

The **GALLERY TRUST**



A community of special schools



**Head Teacher  
Iffley Academy  
Candidate Information Pack  
September 2023**

## ***Welcome***

Thank you for your interest in the post of Head Teacher at Iffley Academy.

Iffley Academy is a very successful academy and is the largest special school in Oxfordshire, with a current number on roll of 183 students. The academy has a long and proud history, with a school on the current site in Iffley since the 1960s, and is located in a new, state of the art building. Judged as Outstanding in 2015 and 2019, the Academy meets the needs of students with a range of SEND, including Cognition and Learning Needs, Autistic Spectrum Disorder and Social, Emotional and Mental Health Needs. Our learning community is based on respectful relationships with students, created through understanding of their special educational needs, commitment to restorative approaches, and by providing outstanding teaching and pastoral care. This is a warm and caring community, dedicated to equipping students with the skills and knowledge they need to live independent lives within their chosen communities.

The Board of Trustees is seeking an inspirational and dynamic Head Teacher to lead and manage Iffley Academy: a gifted practitioner who demonstrates strong operational and strategic abilities. You will have leadership and SEND experience, and a strong track record in school improvement.

Iffley Academy is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county. With six academies currently in the Trust, and two further academies scheduled to open in January 2024 and in 2026, our aim is to build a community of eight to ten special schools over the next five years.

You will work collaboratively with the Trust's Executive Teams who will provide a ready source of expertise and guidance to assist you in your role. The support of the teams, focusing on areas including strategic school improvement, finance, HR, and Health and Safety, will allow you to concentrate your energies on teaching and learning, leading and managing your community, and improving outcomes for students with SEND.

On behalf of the Board of Trustees, thank you again for your interest and we look forward to hearing from you.



*Chris Scrivener*  
*Chair of Trustees*



*Kay Willett*  
*Chief Executive Officer*

## **Head Teacher required for September 2023**

### **Iffley Academy**

#### **Leadership Scale L25 – L31**

The Board of Trustees is seeking to appoint an inspirational and dynamic Head Teacher who will lead the Academy through its next period of opportunity and development. Iffley Academy is an outstanding special academy for 183 students with a wide range of Special Educational Needs and Disabilities. The Academy is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust dedicated to improving outcomes for SEND learners in Oxfordshire.

The successful candidate will clearly demonstrate:

- The vision and skills to lead and manage the academy on a journey of continued excellence, focused on creating opportunities for all
- Commitment to working in partnership with the CEO, the Trust's executive teams, board of trustees, local academy board, staff, parents and carers and key stakeholders to improve outcomes for students, and to ensure all students reach their potential
- Excellent abilities in operational management and strategic thinking
- Substantial leadership experience and recent SEND experience
- A proven track record of restorative practice
- Dedication to the inclusion of students with SEND in education and society as a whole
- Willingness to continue the outward facing work undertaken by the current Head Teacher

The Head Teacher is responsible for strategic and operational leadership of Iffley Academy, and will benefit from working collaboratively with the Trust's Executive Teams. The Head Teacher is the public face of the school, and provides leadership for staff and students, focusing on the development of teaching and learning, and improving outcomes for learners.

As an Outstanding school it is important to both the Trust and the school that we continue to inspire and influence others. The Iffley Academy currently holds the Platinum ArtsMark Award and the Advanced Status from the National Autistic Society. Both of these awards require continued outward facing work, the dissemination of best practice and a commitment to opinion forming work across our schools and the local community. A commitment to this will continue to position the Iffley Academy as a beacon of best practice.

We offer continuing professional development, the prospect of working with skilled and enthusiastic colleagues across our highly successful Trust, and, above all, the opportunity to work with the fantastic students and staff at Iffley Academy.

## **How to apply:**

The closing date for the receipt of completed applications is **12pm Monday 20<sup>th</sup> February 2023**.

If you would like to visit to Iffley Academy before submitting your application, please contact Megan Barnes, Trust HR Manager (07944 901169 or [m.barnes@thegallerytrust.co.uk](mailto:m.barnes@thegallerytrust.co.uk)) Time slots are available to visit on 6th and 10th February 2023, although other dates can be provided if required.

**A 2-day interview process is scheduled to take place on 1<sup>st</sup> and 2<sup>nd</sup> March 2023.**

To apply, please send your completed application form to [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk) or by post to Megan Barnes, The Gallery Trust Offices, Northern House Academy, 23 South Parade, Summertown, OX2 7JN

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check.

The Gallery Trust is an equal opportunities employer and we welcome applications from candidates from all ethnic and community backgrounds.

The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all students.

### Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for students and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently six special academies in the Trust located throughout Oxfordshire, with an additional academy opening in January 2024, and a further academy scheduled to open in 2026. The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.



