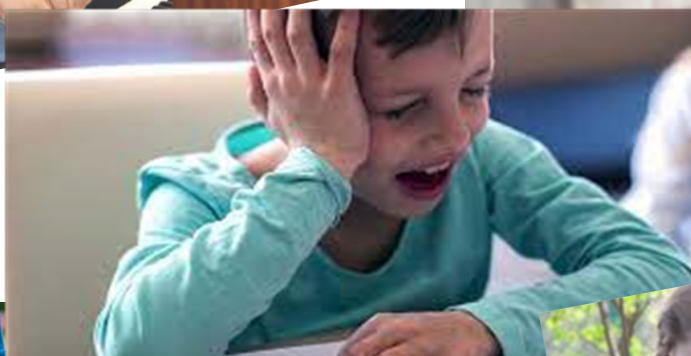
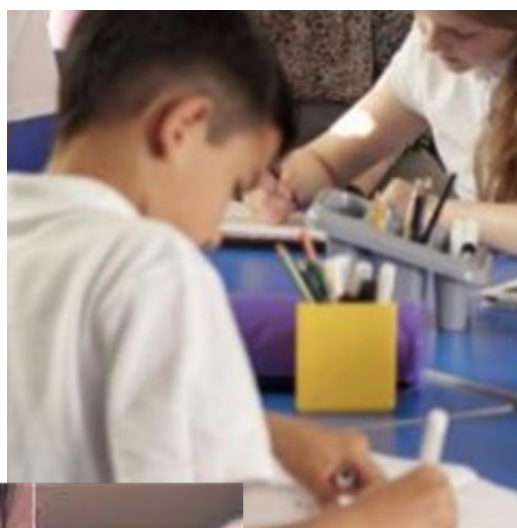


# The Hawthorns School

## Assistant Headteacher

£49,019 to £54,091 per annum

Candidate Information Pack



## Headteacher's Letter



### The Hawthorns School

Headteacher: **Mrs Diane Rigg** MEd, PGDip, SpLD PGCE, BA (Hons)

Contact Address: c/o SEAX Trust,

Fox Crescent, Chelmsford, Essex CM1 2BN

Telephone: 01245 963006 Email: jobs@seaxtrust.com

### *Dear Candidate*

Thank you for your interest in this post. **The Hawthorns School** is a brand new school for children with **autism** from Key Stage 2 to Key Stage 4, opening in temporary accommodation in **Chelmsford** in **January 2023** and then in permanent accommodation from September 2024. This is a **thrilling opportunity** to provide a holistic education and environment for pupils with autism, appropriate for their specific needs.

Pupils will be supported to achieve a range of individual, personal and academic goals by a team of teaching and therapy staff. We are committed to developing pupil achievement through the aims of personal growth, participation and preparation for adulthood.

- Do you share our ethos of respect, integrity and growth?
- Are you a compassionate, enquiring and reflective person who loves a challenge?
- Do you have an interest in, or experience of, working with young people with autism?
- Perhaps you have experience of working with young people with a range of special needs in schools, or elsewhere?

If so, then you could be the dedicated, enthusiastic and creative colleague we are seeking!

We are looking for resilient and collaborative team members to join our school community who work hard, have a desire to learn, are adaptable and have a 'can do' attitude. **The Hawthorns** needs staff who will work together to support the growth of pupils with autism, support families and help the School evolve.

This is a unique opportunity to join us right at the beginning of, what promises to be, a **roller coaster ride** in helping us set up a new school to nurture the potential of young people with autism.

**The Hawthorns** is one of a community of Special Schools, supported by the well-established and highly regarded **SEAX Trust**. The Trust respects and encourages each school to evolve its own unique identity, whilst providing layers of support and networking at all professional levels. Together, in close partnership with **Essex Local Authority**, the Hawthorns could not be in a better position to start fulfilling its aims of **personal growth, participation and preparation**.

