



The **GALLERY TRUST**



A community of special schools

**Associate Head Teacher
Northern House Academy
Candidate Information Pack**

May 2021

Thank you for your interest in being seconded to the post of Associate Head Teacher at Northern House Academy. This is a 12-month secondment opportunity, initially available to senior leaders already working in The Gallery Trust.

Northern House Academy is a special school for primary age children who have Social, Emotional and Mental Health difficulties. We currently have 89 students on roll and all our pupils have an Education, Health and Care Plan (EHCP). Based in Summertown, Oxford, the Academy has 45 members of staff who are committed to improving the outcomes of our diverse and dynamic student community.

The Board of Trustees is seeking to second an inspirational and dynamic Associate Head Teacher support the leadership and management of Northern House Academy: a gifted practitioner who demonstrates strong operational and strategic abilities. You will have leadership and SEND experience, and a strong track record in school improvement.

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

You will work collaboratively with the Head of School, Executive Head Teacher 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, focussing 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 required for September 2021
Northern House Academy, Oxford
Leadership Scale L15 – L21

The Board of Trustees is seeking to appoint an inspirational and dynamic Associate Head Teacher who will work closely with the Head of School and the Executive Head Teacher to lead Northern House Academy through its next crucial stage of rapid improvement. The role is initially available to senior leaders who are already working for The Gallery Trust, and is for one year, from 1 September 2021 to 31 August 2022.

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 Northern House 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 Northern House 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 experience
- a proven track record in school improvement
- dedication to the inclusion of students with SEND 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 Northern House Academy. The Associate Head Teacher will provide leadership for staff and students, focussing 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 Northern House Academy, please contact Kay Willett at k.willett@thegallerytrust.co.uk

Application Process

The closing Date for the receipt of completed applications is **12pm on Monday 10th May 2021.**

Interviews are scheduled to take place on Friday 14th May 2021. Due to the nature of the role applicants will be expected to attend some or all of the assessment process at Northern House Academy. The interview process will be risk assessed to ensure compliance with Covid 19 systems of controls.

To apply for this post please email application@thegallerytrust.co.uk or call Megan Barnes on 07944 901169 to request a candidate information pack and an application

form. Applications must be submitted on The Gallery Trust Teaching Application form. The information can also be downloaded from our website www.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, 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

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

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.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in 2022
- A Free Special School in South Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney

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. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, the Head Teacher will be empowered to focus on the standards of teaching and learning and in meeting the operational and strategic demands of running Northern House Academy.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.

Job Description

Associate Head Teacher, Northern House Academy

Reports to: Executive Head Teacher, Northern House Academy

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 Executive Head Teacher. The Executive 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.

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 and Executive Head Teacher of Northern House Academy 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 Northern House Academy.
- To be accountable for the progress and achievement of students
- To work in partnership with the Chief Executive Officer, the leadership team of Northern House 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 Northern House 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. He/she will recognise and act upon his/her 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 him/herself and for others, celebrating the achievements of staff and taking appropriate action when performance is unsatisfactory.
- Participate in arrangements for review of his/her performance, reflecting on his/her personal contribution to school achievements and taking account of feedback from others.

- Have regard for the well-being of him/herself and others, managing his/her 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 Head Teacher, Executive Teams, including the Director of Schools, 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 Northern House 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 would be seconded to Northern House Academy for 1 year. 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, Northern House Academy

	Essential	Desirable
Qualifications	Qualified Teacher Status (QTS)	NPQH achieved or in progress, or Master level qualification in Education Leadership
Experience	<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
Strategic Leadership	<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
Leading Teaching and Learning	<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>	
Leading and Managing Staff	<p>Ability to lead, manage and motivate across the school community</p> <p>Ability to establish positive working relationships</p>	Significant experience of taking a lead role in performance management of staff including leading lesson observations

	<p>Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams</p> <p>Successful experience of identifying the need for, and leading, in-service training</p> <p>Experience of dealing with HR issues</p>	
Managing Resources	Ability to manage, monitor and review available resources, ensuring value for money	Successful experience of managing budgets
Personal Skills and Qualities	<p>Strong commitment to raising standards</p> <p>High expectations of self and others</p> <p>Ability to establish and maintain positive relationships, including with parents</p> <p>Ability to remain positive and enthusiastic, including when under pressure</p> <p>Good communication skills</p> <p>Effective computing skills for both teaching and management</p>	

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

May 2021