

The **GALLERY** TRUST



A community of special schools



**Deputy Head Teacher
Springfield School
Candidate Information Pack
October 2025**

Welcome

Thank you for your interest in the post of substantive Deputy Head Teacher at Springfield School.

Springfield School is a thriving community special school for children aged 4 - 16 with severe learning difficulties and profound and multiple learning difficulties. Currently, we support 123 pupils, providing them with an inclusive, high-quality education that celebrates their unique abilities and achievements. We have a bespoke curriculum that supports pupils on one of three pathways.

At Springfield, we are passionate about creating an environment where every student receives an outstanding education tailored to their individual needs. Our dedicated staff uphold the highest standards, ensuring that all aspects of our pupils' education are carefully nurtured. Guided by our core values, we take a positive reinforcement approach to behaviour management coupled with a trauma informed approach and deliver learning that is individualised.

We strongly believe in the benefits of integration and inclusion to all, and our Early Years and Primary classes are co-located with Madley Brook Community Primary School in a uniquely integrated and purpose-built site. Our Secondary classes are also located in a purpose-built building adjacent to the Wood Green Secondary School site. We work hard to promote inclusive activities with our partner schools and the wider community.

About The Gallery Trust

Springfield School is proud to be part of The Gallery Trust, a growing Special Needs Multi-Academy Trust committed to enhancing outcomes for SEND learners across Oxfordshire.

The Trust has a national reputation for excellence and plays a key role in shaping SEND strategy in the county. Currently, The Gallery Trust oversees seven academies, with plans to expand to 8 – 10 schools over the next five years.

As Deputy Head Teacher, you will work closely with the Trust's Executive Teams, who will provide expert guidance and support in areas such as strategic school improvement, finance, HR, and health and safety. This partnership will enable you to focus on what matters most—delivering outstanding teaching and learning, leading a dedicated school community, and driving improvements in SEND education.

Join Us

If you are an ambitious and passionate leader ready to make a meaningful impact at Springfield School, we would love to hear from you.



On behalf of the Board of Trustees, thank you again for your interest—we look forward to your application.



Chris Scrivener
Chair of Trustees



Kay Willett MBE
Chief Executive Officer



**Deputy Head Teacher
Springfield School, Witney**

**Full Time, Permanent
Leadership Scale L12 - L16**

Springfield School is seeking to appoint an inspirational and dynamic Deputy Head Teacher who will support the Head Teacher in leading Springfield School by joining the academy's Leadership Team.

The successful candidate will bring their experience, operational and strategic abilities and extensive knowledge of SEND to the role. They will also be a skilled SEND practitioner, modelling and understanding excellent classroom practice. They will have the ability to engage pupils with severe learning difficulties and profound and multiple learning difficulties and have a clear commitment to improving pupil outcomes.

In this role you will lead for Quality of Teaching & Learning (including safeguarding in the curriculum), lead for Personal Development, Pupil Premium and work with the SLT on lesson observations, Pupil Progress, Assessment, Consultations & Tribunals and acting as part of the DDSL team. You will also be responsible for line management of named middle leaders. You will be provided with the opportunity to contribute to the Gallery Trust as it expands and to work with colleagues across the Trust.

The successful candidate will:

- Have a strong grasp of the strategies needed to deliver an outstanding quality of education to students with a diverse range of needs
- Have experience of middle leadership within a school, and aspirations to move to senior leadership
- Have a strong understanding of restorative approaches and positive behaviour management in schools
- Have experience of Safeguarding procedures within a school
- Have up to date knowledge of the SEND Code of Practice and principles around EHC Plan processes
- Be a highly skilled teacher, who is able to coach and mentor staff and help us to develop future leaders
- Be passionate about improving outcomes for students and be driven 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 Springfield School include:

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 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

Financial

- Competitive salaries based on School Teacher Pay and Conditions Document and the Burgundy Book.
- 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 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
- Complimentary tea and coffee
- Regular staff surveys and gathering of staff views to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing

Facilities

- Free car parking and cycle storage



How to apply:

The closing date for the receipt of completed applications is **9am on Friday 10 October 2025. Interviews are provisionally scheduled to take place on Tuesday 21 October 2025.**

To apply for this post please submit an application form via the MyNewTerm portal.
<https://mynewterm.com/school/Springfield-School/147127>

If you have any issues or guidance on how to apply please email
application@thegallerytrust.co.uk

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 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, with an additional academy opening in 2026. The Trust also provides Outreach support and training, teacher training and short breaks provision. 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.



Springfield School is a special school for children aged 4 to 16 with Severe, Profound, and Complex Learning Difficulties.

We are committed to creating opportunities for both pupils and staff to achieve their individual goals. Working closely with parents, carers, and other professionals is essential to us, ensuring a strong support network and the sharing of good practice. We are passionate about making learning vivid, real, and an enjoyable, challenging experience. By focusing on each pupil's individual needs and building on what they already know, we help develop skills that are essential for adult life.

At Springfield, we place a strong emphasis on communication, personal development, and social skills, recognising them as fundamental to success in all areas of learning. Our Positive Behaviour Support ethos underpins everything we do. We highly value the time dedicated to understanding each pupil's needs and developing strategies that promote engagement and enhance quality of life. We continue to refine our Progression of Skills documents to celebrate the achievements and meet the diverse range of needs and abilities across our school.