**Join us in achieving our goal.**

*Diane Rigg*

**Headteacher**

**The Hawthorns School**

*celebrating diverse abilities*

### The Hawthorns School

#### Personal Growth Participation Preparation

for the child, the adult and the school

#### Job Description & Person Specification

<b>Job Title:</b>	Assistant Headteacher
<b>Grade:</b>	Leadership Scale 7-11 - Actual Salary: £49,019 to £54,091 per annum* (*subject to additional National Pay Award due September 2022)
<b>Based at:</b>	The Hawthorns School
<b>Reports to:</b>	Headteacher and SEAX Trust
<b>Responsible for:</b>	Leadership, Management and Development within the Academy
<b>Liaison with:</b>	Teaching & Support Staff, Headteacher, Pupils, Parents/Carers. SEAX Trust
<b>Job Purpose:</b>	<p>The Assistant Headteacher will play a major role under the overall direction of the Headteacher in:</p> <ul style="list-style-type: none"><li>• formulating the aims and objectives of the School</li><li>• establishing the policies through which they will be achieved</li><li>• managing staff and resources to that end</li><li>• monitoring progress towards their achievement</li></ul> <p>The Assistant Headteacher will undertake any professional duties of the Headteacher which are reasonably delegated to him/her by the Headteacher.</p>
<b>Principal Accountabilities:</b>	<ul style="list-style-type: none"><li>• Supporting the Headteacher in effective leadership and management of the School, including the deployment of staff and resources</li><li>• As Assistant DSL, ensuring safeguarding within the School is of the highest standard</li><li>• Supporting teaching staff to ensure that the highest possible standards of pupil learning and development are achieved.</li></ul>

## Job Purpose & Role

### Job Purpose

The over-riding expectation is that employees and those engaged to work within the SEAX 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 within 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 are intended as guidance to underpin best practice.

As a member of The Hawthorns School Team, you will be expected to contribute fully to developing an outstanding provision for children with autism, through collaboration, creativity and adaptability, providing the highest standard of teaching and learning for all pupils.

You will be a leading professional and role model for the community you serve. Your leadership is a significant factor in ensuring high quality teaching and achievement at The Hawthorns and a positive and enriching experience of education for our pupils.

*Taken from the Headteacher Standards, October 2020.*

**At The Hawthorns School, this will mean:**

You will be central to supporting the creation of a brand new provision and the ultimate realisation of its Vision to be an Outstanding School for pupils with autism in Essex. Through your demonstration of the **Seven Principles of Public Life**, below, you will be building and defining the culture and ethos of the School.

### The Seven Principles of Public Life

Selflessness	Integrity	Objectivity
Accountability	Openness	Honesty
		Leadership



## Main Duties & Responsibilities

### Assistant Headteacher

#### Duties & Responsibilities

- With the support of the Trust's Central Team, deputise for the Headteacher when necessary. This will be a duty as the School develops its Leadership Team and will then be reviewed
- With the Headteacher, 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

- Work in partnership with the Headteacher to support:
  - \* the leadership and management of the curriculum;
  - \* effective monitoring and reporting of progress;
  - \* the quality of teaching and learning in school
- Organise and manage a team of staff to ensure effective use of resources for the learning of pupils
- 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
- Take the lead in 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.

#### Effective Deployment of Staff and Resources

- Support the Headteacher and SLT in the recruitment, development and deployment of staff
- Support the Headteacher and SLT to organise learner groupings and timetables, to ensure that effective teaching and learning takes place.

## Main Duties & Responsibilities

### Teaching and Learning

- Ensure personal knowledge of the strengths and weaknesses in teaching & learning skills of staff 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
- Assist the SLT with the supervision of pupils at lunchtime, whilst also being 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.

### Safeguarding

- Ensure that the wellbeing and safeguarding of learners is a priority for everyone
- Ensure that all safeguarding procedures are followed, including maintenance of safeguarding records and reporting procedures, that information is shared where necessary, and that staff attendance is upheld 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

### Assistant Designated Safeguarding Lead Responsibilities:

- Support the School's Designated Safeguarding Lead for safeguarding and child protection, assisting the Lead to act as a source of support, advice and expertise for staff within the School for child protection and safeguarding
- Be familiar with, understand and apply the School's Child Protection Policy appropriately
- Refer cases (or support staff making referrals) of suspected abuse to the local authority children's social care and, where there is a radicalisation concern, to the Channel Programme
- Refer cases to Disclosure and Barring Service or Police as required
- Liaise with the Designated Safeguarding Lead/Headteacher, local authority officers and other relevant agencies/parties in relation to child protection and safeguarding issues and concerns
- Undergo and regularly update safeguarding training at Level 3 (at least every 2 years) to ensure the appropriate level of knowledge and skill is maintained

