




The **GALLERY TRUST**



A community of special schools

**Assistant Head Teacher- 14-19 Curriculum  
Leadership  
Candidate Information Pack  
Jan 2025**

## ***Welcome***

Mabel Prichard school is a community special school for children and young people with complex needs from the ages of 2 to 19. We currently have 119 pupils on roll and are in a period of expansion.

At Mabel Prichard School, we believe in enabling every student to realise their full potential through motivating and preparing them to succeed, so our learners can have a happy fulfilling childhood and a meaningful, positive adulthood.

Our curriculum is accessible and aspirational and offers a broad range of opportunities to all learners in order to give them the best preparation for their futures.

Mabel Prichard is built across two sites, each providing a learning environment and therapeutic space to meet the needs of our learners. The team consists of teaching staff, health professionals, pastoral support, speech therapists, physiotherapists and occupational therapists.

Thank you for your interest in Mabel Prichard School. This is an exciting time to join our school and I look forward to receiving your application.

Alison Martin  
*Headteacher*

**Assistant Headteacher -**  
**Curriculum Development 14+**  
**(including accreditation pathways and career development)**

**Mabel Prichard, Oxford**  
Full Time, Permanent  
(part-time can be discussed and considered)  
Leadership Scale L9 – L13  
Start Date: ASAP / Easter 2025

Mabel Prichard is seeking to appoint an inspirational and dynamic Assistant Headteacher who will support the Headteacher in leading Mabel Prichard School. The Assistant Headteacher will report into the Deputy Headteacher.

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

The successful candidate will join a talented and hardworking team. You will work as part of the Senior Leadership team and be committed to actively pursuing the best outcomes for learners with SEND. This role will lead on the development of the 14 Years plus curriculum including the accreditation pathways, Career curriculum and personal development.

This role also provides the opportunity to contribute to the Gallery Trust as it expands and to work with colleagues across the MAT.

This role will include:

- Supporting Quality of Education and Teaching and Learning
- Supporting curriculum and pedagogy development
- Supporting the EHCP review cycle process and consultations
- Teaching timetable (50%)

The successful candidate will:

- Have some experience of leadership within a school
- Have experience of Safeguarding procedures within a school
- A strong understanding of SEND with up to date knowledge of the SEND code of practice and the EHC Plan processes
- Be an outstanding teacher, who is able 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
- Align with the vision and values of Mabel Prichard and The Gallery Trust.

## **Benefits of working at Mabel Prichard School, 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, located just a short drive from Oxford's ring road
- Free car parking and cycle storage
- On-site catering

## **Application Process**

To apply for this post, please email an application form to [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk) **no later than 17:00 on Sunday 26th January 2025.**

### **Interviews will be held Thursday 6th and Friday 7th February 2025**

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 Headteacher. If you have previously worked in a school, your referees must include your most recent Headteacher.

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 seven special academies in the Trust located throughout Oxfordshire 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**

### **Assistant Headteacher (14+ Curriculum including Careers and Accreditation pathways)**

**Reports to:** Headteacher, Mabel Prichard

#### **Job purpose**

To advise and support the Headteacher 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 Headteacher. The Headteacher, and/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**

- Support the development of curriculum, pedagogy and teaching and learning, with particular focus on the 14 - 19 curriculum.
- Lead the development of an exceptional careers education and pathway to accreditations
- 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 Headteacher will have due regard to the National Curriculum, and the school's aims together with the policies of the governors. 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 outcomes.
- Support the leadership team through consultation process

The teaching aspect of the post will require:

- The provision of suitability differentiated work to meet the individual needs of the pupils
- The curriculum planning and review cycle is maintained in accordance with the school's planning framework and policy
- On-going assessment of pupils' work and abilities through comprehensive record keeping based on the school's agreed format
- Maintain the school's behavior policy and restorative approaches ethos
- Contribution wherever appropriate, to the display, presentation and celebration of pupil's work
- Safeguarding and promoting the welfare of all pupils
- Implementing and modelling high standards of classroom and behavior 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 culture, community and ethos is required along with the ability to respond to and teach learners with severe learning difficulties and complex needs.

- 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, with focus on 14-19 curriculum.
- Lead by example in a way that motivates all involved with the school to achieve their potential
- Responsibility for pastoral care of pupils
- 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 pupils' standards of achievement and attainment
- Attend and chair meetings as required
- 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 pupils, 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 pupils 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 Associate Headteacher and Deputy Headteacher, including deputising for the Deputy Headteacher as necessary

### **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
- Support the development and training of ITT and ECT
- 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, governors 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 governing body 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 in order to promote the continuity of learning, progression and curriculum developments.
- Develop and maintain positive links and relationships with the community, local organisations and employers

### **Professional conduct**

- Be responsible for the care, accuracy, confidentiality, security and maintenance of highly sensitive information, in accordance with GDPR regulations
- Remain aware at all times of confidentiality and sensitivity requirements in relation to the service provided
- To operate with agreed legal, ethical and professional boundaries when working with children and families and those involved with them
- To adhere to the school guidance about lone working and conducting off site visits to ensure own safety
- remain up to date and compliant with all relevant organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice
- To adhere to school policies practices and procedures and be an advocate for school safeguarding, anti-bullying, behaviour and online safety procedures
- to be a good role model to the school community

### **General**

- To contribute to the overall ethos, aims and objectives of Mabel Prichard School for example attending meetings, sharing information and expertise to improve outcomes for children.
- To carry out all duties in accordance with the Equal Opportunities policy, actively promoting equality and seeking to prevent and overcome disadvantage and discrimination.
- To take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations.
- To have a due regard for safeguarding including social care thresholds and promote

the welfare of children. To follow all associated child protection and safeguarding policies adopted by the Local Authority.