We believe strongly in the benefits of integration and inclusion. Our Early Years and Primary classes are co-located with Madley Brook Primary School on a uniquely integrated, purpose-built site. Our secondary pupils also enjoy a purpose-built building located alongside the Wood Green Secondary School campus.

Springfield was rated Good in its most recent Ofsted inspection in November 2024. We are proud to be part of The Gallery Trust, a Special Needs Multi Academy Trust dedicated to improving outcomes for SEND learners across Oxfordshire. The Trust has a national reputation for excellence and plays a key role in shaping SEND strategy within the county.

JOB DESCRIPTION

Deputy Head Teacher

Responsible to: Head Teacher, Springfield School

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.

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 their 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:

- Ensure all pupils within the school receive an exciting, effective and appropriate education, which supports their needs, as outlined in their Educational and Health Care Plan and in accordance with the school's curriculum framework. In doing this the Deputy Head Teacher will have due regard to the National Curriculum, and the school's aims, together with the policies of the governors.
- Work collaboratively with the senior team to monitor and develop the school's curriculum framework, approaches and recording systems; ensuring delivery of excellent provision, which fully meets students' individual needs.
- The post is a fundamentally non-teaching post, but it is expected that the role will coach teachers, co-teach and model excellent teaching and learning.
- If required, cover for teacher absence across key stages.

The teaching aspect of the post will require:

- The provision of suitably 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 practices



- On-going assessment of pupils' work and abilities through comprehensive record keeping, based on the school's agreed format
- Contribution, wherever appropriate, to the display, presentation and celebration of pupils' work
- Safeguarding and promoting the welfare of all pupils
- Implementing, and modelling, high standards of positive behaviour management, including knowledge of a wide range of de-escalation strategies, which respond to student's needs and support their emotional regulation.

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 operational management of the school on a day-to-day basis and direct line management of class teachers / class teams.

Strategic developments within the Raising Achievement Plan (RAP) and working collaboratively with the senior leadership team on a continuous journey of school development.

An understanding of leadership behaviours and the impact of these on school culture.
Alignment with our values-led approach.

Deputising for the Head Teacher

- Be a member of the Senior Leadership Team, and make a significant contribution to the team's operational and strategic effectiveness
- Represent the leadership team at staff meetings and key events
- 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 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 and strategic initiative
- Working collaboratively with colleagues across the Gallery Trust.
- Monitor and contribute to the raising of pupils' standards of achievement and attainment
- Attend and chair meetings
- Be involved in the organisation, planning and delivery of assemblies and events, 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 professional behaviour and integrity at all times
- Represent the school at external events
- Carry out other duties as may be reasonably assigned by the Head Teacher
- Deputy designated Safeguarding Lead

Staff Management, Development and Support

- Deliver training and lead staff meetings to include Inset days
- Line manage and coach staff in line with 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, 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 Trust, 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.
- Have awareness of national initiatives which may be of relevance to the academy e.g. Whole School SEND etc.



Selection Criteria
Deputy Head Teacher

Key Criteria	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
Experience	<ul style="list-style-type: none"> • Successful teaching experience • Planning for and teaching pupils with SEND, including writing IEPs and behaviour support plans • Knowledge of speech and Language therapy approaches in a Total Communication environment • Effective involvement in school improvement planning and monitoring • Successful development of specific curriculum area/s • Evidence of strategies developed for target setting and monitoring performance in order to raise pupil achievement • Evidence of participation in the development of the curriculum, in particular in relation the National Curriculum and pre-key stage 1 curriculum • Significant pastoral experience • Experience of managing staff within an appraisal framework 	<ul style="list-style-type: none"> • Experience of middle or senior leadership in a school • Experience of organising and coordinating the work of external agencies and professionals • Experience of supporting students with a wide range of medical needs. • Understanding of pupils with complex medical needs.
Professional knowledge and skills	<ul style="list-style-type: none"> • Knowledge of effective and appropriate teaching and learning activities for pupils with SEND • Awareness of behavioural analysis tools and systems and the ability to use a range of de-escalation strategies in response to behaviours children are using to communicate their needs. • Awareness of current initiatives, issues and legislation • Knowledge of Safeguarding and Child Protection 	<ul style="list-style-type: none"> • Knowledge and experience of setting, monitoring and evaluating targets at all levels • Good knowledge and understanding of the Code of Practice for SEND
Competence Summary	<ul style="list-style-type: none"> • Excellent classroom practitioner • Ability to lead, motivate, support and delegate • Ability to take a strategic view and prepare strategic plans 	<ul style="list-style-type: none"> • Ability to lead INSET • Ability to contribute effectively to teams

	<ul style="list-style-type: none"> • 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 	
Personal Requirements	<ul style="list-style-type: none"> • Excellent team worker • Inspirational and proactive style of leadership • Committed to providing high standards of education for all pupils • 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 pupils' social, cultural, linguistic, religious and ethnic backgrounds with an understanding of how these may affect their learning • Ability to combine routine, day to day tasks with working strategically • Positive, non-judgemental attitude 	
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 • Knowledge of leadership styles and experience of using these to lead teams effectively.

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

