * To have responsibility for named areas of the School Improvement Plan – possibly varying from year to year, dependent upon the School’s needs * To plan and manage change in accordance with the SIP |

**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 academy.**

***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: Deputy HeadteacherLangham Oaks School**

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| **Duties and Responsibilities** |
| * Deputise for the Headteacher when necessary * Ensure that the day-to-day organisation of the School follows agreed collective policy and runs smoothly, identifying any areas of weakness for improvement * Implement the aims of the School, consulting and liaising with staff, to ensure that agreed policies are carried out * Set an example of personal integrity and a highly professional attitude to work, assisting all staff to maintain positive attitudes and excellent teamwork * Motivate all staff to create a shared culture, positive ethos and high ambition so that they are engaged and professionally fulfilled |
| **Leadership and Management** |
| * Ensure that School policies and practices take account of national, local and school data including research evidence, inspection outcomes and the findings of the school’s own self-evaluation * Assist the Headteacher in dealing with the specific stages of any difficult staffing issues, such as teamwork, competence or discipline, providing a coaching or mentoring approach which sets clear expectations for staff * Draw up timetables and rotas in order to achieve optimum staff deployment and use of resources * Take the lead in the school’s assessment processes and local and national initiatives as required, for example ‘Healthy Schools’ * Contribute to strategic decision making as part of the School’s Senior Leadership Team (SLT) * Lead and implement initiatives/improvements as defined in the SIP * Champion the needs of all pupils, both academically and pastorally, working closely with staff to ensure pupils needs are met * 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 and conduct monitoring activities in collaboration with the Senior Leadership Team |
| **Teaching and Learning** |
| * Ensure personal knowledge of the strengths and weaknesses in teaching and learning and take appropriate and rapid action if concerns are raised * Undertake teaching responsibilities, as timetabled or necessary, but being prepared to coach and mentor staff, or to support the school at crucial times * Demonstrate teaching and leadership skills that lead to pupils making good and outstanding progress in relation to their prior attainment, so that they do as well or better than similar pupils do nationally * Be accountable for securing the highest possible standards of pupil achievement through leadership of assessment across the School, monitoring and evaluating pupil achievement and setting targets for improvement * Assist the SLT with the supervision of pupils at lunchtime, whilst being also entitled to a reasonable break in the school day * Have clear rules and routines for behaviour and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school’s behaviour policy * Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly * Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary |
| **Effective Deployment of Staff and Resources** |
| * Support the Headteacher and SLT in the recruitment, development and deployment of staff * Make effective use of staff skills, abilities and training * Support the Headteacherand SLT to organise learner groupings and timetables to ensure that effective teaching and learning takes place * Work with the Headteacher, SLT and Local Academy Committee to establish priorities for expenditure * Monitor the effectiveness of spending, and the use of resources, to ensure value for money |
| **Safeguarding** |
| * Ensure that the wellbeing and safeguarding of learners is a priority for everyone * Lead safeguarding across the school as a Designated Safeguarding Lead (DSL) * Ensure that all safeguarding procedures are followed, including maintenance of safeguarding records, sharing information where necessary, ensuring attendance at key meetings * Support other staff to carry out their duties in respect of safeguarding * Contribute to the safety and wellbeing of learners, staff and parents/carers and work collaboratively with other agencies to protect children and young people and share information where appropriate * Plan for, and support, the safety and wellbeing of pupils and staff off-site as Educational Visits Co-ordinator |
| **Working with Communities** |
| * Build a school 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 good working relationships between the school, parents/carers and the wider local community |
| **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 circumstance * 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. |
| **Other Duties** |
| * 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 the Headteacher * Work with staff in the classroom to effectively plan for a range of needs and be supportive of, and sensitive to, the needs of colleagues * Encourage interaction and teamwork within the school and Trust; share ideas and new initiatives and identify new ways of teaching the curriculum * Contribute significantly to the overall ethos/work/aims of the school * When required, take a leading role inspecific areas of school development * Advise other staff, including NQTs and students on teaching practice and assist with professional development for staff and LAC members when required to do so * Comply with all School and Trust policies and procedures, including those relating to child protection, equal opportunities, confidentiality and data protection, reporting concerns as necessary   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: Deputy Headteacher Langham Oaks School**

**Knowledge & Qualifications**

**Essential**

* Qualified Teacher Status
* Degree or equivalent
* An extensive knowledge of differentiation for learners with special educational needs
* 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
* Knowledge and experience of specialist programmes and approaches for children/young people with Special Educational Needs (SEN) e.g. TEACCH, PECS
* Training and experience as a Designated Safeguarding Lead with up to date knowledge

**Professional Skills & Experience**

**Essential**

* Successful experience of teaching learners with special educational needs
* Experience of leading and managing teams, including supporting and coaching others
* Leading 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

**Desirable**

* Successful experience of leadership in a special school
* Experience of working with children and young adults with SEMH difficulties
* Experience or working in different key stages and phases of education
* Experience of working in a senior leadership position
* Experience of effective and efficient financial management

**Personal Skills, Qualities & Attributes**

**Essential**

* 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

**Desirable**

* 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 AND RECRUITMENT PROCEDURE**

**Candidates should download and complete the application form available from:**

[**www.langhamoaks.co.uk**](http://www.langhamoaks.co.uk) **www.essexschoolsjobs.co.uk**

**Required:** September 2019

**Visits to the School:**

Please confirm preferred time by emailing: [gpyman@langhamoaks.co.uk](mailto:gpyman@langhamoaks.co.uk)

**Closing Date:** 17 May 2019

**Interview:** 23 May 2019

**Leadership Scale 10**

**Actual Salary** **£49,937**

Applications should be addressedto -

Mrs Gaye Pyman, HR Manager

Langham Oaks School

School Road

Langham

Colchester

Essex

CO4 5PA

Phone: 01206 271571

Email: [gpyman@langhamoaks.co.uk](mailto:gpyman@langhamoaks.co.uk)





**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**](mailto:jobs@seaxtrust.com)**Telephone:  01245 262779**

**We look forward to hearing from you soon.**