

The **GALLERY TRUST**

A community of special schools



Bloxham Grove
ACADEMY

Assistant Head Teacher – two posts

Candidate Information Pack

April 2024



Welcome from the Head Teacher

Thank you for your interest in the post of Assistant Head Teacher at Bloxxham Grove Academy. I am delighted that you are considering joining us at this very exciting time in the opening stages of our new academy. There are two Assistant Head Teacher roles available: one post will focus on the curriculum and the Quality of Education, and the other will lead our work on student outcomes.

Bloxxham Grove Academy is a brand-new special free school which opened in a new purpose-built building in January 2024. We are fortunate in having first-class facilities, a state-of-the-art building, and excellent outdoor spaces in a rural location, providing us with a very special environment for our community to use and enjoy.

The academy provides exemplary education and care for students with Cognition and Learning needs, Autism Spectrum Condition, and Social, Emotional and Mental Health needs. We currently have 55 students on roll, and by 2027, Bloxxham Grove will have 100 students on roll between the ages of 7 to 18 across Key Stages 2, 3, 4 and 5.

If you would like to join our enthusiastic, forward thinking, and dynamic senior leadership team and be instrumental in the development of the curriculum and the achievement of positive outcomes for our students, then we would love to receive your application.

If you would like to visit the school for a tour, then please do get in touch.

I look forward to hearing from you.



Charlotte Roberts
Head Teacher

Assistant Headteacher(s)
Bloxham Grove Academy
Full Time, Permanent
Leadership Scale L9 – L13
Start Date: September 2024

Bloxham Grove Academy is seeking to appoint two inspirational and dynamic Assistant Head Teachers to join our ambitious and forward-thinking senior leadership team in the continuing development of our new special free school.

If you are an inspiring and energetic middle or senior leader looking for an exciting role where you can develop your career and make a real difference to the lives of students with special needs, this could be the opportunity for you.

Bloxham Grove Academy is a new free special school, located in a state-of-the-art new building in the rural location of Bloxham, near Banbury. The school will have 66 students on roll in September 2024, rising to 100 students in 2027, between the ages of 7 to 18 across Key Stages 2, 3, 4 and 5. Bloxham Grove Academy is a school within The Gallery Trust, Oxfordshire's largest special school Trust.

All students have Education Health and Care Plans and have a range of special needs, including Autism Spectrum Condition, and Social, Emotional and Mental Health needs.

You will bring leadership experience, operational and strategic abilities, and knowledge of SEND to the role. You will be a skilled practitioner, modelling and understanding excellent classroom practice. You will have the ability to engage students with a complex range of SEND needs and a clear commitment to improving student outcomes.

The two Assistant Head Teacher roles will hold responsibility for two distinct areas within the academy:

The Assistant Head Teacher with responsibility for the curriculum will:

- Lead the development of the curriculum delivery and design ensuring that it meets the needs of our students in line with their EHCPs
- Lead the monitoring, assessment and evaluation of the Quality of Education
- Coach and support new teachers as part of their induction programme

The Assistant Head Teacher with responsibility for student behaviour and attitudes will:

- Lead the development of strategies to ensure that learners' attitudes to their education are positive, they remain committed to their learning, know the next steps in their academic pathways and gain resilience to setbacks and challenges
- Lead the academy's tracking and evaluation of attendance and implement strategies to ensure students have good attendance and are punctual
- Promote the academy's approach to relationships and behaviour ensuring that relationships among students and staff reflect a positive and respectful culture

Both roles will have a teaching commitment.

Following successful application, the job description and wider responsibilities for this role will be finalised based on the strengths and experience of the post holder.

The successful candidates will:

- Have experience of leadership within a school
- A strong understanding of restorative approaches in schools
- Have experience and knowledge of Safeguarding procedures within a school
- Have up to date knowledge of the SEND Code of Practice and principles around EHC Plan processes
- Be an outstanding teacher, who is able to coach and mentor new staff
- Have the vision and skills to support the school's journey of continuous improvement
- Be passionate about improving outcomes for students and to ensure all students reach their potential
- Be dedicated to the inclusion of students with SEND in education and society as a whole

