

# The **GALLERY** TRUST

A community of special schools



Northern House  
Academy

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

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

Northern House Academy is a special school for primary age children who have Social, Emotional and Mental Health difficulties. We currently have 86 students on roll and all our pupils have an Education, Health and Care Plan (EHCP). Based in Summertown, Oxford, the Academy has 50 members of staff who are committed to improving the outcomes of our diverse and dynamic student community. Our learning community is based on respectful relationships with students, created through understanding of their special educational needs, commitment to restorative approaches, and by providing outstanding teaching and pastoral care. This is a warm and caring community, dedicated to equipping students with the skills and knowledge they need to live independent lives.

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.

Please visit our website to find out more about Northern House Academy. If you would like to visit the school to find out more about this exceptional opportunity before you submit your application, you will be most welcome. Our staff and students will be delighted to meet you!

Thank you again for your interest and we look forward to hearing from you.

*Ricky Stevens*  
*Associate Head Teacher*

*Bex Holmes*  
*Head of School*

**Deputy Head Teacher required for September 2022**  
**Northern House Academy, Summertown**

**Quality of Education**  
**Full Time Permanent**  
**Leadership Scale L9 – L13**

Northern House Academy is seeking to appoint an inspirational and dynamic Deputy Head Teacher who will support the Associate Head Teacher and Head of School in leading Northern House Academy by joining the Academy's successful Leadership Team.

The successful candidate will bring their leadership 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 a complex range of SEND, including SEMH, cognition and learning and ASC, and a clear commitment to improving pupil outcomes.

This role will have a key focus on the quality of education, curriculum innovation, design and development and the delivery of high quality teaching and learning at Northern House Academy. It will also provide the opportunity to contribute to the Gallery Trust as it expands and to work with colleagues across the MAT.

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 candidate will:

- Have a strong grasp of the features needed to deliver an outstanding quality of education and the strategies to achieve this
- Have a strong vision for curriculum intent and implementation
- Have experience of leadership within a school
- Have the vision and skills to work collaboratively in supporting the Associate Head Teacher and Head of School with the school's journey of continuous improvement
- Have a strong understanding of restorative approaches 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 an outstanding teacher, who is able coach and mentor new staff
- 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

## Application Process

To apply for this post, please complete a Gallery Trust application form and submit to [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk) You can download an application form and candidate information pack from our website [www.northernhouseacademy.co.uk](http://www.northernhouseacademy.co.uk) or from The Gallery Trust website [www.thegallerytrust.co.uk](http://www.thegallerytrust.co.uk)

Closing date for applications: **5pm on Sunday 27<sup>th</sup> March 2022**

Interview date: **Thursday 7<sup>th</sup> April 2022**

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

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 Grove@Orion (satellite provision of Orion Academy).

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 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**

### **Deputy Head Teacher**

**Responsible to:**      **Associate Head Teacher, Northern House Academy**

**Job Purpose:**

To advise and support the Associate Head Teacher and Head of School 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 Associate Head Teacher. The Associate 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 at Work policy and the Dignity at Work policy

**Teaching and Learning:**

- Ensure all pupils 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 Deputy Head Teacher 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 education, teaching and classroom management standards, conducive to excellent and imaginative delivery of the curriculum framework and recording system.
- The post has a teaching role and the suitable candidate will model excellent teaching and learning

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 policy
- On-going assessment of pupils' 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 pupils' work
- Safeguarding and promoting the welfare of all pupils
- 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 focus primarily on the Quality of Education and curriculum innovation, design and the further development of high quality teaching and learning at Northern House Academy. The post holder will need to be flexible and responsive to the needs of the school and additional lead areas of responsibility may be added, as required.

### **Deputising for the Associate 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
- Shared 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
- Responsible for SATs

### **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, 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"> <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</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of leadership and management in a school setting</li> <li>• Successful teaching experience</li> <li>• Planning for and teaching pupils with SEND, including writing Termly outcome Plans and behaviour support plans</li> <li>• Effective management of students with Social, Emotional and Mental Health Difficulties</li> <li>• Effective involvement in school improvement planning and monitoring</li> <li>• Successful development of specific curriculum area/s</li> <li>• Evidence of strategies developed for 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 the National Curriculum and SEND</li> <li>• Significant pastoral experience</li> <li>• Experience of managing staff within an appraisal framework</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> </ul>
Professional knowledge and skills	<ul style="list-style-type: none"> <li>• Knowledge of effective and appropriate teaching and learning activities for pupils with SEND</li> <li>• Good knowledge and understanding of the National Curriculum</li> <li>• Awareness of behavioural analysis tools and systems and the ability to ensure consistent implementation of the school's behaviour policy</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>• Knowledge and experience of setting, monitoring and evaluating targets at all levels</li> <li>• Good knowledge and understanding of the Code of Practice for SEND</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 take a strategic view and prepare strategic plans</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to lead INSET</li> <li>• Ability to contribute effectively to teams</li> </ul>

	<ul style="list-style-type: none"> <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 collaborate online and use ICT to aid co constructive learning.</li> </ul>
Personal Requirements	<ul style="list-style-type: none"> <li>• Excellent team worker</li> <li>• Inspirational and proactive style of 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>

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

March 2022