



The **GALLERY TRUST**



A community of special schools



**Orion**  
Academy

**Associate Head Teacher  
Candidate Information Pack  
March 2023**



Thank you for your interest in the post of Associate Head Teacher at Northern House Academy.

Orion Academy currently offers places to 94 students, and the roll of the school will rise steadily over the next three years to cater for 108 students, aged from 10 to 18 years. Students attend from throughout the county, and transfer from our SEND feeder school, Northern House Academy, and from mainstream primary and secondary schools. All students who attend Orion Academy have an Education, Health and Care Plan, which describes their special needs and drives their educational provision.

Students are taught through a differentiated and bespoke curriculum designed to enhance their personal and social development and academic achievement. We have a strong intent to ensure our students leave with the personal characteristics to thrive in their communities. Classes are taught in stages, not necessarily age, allowing innovation and creative approaches to teaching and learning. The Academy provides support for our students with social and emotional needs through our Academy Community Learning Team, which consists of youth workers, therapeutic and pastoral workers.

The Academy moved into new, state of the art buildings in September 2021. The new facilities offer a wide range of exciting curriculum and vocational opportunities to learners, and a fantastic working environment.

You will work collaboratively with the Head of School and the dedicated staff team at Northern House Academy. You will also work closely with 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 the 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*

**Associate Head Teacher  
Orion Academy, Oxford  
Leadership Scale L21 – L27**

The Board of Trustees is seeking to appoint an inspirational and dynamic Associate Head Teacher who will work closely with the Head of School to lead Orion Academy through its next crucial stage of rapid improvement.

The role will be responsible for key strategic developments at the school including full responsibility for the development and implementation of an outstanding curriculum that meets the needs and aspirations of pupils at Orion Academy.

The successful candidate will clearly demonstrate:

- the vision and skills to lead and manage the school on a journey of continuous improvement
- commitment to working in partnership with the CEO, senior leaders and staff at Orion Academy, the Trust's Executive Teams, and Local Academy Board 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 and/or SEMH experience
- a proven track record in school improvement
- dedication to the inclusion of students with SEND/SEMH in education and society as a whole
- a strong grasp of the features needed to deliver an outstanding quality of education and the strategies to achieve this

The Associate Head Teacher is responsible for key areas of strategic development and alongside the Head of School, for operational leadership of Orion Academy. The Associate Head Teacher will provide leadership for staff and students, focusing on the development of teaching and learning, and improving outcomes for learners.

If you would like an informal discussion about this opportunity, and / or to arrange a visit to Orion Academy, please contact Harry Paget Wall Collins via email: [h.paget-wallcollins@thegallerytrust.co.uk](mailto:h.paget-wallcollins@thegallerytrust.co.uk)

### **Benefits of working at Orion Academy, part of The Gallery Trust**

Working at Orion Academy offers many benefits.

#### **Career Progression**

- be a key member of a friendly and supportive staff team who are dedicated to achieving the best for every one of our pupils
- participate in high quality professional development opportunities which are tailored to your needs and to your career aspirations
- develop your career in The Gallery Trust, an expanding and successful organisation which offers opportunities for progression, secondments and collaborative working with colleagues across our schools

#### **Financial**

- Competitive salaries for teaching based on School Teacher Pay and Conditions Document

- Perkbox membership
- Access to TPS pension linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work

#### Wellbeing

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- The opportunity to work in a new, purpose-built school building, which offers an exciting environment in which to teach and learn, located just a short drive from Oxford's ring road
- Free car parking and cycle storage
- On-site catering

In a staff survey undertaken in Jan 2023, 92% of staff reported that they valued the school's culture (0% negative response).

#### Application Process

To apply, please email an application form to [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk). The application form can be downloaded from our website or from The Gallery Trust website [www.thegallerytrust.co.uk](http://www.thegallerytrust.co.uk). If you are unable to download the application form, please email [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk) to request one.

Please get in touch if you would like to visit the school before applying, you will be most welcome.

Please submit your application form by **9:00am Monday 17<sup>th</sup> April 2023** to [recruitment@thegallerytrust.co.uk](mailto:recruitment@thegallerytrust.co.uk) or by post to HR Office, The Gallery Trust, C/O Northern House Academy, 23 South Parade, Oxford OX2 7JN.

A shortlisting exercise will take place on the 17<sup>th</sup> April and shortlisted candidates will be contacted in the afternoon of 17<sup>th</sup> April 2023 with an invitation to interview.

#### **A 2-day interview process will be held on 19<sup>th</sup> and 20<sup>th</sup> April 2023.**

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

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, 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

A community of special schools

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 pupils.

## 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 pupils 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.

**Job Description**  
**Associate Head Teacher, Orion Academy**

**Reports to:** CEO, The Gallery Trust

**Introduction:**

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the CEO. The CEO, or other Senior Manager if appropriate, will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

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

**Core Purpose:**

- To work in close partnership with the Head of School to ensure a joined-up and consistent approach to leadership of the academy
- 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 quality of education, including all aspects of teaching and learning.
- To develop and implement an outstanding curriculum that is suitable for the profile of pupils who attend the academy
- To articulate to stakeholders the vision, ethos and values of the Gallery Trust through leadership of Orion Academy
- To be accountable for the progress and achievement of students
- To work in partnership with the Chief Executive Officer, the leadership team of Orion Academy, 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 and Safeguarding 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.