Benefits of working at Bloxham Grove Academy, part of The Gallery Trust

Professional development opportunities

- Regular training and access to a range of internal and external professional development opportunities tailored to your learning needs, your job role and your career aspirations
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Academy Trust in Oxfordshire
- Opportunities for collaborative working across the schools in The Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks
- 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 and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Perkbox - discount and wellbeing platform membership
- Access to attractive pension plans (TPS and LGPS), 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
- Membership to My Healthy Advantage wellbeing app

- 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
- Cycle to work Scheme

Facilities

- The opportunity to work in a new, purpose-built school building, which offers an exciting environment in which to teach and learn
- Free car parking and cycle storage
- On-site catering

Application Process

To apply for this post, please download the candidate information pack from www.bloxhamgroveacademy.co.uk or the Gallery Trust website <https://thegallerytrust.co.uk/recruitment/current-vacancies/> and email our completed application form recruitment@bloxhamgroveacademy.co.uk

Tours of the academy are available and are encouraged prior to applications being made: Please contact Charlotte Roberts at head@bloxhamgroveacademy.co.uk to arrange a tour.

Closing date for applications: **Monday, 29 April 2024 at 9.00am**

Interviews: provisionally to take place on **Wednesday 15 and Thursday 16 May**

Please state in your application which Assistant Head Teacher role you are applying for.

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.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

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

A community of special schools

Bloxham Grove Academy is an academy within The Gallery Trust. The Trust is dedicated to improving outcomes for SEND learners in Oxfordshire, striving to provide the best possible special education for all students. As the largest special school Trust in Oxfordshire, we value powerful collaboration and knowledge sharing but fully celebrate the distinct ethos and individuality of our family of schools, located throughout the county of Oxfordshire.

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.

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 seven special academies in the Trust, with 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.

JOB DESCRIPTION

Assistant Head Teacher

Reports to: Head Teacher, Bloxham Grove Academy

Job purpose

To advise and support the Head Teacher in providing vision, strategic direction professional leadership and management to ensure high quality education for all students. The post holder will also lead and support the implementation of strategy and will have some teaching commitment.

Introduction

This job description should be read in conjunction with the current School Teachers' Pay and Conditions document for those on the leadership spine and the provisions of that document will apply to the post-holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher, 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.

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

Teaching and Learning

- The curriculum planning and review cycle is maintained in accordance with the school's planning framework and policy
- Support the development of curriculum, pedagogy and teaching and learning
- Support the management of quality of education
- Ensure all students within the school receive an exciting, effective and appropriate education as outlined in their Educational and Health Care Plan and in accordance with the school's curriculum framework. In doing this the Assistant Head Teacher will have due regard to the National Curriculum, and the school's aims together with the policies of the Local Academy Board members. This will also include monitoring and developing the school's curriculum framework and recording system.
- Monitor, evaluate and report on the quality of teaching and classroom management standards conducive to excellent and imaginative delivery of the curriculum framework and recording system.
- It is expected that the role will model exceptional teaching, learning and planning when required
- Support the EHCP review cycle, monitoring quality of TOP's / targets

The teaching aspect of the post will require:

- The provision of suitability differentiated work to meet the individual needs of the students

- The curriculum planning and review cycle is maintained in accordance with the school's planning framework and policy
- On-going assessment of students' work and abilities through comprehensive record keeping based on the school's agreed format
- Maintenance of good discipline in line with the school's behaviour policy and restorative approaches ethos
- Contribution wherever appropriate to the display, presentation and celebration of students' work
- Safeguarding and promoting the welfare of all students
- Implementing and modelling high standards of behaviour management.

Leadership and management

Responsibility for the routine organisation and management of the school in line with the schools stated purpose, aims and values, management of documents, policies and development plans.

The role will include operation management of the school on a day-to-day basis. A full understanding of the school's behaviour policy and the principles of restorative justice is required, along with the ability to implement and model high standards of behaviour management.