Iffley Academy is a community special academy for children and young people up to the age of 18 with complex special educational needs and disabilities.

Students have Education, Health and Care Plans with a range of needs but primarily we work with students with Moderate Cognition and Learning Difficulties, Autistic Spectrum Disorder and/or Social, Emotional and Mental Health difficulties.

The Academy was judged to be Outstanding at its most recent Ofsted inspection in February 2019 and is part of an aspirational Multi Academy Trust. The Gallery Trust is a community of special schools, dedicated to providing outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education
- Opportunities for all to learn
- Genuine respect and value.

Students work in class groups where teachers differentiate learning for all students ensuring lessons are inclusive for all.

The school has developed a comprehensive and broad curriculum, which can be found on the school's website. This curriculum, which is underpinned by detailed assessment processes, guides the learning for all students. The school has excellent links with community partners including Oxford University Gardens Libraries and Museums. Further details of this partnership can be seen here

<https://www.glam.ox.ac.uk/iffley-academy-partnership>

We understand that students are able to give their best when their needs are met, when they feel safe and when they understand their relationships with others. When a student starts at our academy every effort is made to ensure that they maximise their progress, enjoy coming to school, make new friends and feel safe. They become part of our community but most importantly their family also becomes part of our community.

## **JOB DESCRIPTION**

### **Head Teacher**

**Responsible to:** Chief Executive Officer, The Gallery Trust

**Core Job Purpose:**

- To work collaboratively with the Trust Executive Teams to support strategic oversight and development, and the operational management of the school
- To be responsible for the day to day running of the school
- To articulate to stakeholders the vision, ethos and values of the Gallery Trust through leadership of Iffley Academy
- To be accountable for the progress and achievement of students and the quality of learning and teaching in the school
- To work in partnership with the Chief Executive Officer and the Trust Executive Teams to implement the agreed policies and practices of the Gallery Trust
- To ensure a secure and safe learning environment that promotes the welfare of students and staff, and fulfils statutory and Trust policies and practice
- To fulfil all the professional duties as laid out in the School Teachers Pay and Conditions documents and the National Standards of Excellence for Head Teachers.

**Introduction:**

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the CEO and Directors of Education.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the County Council's Stress as Work policy and the Dignity at Work policy.

### **Responsibilities**

#### **Shaping the Future**

The Head Teacher will ensure that their leadership demonstrates commitment to promoting and developing the existing excellent practice at Iffley Academy.

#### **Main Tasks/Actions**

- Articulate and promote the school's agreed educational vision and values
- Share this vision and values with all members of the school community, securing their understanding and commitment and creating a shared culture
- Translate the vision and values into agreed objectives, ensuring that the school's planning, policies and procedures promote sustained improvement
- Embracing the Trust's 'Living our Values' strategy, 'Leading Learning' tool kit and People Strategy.

#### **Leading Learning and Teaching**

The Head Teacher will lead a learning community which promotes positive attitudes to learning amongst students and staff and achieves excellence across all school activities.

### ***Main Tasks/Actions:***

- Demonstrate the principles and practice of effective teaching and learning
- Ensure a consistent and continuous school-wide focus on student achievement which reflects the agreed vision and values, monitoring progress
- Analyse and use data to inform strategies for improvement
- Ensure that learning is at the centre of strategic planning and resource management
- Establish creative, responsive, and effective approaches to learning and teaching, embedded in a culture and ethos of challenge and support where all students engage with learning, have high expectations and can achieve success
- Implement strategies and practice which achieve standards of behaviour and attendance which reflect the school's expectations
- Implement an appropriate curriculum which takes account of the needs and aspirations of all students, including the acquisition of skills for independence and independent living
- Implement an effective assessment framework
- Monitor, evaluate and review classroom practice and promote improvement strategies.

### **Developing Self and Working with Others**

The Head Teacher's relationships with students, parents/carers and staff should demonstrate a belief in their unique contribution as individuals, valued and respected by all. They will recognise and act upon their own potential for growth and that of others.

### ***Main Tasks/Actions***

- Treat all people fairly, equally and with respect to create and maintain a positive culture in line with the school's agreed vision and values
- Build a collaborative learning culture within the school community and actively engage with other schools, both within and outside the trust
- Maintain effective strategies and procedures for staff induction, professional development and appraisal
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, including clear delegation of tasks and responsibilities
- Develop and maintain a culture of high expectations and aspirations for themselves and for others, celebrating the achievements of staff and taking appropriate action when performance is unsatisfactory
- Participate in arrangements for review of their own performance, reflecting on their personal contribution to school achievements and taking account of feedback from others
- Have regard for the well-being of themselves and others, managing their workload to promote a healthy work-life balance and encouraging and enabling others to do likewise.

### **Managing the Organisation**

In partnership with the Executive Teams, including the Director of Schools, the Head Teacher is responsible for ensuring that key principles and priorities for the school are identified and achieved.