## Main Duties & Responsibilities

- Keep up to date with developments relevant to the role in line with Keeping Children safe in Education (Annex B) as amended from time to time
- Assist the Designated Safeguarding Lead with raising awareness of child protection policies as appropriate in line with Keeping Children safe in Education (Annex B) as amended from time to time
- Provide cover for the Designated Safeguarding Lead as required.

### Working with Communities

- Support 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
- Communicate with pupils, parents and carers, as required
- Collaborate and work with colleagues and other relevant professionals within and beyond the School.

### 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.

### General Duties

- Assist the Headteacher by taking curriculum responsibility within the School, as agreed with the Headteacher, depending on the strengths/interests of the Assistant Headteacher and the current needs of the School
- Work with support staff and other Teachers in the classroom to effectively plan for a range of needs and be supportive of, and sensitive to, the needs of colleagues
- When required, take a leading role in school development

## Main Duties & Responsibilities

- Advise other staff, including NQTs and students on teaching practice and assist with professional development for staff and AC Governors when required to do so
- Encourage **interaction and teamwork** within the academy 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
- Contribute to the overall **ethos, work and aims** of the School
- 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: Assistant Headteacher

#### Knowledge & Qualifications

##### Essential

- Qualified Teacher Status
- Degree or equivalent
- An extensive knowledge of differentiation for learners with special educational needs and, in particular, autism
- Knowledge and experience of safeguarding processes
- Experience of how to support learners with autism 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 an Assistant/Deputy Designated Safeguarding Lead with up to date knowledge

#### Professional Skills & Experience

##### Essential

- Successful experience of teaching learners with autism and 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 in a variety of situations
- 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 emotional wellbeing issues
- Experience or working in different key stages and phases of education

## Person Specification

- 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 autism and SEND
- Confidence and excellent interpersonal skills
- A range of strategies to deal with and manage complex and heightened situations
- 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
- Good IT skills

#### 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

# Application Procedure

Candidates should download and complete the SEAX Trust application form available from:

**www.seaxtrust.com or www.essexschoolsjobs.co.uk**

**Required:** **1st January 2023:** or sooner by agreement with current employer

**Visits:** Interested parties are welcome to arrange a visit to SEAX Trust or a telephone conversation with the Headteacher  
Please arrange a time by emailing: **jobs@seaxtrust.com**

**Closing Date:** **Monday 27th June 2022 (midday)**

**Shortlisting:** **Tuesday 28th June 2022**

**Interview:** To be held at the **SEAX Trust Office** on **Thursday 7th July 2022**

**Salary and benefits:** **Actual Salary: £49,019 (L7) to £54,091 (L11) per annum\***  
(\*subject to the addition of National Pay Award due September 2022)

It is intended that the salary for the post will be commensurate with the experience of the candidate and the responsibility of the post.

## References:

Referees will be contacted **prior to the interview date** to request references on all shortlisted candidates. The Trust may review social media relating to shortlisted candidates as part of the screening process, to ascertain whether candidates demonstrate appropriate conduct, behaviour and suitability for employment in an educational environment.

Applications should be addressed to -

**Mrs Kate Stannard**  
**Director of HR & Assoc CIPD**  
**SEAX Trust**  
**Fox Crescent**  
**Chelmsford**  
**Essex CM2 1BN**  
**01245 963006**

**Email: katestannard@seaxtrust.com**

## 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  
and to**

**Put the well-being and achievement of pupils at the heart of all decision making**

Our greatest 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 ...

If you would like the opportunity to progress your career within the **SEAX Trust**, we would be delighted to hear from you. You can register your details and area of interest by contacting:

**Mrs Kate Stannard Assoc CIPD, Director of HR for SEAX Trust**

**Email: [jobs@seaxtrust.com](mailto:jobs@seaxtrust.com) Telephone: 01245 963006**

The **SEAX Trust** is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to satisfactory medical checks, enhanced DBS clearance and references.

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