- Be a member of the senior leadership team and make a significant contribution to the Team's effectiveness
- Support the development of the curriculum delivery and design
- Lead by example in a way that motivates all involved with the school to achieve their potential
- Responsibility for pastoral care of students
- Contribute to the vision, self-evaluation and strategic plans for the development of the school
- Contribute to the Raising Achievement Plan, taking responsibility for specific priorities
- Monitor and contribute to the raising of students' standards of achievement and attainment
- Attend and chair meetings
- Be involved in the organisation, planning and delivery of assemblies as and when necessary
- Take responsibility for one's own health, safety and welfare and the health and safety of students, visitors and colleagues in accordance with the requirements and locally adopted policies; including taking responsibility for raising concerns with a manager
- Foster the development of a positive and supportive ethos for students and staff
- Display a high standard of profession behaviour and integrity at all times
- Represent the school at external events
- Carry out other duties as may be reasonable assigned by the Head Teacher

Staff management, Development and support

- Deliver training and lead staff meetings to include inset days
- Act as a team leader within the school's performance management and appraisal frameworks
- Act as personnel link for a group of staff and taking a whole school interest in staff wellbeing and welfare
- Participate in the recruitment and development of teaching and support staff of the school

- Contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- Support activities that ensure that the ethos of the school enables staff at all levels to embrace learning in order to improve their own skills

Links with parents, trustees, Local Academy Board members and the wider community

- Encourage full parental participation in the work, life and development of the school and to make sure they are fully informed of their child's progress. To be available to deal with parental concerns and to provide support where possible or refer to other professionals or agencies
- Provide objective and clear support when required to the Local Academy Board (LAB) in a way that enables it to meet its responsibilities, including attending meetings and preparing reports
- Work in partnership with the Local Authority, external agencies and other professionals
- Liaise with other educational establishments to promote the continuity of learning, progression and curriculum developments.
- Develop and maintain positive links and relationships with the community, local organisations and employers

Selection Criteria
Assistant Head Teacher, Bloxham Grove Academy

	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> • Qualified teacher • Qualified to work and teach in the UK 	<ul style="list-style-type: none"> • Further study and qualification in L&M/education e.g NPQ, Masters
Professional Experience	<ul style="list-style-type: none"> • Successful teaching experience • Planning for and teaching students with SEND. • Effective management of students with Social, Emotional and Mental Health Difficulties • Successful development of specific curriculum area/s • Experience of operational management during the school day • Evidence of strategies developed or target setting and monitoring performance in order to raise students' achievements • Evidence of participation in the development of the curriculum, in particular in relation to the National Curriculum • Significant pastoral experience including middle leadership 	<ul style="list-style-type: none"> • Experience of working in a special school • Experience of organising and coordinating the work of external agencies and professionals • Experience of working with restorative approaches • Effective involvement in school improvement planning and monitoring • Chairing/Leading EHCP reviews experience
Professional Knowledge and skills	<ul style="list-style-type: none"> • Knowledge of effective and appropriate teaching and learning activities for students with SEND and SEMH • Knowledge and experience of setting, monitoring and evaluating targets at all levels • Good knowledge and understanding of the National Curriculum • Awareness of behavioural analysis tools and systems and the ability to ensure consistent implementation of the school's behaviour policy • Awareness of current initiatives, issues and legislation • Knowledge of Safeguarding and Child Protection 	<ul style="list-style-type: none"> • Good knowledge and understanding of the Code of Practice for SEND
Competence Summary	<ul style="list-style-type: none"> • Excellent classroom practitioner 	<ul style="list-style-type: none"> • Ability to lead INSET

	<ul style="list-style-type: none"> • Ability to lead, motivate, support and delegate • Ability to contribute effectively to teams • Ability to take a strategic view and prepare strategic plans • Ability to communicate effectively both orally and in writing with a wide range of audiences • Excellent organisational and time management skills • Ability to work under pressure with competing priorities and meeting deadlines • High levels of IT literacy 	<ul style="list-style-type: none"> • Ability to collaborate online and use ICT to aid co constructive learning
Personal Skills	<ul style="list-style-type: none"> • Excellent team worker • Inspirational and proactive style and leadership • Committed to providing high standards of education for all students • Genuine respect for young people • Commitment to the safeguarding and wellbeing of young people • Flexible, adaptable and versatile • Excellent interpersonal and communication skills • Willingness to take an active role in all aspects of school life • Demonstrates a high level of integrity and is a role model within the school community • Respect for students' social, cultural, linguistic, religious and ethnic backgrounds with an understanding of how these may affect their learning • Willing to combine routine, day to day tasks with working strategically 	
Professional Development	<ul style="list-style-type: none"> • Evidence of commitment to personal professional development • A balanced programme of relevant INSET 	<ul style="list-style-type: none"> • Team Teach trained • First aid trained

Please ensure your application details how you meet the above selection criteria.

April 2024