**Responsibilities:**

**Shaping the Future**

The Associate Head Teacher will ensure that his/her leadership demonstrates commitment to promoting and developing the existing good practice at Orion Academy.

- 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.

### **Leading Learning and Teaching**

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

- 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 Associate 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.

- 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 yourself and for others, celebrating the achievements of staff and taking appropriate action when performance is unsatisfactory
- Participate in arrangements for review of your own performance, reflecting on your personal contribution to school achievements and taking account of feedback from others
- Have regard for the well-being of yourself and others, managing your workload to promote a healthy work-life balance and encouraging and enabling others to do likewise.

## **Managing the Organisation**

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

- Be responsible alongside the Head of School for the day to day running of the school
- Support the school's values, and enable 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, manage the school's financial and human resources effectively and efficiently
- Recruit, retain and deploy 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 Associate Head Teacher is accountable for the performance of the school in relation to the quality of education and will be supported by the Trust's Executive Teams and the leadership team of Orion Academy.

- Work in partnership with the Trust's Executive Teams, drawing upon their expertise and experience 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 Associate Head Teacher is responsible, alongside the Head of School, for communicating the vision of the school to the local and wider community and beyond.

- 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 Associate 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 Associate Head Teacher works for The Gallery Trust and will be based at Northern House 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  
Associate Head Teacher, Orion Academy**

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

	<p>Successful experience of identifying the need for, and leading, in-service training</p> <p>Experience of dealing with HR issues</p>	
<b>Managing Resources</b>	Ability to manage, monitor and review available resources, ensuring value for money	Successful experience of managing budgets
<b>Personal Skills and Qualities</b>	<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>	

Your application should clearly demonstrate how well you meet the above key criteria.

March 2023



## Aims

At Orion Academy we believe our children and young people are unique individuals and as such we have designed our school curriculum with their learning and SEMH needs at the heart of all we do.

Our nurturing approach seeks to extend our work out into the community; actively supporting, listening and engaging with our families and carers to deliver the best possible environment for our children and young people, thus enabling them to learn effectively, become active and responsible citizens who are well prepared for life after school.

We are committed to delivering this through:-

Our **nurturing approach** that will provide an environment to thrive –

- Where every child or young person is treated as an individual in a safe and nurturing environment that understands that all students can achieve but will require differentiated approaches based on their individual needs.
- With a school-wide family ethos demonstrating our values of empathy, acceptance and mutual respect, so each member of the school community feels valued and supported.

Our focus on **personal development** is designed to –

- Enable our children and young people to become more socially aware and of their responsibilities with a focus on trust and choice.
- Ensure we support our children and young people to make better decisions, coach them how to regulate frustrations, and reflect on their experiences through our restorative practices.
- Help our children and young people to make sense of the changing world and of the importance of diversity and equality of opportunity.
- Enable them to make informed choices and develop the confidence to be successful in their adult lives through our embedded personal, social and health education programme.

Our focus on **celebration and recognition of success** is designed to –

- Encourage and celebrate each student's talents, skills and attributes.
- Develop the confidence and self-belief of the individual – a culture of 'I can' or 'I can't... yet' is ingrained across our school.
- Provide opportunities for our children and young people to be successful and support them in both developing and promoting their individual resilience as well as celebrating the achievements of others.

Our **ambitious curriculum** offer that is designed to –

- Create the capacity to learn and enjoy learning by broadening our students' horizons and extending learning beyond the classroom.
- Use real-world examples and first-hand experience; develop curiosity and a desire to challenge their understanding and deepen learning.
- Prepare our children and young people for their future through our broad and balanced curriculum, providing them with knowledge, core literacy and numeracy skills and experiences as well as a range of qualification pathways.
- Embed key learning and understanding through careful and thoughtful revisiting and reinforcing, whilst increasing student independence.

Our commitment to **working in partnerships with our parents and carers** which demonstrates that –

- We believe our children and young people will achieve their best when families and our school work together in a partnership.
- Effective working relationships are characterized by open and honest communication in order to achieve the best possible outcomes.

Our **specialist and expert workforce** who –

- Are passionate and committed to working in special education and will know each student as an individual, recognizing their unique talents, skills and interests.
- Have developed strong and positive relationships with our children and young people in order to support them effectively.
- Have expertise, specialist knowledge and an understanding of a child or young person's needs that embraces the most recent and evidence-based research will result in the best possible outcomes for students
- Are committed to working with therapeutic specialists and external agencies to enhance our provision for our students and their families.
- Support children and young people to recognise and value their own learning journey.

Our **personalised provision** that –

- Is responsive to the needs of each student but is uncompromising in expectation. We will be relentless in our support for our children and young people to achieve beyond their expectations.
- Understands that whilst a student's needs are recognized and met, they are not confined by them; we do not define a future based on a child or young person's past and we are unapologetic in our approach in wanting our students to continue to push the boundaries of their potential.

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