### ***Main Tasks/Actions***

- Be responsible for the day to day running of the school
- Create a structure which reflects the school's values, and enables the management systems and processes to work effectively in line with legal requirements

- Produce and implement evidence-based improvement plans for the development of the school and its facilities
- With the Executive Teams, including the Chief Operating Officer and Directors of Schools & Education, manage the school's financial and human resources effectively and efficiently
- Recruit, retain and develop staff appropriately, managing their workload to enable achievement of the vision and goals of the school
- Manage and organise the school's environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and the school community.

### **Securing Accountability**

The Head Teacher is accountable for the performance of the school and will be supported by the Trust's School Improvement and Business Executive Teams.

#### ***Main Tasks/Actions***

- Work in partnership with the Trust's Executive Teams, drawing upon the expertise and experience of these stakeholders to support the operational management of the school
- Work with the Local Academy Board, enabling it to meet its responsibilities by giving objective professional advice and regular accounts of the school's progress
- Develop systematic and rigorous procedures for school self-evaluation which are appropriate and enable collaboration, sharing knowledge and understanding, celebrating success, and using the outcomes of evaluation to further improve the school
- Ensure that all available data is used to identify strengths and weaknesses of the school and to inform planning for improvement
- Ensure that individual staff accountabilities are defined, understood and agreed and are subject to review and evaluation
- Develop and present a coherent, understandable, and accurate account of the school's performance to a range of audiences and stakeholders

### **Strengthening Community**

The Head Teacher is responsible for communicating the vision of the school and The Gallery Trust to the local and wider community and beyond.

#### ***Main Tasks/Actions***

- Ensure that effective strategies, systems and support are in place to ensure the safeguarding of children and young people in the school and co-operate and work with relevant agencies for the protection of children
- Act as the public face and main advocate of the school and the Trust
- Enable students to develop an understanding of their responsibility to others and provide the means for them to respond positively to this
- Create and implement positive strategies for promoting understanding that everyone is equal, and in particular for challenging racial and other prejudices and for dealing with harassment
- Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development
- Seek opportunities to invite stakeholders (parents and carers, community figures, businesses and other organisations) into the school to enhance and enrich the school and its students

- Engage in dialogue with all stakeholders to build partnership and understanding of shared values, beliefs and responsibilities, reflecting on and taking account of their views.

## **Other**

The range of responsibilities listed above is not exhaustive and is subject to change at the direction of the CEO. This job description is subject to annual review.

The Head Teacher is required to meet the general requirements of the post as specified in the School Teachers' Pay and Conditions Document.

The Gallery Trust is committed to safeguarding and promoting the welfare of children and young people. Head Teachers must ensure that the highest priority is given to safeguarding children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, satisfactory references, health clearance and NCTL and Enhanced Disclosure and Barring Check.

The Head Teacher works for The Gallery Trust based at Iffley Academy. However, the Trust reserves the right, in exceptional circumstances, to deploy staff to different locations depending on the needs of the overall Trust.

**SELECTION CRITERIA**  
**Head Teacher, Iffley Academy**

	<b>Essential</b>	<b>Desirable</b>
Qualifications	Qualified to work and teach in the UK Qualified Teacher Status (QTS)	NPQH achieved or in progress: Qualified to degree level or equivalent
Experience	Successful leadership and management at a senior level in education  Successful teaching experience in a SEND school  Experience of having led, at a senior level, significant changes or improvements in a school  Extensive knowledge of safeguarding procedures	Successful leadership and management at a senior level in a special school
Strategic Leadership	Ability to provide clear educational vision and direction  Ability to inspire and motivate all stakeholders  Evidence of developing effective strategies for school improvement  Ability to work in partnership with stakeholders	Working at a senior level in school improvement planning
Leading Teaching and Learning	Understand the principles of effective teaching and learning for children with a range of special needs  Successful experience of monitoring, evaluating and improving the quality of teaching and learning  Understanding the role and impact of assessment  Secure knowledge of statutory requirements relating to curriculum and assessment Experience of leading curriculum innovation	
Leading and Managing Staff	Ability to lead, manage and motivate across the school community  Ability to establish positive working relationships  Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams  Successful experience of identifying the need for, and leading, in-service training  Experience of dealing with HR issues	Significant experience of taking a lead role in performance management of staff including leading lesson observations

Managing Resources	Ability to manage, monitor and review available resources, ensuring value for money	Successful experience of managing budgets
Personal Skills and Qualities	<p>Strong commitment to raising standards</p> <p>High expectations of self and others</p> <p>Ability to establish and maintain positive relationships, including with parents</p> <p>Ability to remain positive and enthusiastic, including when under pressure</p> <p>Good communication skills</p> <p>Effective computing skills for both teaching and management</p>	

February 2023