- To participate as required in appraisal and performance management processes and to take full responsibility for the implementation of own and continued professional development
- Work flexibly as may be required by the needs of the school and the vulnerability of the families
- To carry out any other reasonable duties as required or requested by the Headteacher or other members of SLT, consistent with the purpose and the grade of the post.
- To support safeguarding cover within agreed holiday times working alongside Headteacher and Trust Safeguarding Manager.

### **Other**

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

The Assistant Headteacher is required to meet the general requirements of the post as specified in the School Teachers' Pay and Conditions Document and Headteachers Standards (Part 1 & 2).

The Gallery Trust is committed to safeguarding and promoting the welfare of children and young people. Headteachers 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 Assistant Headteacher works for The Gallery Trust and will be based at Mabel Prichard School. 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**  
**Assistant Headteacher, Mabel Prichard**

	<b>Essential</b>	<b>Desirable</b>
Professional Qualifications	<ul style="list-style-type: none"> <li>● Qualified teacher</li> <li>● Qualified to work and teach in the UK</li> </ul>	<ul style="list-style-type: none"> <li>● Further study and qualification in L&amp;M/education e.g NPQs , Masters</li> <li>● Willingness to uptake training</li> </ul>
Professional Experience	<ul style="list-style-type: none"> <li>● Successful teaching experience</li> <li>● Planning for and teaching pupils with SEND.</li> <li>● Effective management of students with SEND</li> <li>● Successful development of specific curriculum area/s e.g. 14+ curriculum</li> <li>● Successful experience of accreditation pathways</li> <li>● Experience of operational management during the school day</li> <li>● Evidence of strategies developed or target setting and monitoring performance in order to raise pupil achievement</li> <li>● Evidence of participation in the development of the curriculum, in particular in relation to the National Curriculum</li> <li>● Pastoral experience including middle leadership</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of organising and coordinating the work of external agencies and professionals</li> <li>● Experience of working with restorative approaches</li> <li>● Effective involvement in school improvement planning and monitoring</li> <li>● Chairing/Leading EHCP reviews experience</li> <li>● Career Curriculum development</li> <li>● Curriculum leadership and development</li> <li>● Accreditation leadership</li> <li>● Mentor or Tutor for ITT/ ECT</li> </ul>
Professional Knowledge & Skills	<ul style="list-style-type: none"> <li>● Knowledge of effective and appropriate teaching and learning activities for pupils with SEND</li> <li>● Knowledge and experience of setting, monitoring and evaluating targets at all levels</li> <li>● Good knowledge and understanding of the National Curriculum</li> <li>● Awareness of current initiatives, issues and legislation</li> <li>● Knowledge of Safeguarding and Child Protection</li> </ul>	<ul style="list-style-type: none"> <li>● Good knowledge and understanding of the Code of Practice for SEND</li> <li>● Consultation processes and procedures</li> </ul>
Competence Summary	<ul style="list-style-type: none"> <li>● Excellent classroom practitioner</li> <li>● Ability to lead, motivate, support and delegate</li> <li>● Ability to contribute effectively to teams</li> <li>● Ability to take a strategic view and prepare strategic plans</li> <li>● Ability to communicate effectively both orally and in writing with a wide range of audiences</li> <li>● Excellent organisational and time management skills</li> <li>● Ability to work under pressure with competing priorities and meeting deadlines</li> <li>● High levels of IT literacy</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to lead INSET</li> <li>● Ability to collaborate online and use ICT to aid co constructive learning</li> </ul>
Personal Skills	<ul style="list-style-type: none"> <li>● Excellent team worker</li> </ul>	

	<ul style="list-style-type: none"> <li>• Inspirational and proactive style and leadership</li> <li>• Committed to providing high standards of education for all pupils</li> <li>• Genuine respect for young people</li> <li>• Commitment to the safeguarding and wellbeing of young people</li> <li>• Flexible, adaptable and versatile</li> <li>• Excellent interpersonal and communication skills</li> <li>• Willingness to take an active role in all aspects of school life</li> <li>• Demonstrates a high level of integrity and is a role model within the school community</li> <li>• Respect for pupils' social, cultural, linguistic, religious and ethnic backgrounds with an understanding of how these may affect their learning</li> <li>• Willing to combine routine, day to day tasks with working strategically</li> </ul>	
Professional Development	<ul style="list-style-type: none"> <li>• Evidence of commitment to personal professional development</li> <li>• A balanced programme of relevant INSET</li> </ul>	<ul style="list-style-type: none"> <li>• Team Teach trained</li> <li>• First aid trained</li> </ul>

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

January 2025