

Oak Wood Secondary School



Assistant Head Teacher Application Pack



Oak Wood
Secondary



Contents

Letter from the CEO 3

Letter from the Chair of Trustees..... 4

Oak Wood Secondary School Overview 5

Ofsted Outcome March 2018 6

Local Area and Location 7

Job Description 9

Person Specification 12

Letter from the CEO/Principal

Dear Applicant

I am thrilled that you are interested working for Central England Academy Trust (CEAT). Our Secondary School is part of a thriving three school Multi-Academy Trust (MAT). Oak Wood Secondary School shares the same site with our sister school Oak Wood Primary School. Both schools are oversubscribed generic special schools, meeting the educational needs of young people aged 3 to 19 and are independent of each other but work very closely towards ensuring that resources are fully utilised for maximum impact. In addition, Oak Wood Secondary School manages the educational provision at Jade Unit for young people with significant SEMH needs at Brooklands NHS Hospital in Solihull. Also, part of the Trust is Higham Lane School which is a high-performing 11-18 Comprehensive School also located in Nuneaton. There is great scope for collaborative work across the MAT.

Oak Wood Secondary School works very closely with the Local Authority (LA), to ensure pupils with Special Educational Needs and Disabilities (SEND) in the local and surrounding areas receive the very best educational provision to meet their specific learning needs. The LA overviews important statutory duties such as admissions and transport; whilst also ensuring that there are enough quality school places for pupils with SEND. As such, we are supported by the LA to ensure that all pupils, regardless of their learning needs, are afforded the very best educational opportunities in our schools.

Both special schools are supported to be as inclusive as possible, with the needs of pupils being met in a variety of settings so that they can flourish and take their rightful place in society. The four broad 'areas of need' are Communication and Interaction, Cognition and Learning, Social and Emotional Difficulties and Sensory and Physical Needs. The curriculum provides seamless learning pathways for pupils aged 4 - 19 and prepares pupils for their next stage in education and into adulthood.

Fundamental to an excellent education is the importance of forging strong links with parents/carers to gain their support. This promotes a collaborative and proactive approach putting both learning and the wellbeing of pupils at the very core of everything we do. Furthermore, a team approach is very evident in the close work staff undertake with multi-agency professionals where expertise and knowledge are shared towards achieving the very best outcomes for pupils.

We are in a very fortunate position where we have exceptionally strong and talented teams in each school and across the Trust. Staff well-being, welfare and professional development are priorities which are underpinned by our academy core values of collaboration, equity, achievement and trust. In addition, working towards a work life balance is something we strive to do. We fervently believe that if we get it right for staff, we then get it right for pupils.

You are very warmly welcomed to visit us and this is something I do encourage you to do. I very much look forward to hearing from you.



Letter from the Chair of Trustees

Dear Applicant

We are delighted that you are interested in the post of Assistant Head Teacher at Oak Wood Secondary School. The school is part of Central England Academy Trust (CEAT), currently including Oak Wood Primary School, Higham Lane School and with the educational management of an NHS secure unit. In common with all MATs there is a governance structure of Members, Trustees and a Governing Committee for both Oak Wood Secondary and Primary Schools. The strategic management of the Trust is overseen by the CEO.

Oak Wood Secondary School has been judged as good at all Ofsted inspections, including at the last short inspection in April 2018. There have been a number of restructures, both of the senior leadership team and of governance in the last few years to consider updated guidance from DfE for MATs and to meet the needs of the academy. CEAT benefits from experienced and highly committed trustee and governor members who are very supportive of the senior leaders. We would like to assure the new Assistant Head Teacher that we intend this support will continue to be both challenging and supportive.

Any applicant will need to be willing to embrace change and be a team player. Both the Primary and Secondary schools are increasing in pupil numbers to help meet Warwickshire Education Service's demand for special school places. Additionally, we are developing outreach services to better support mainstream schools in meeting the special educational needs of their pupils. This is an area we hope Oak Wood Secondary will develop further in the future.

The DfE has indicated its wish to see the multi academy trust system grow and expects all MATs to look at bringing more schools into the Trust. This is another area of strategic growth we are working on and which will require commitment from the new Assistant Head Teacher.

Our 14-19 provision has developed to improve the vocational curriculum and to increase work experience and work placement opportunities. Two of our priorities are to ensure our pupils are given the best opportunities possible for their future lives and also to support the mental health and well-being of both pupils and staff. We will expect our new Assistant Headteacher to support these principles. There are many challenges to face in this post and we are looking for a candidate who will embrace the challenges and be ready to take Oak Wood Secondary forward from its already strong position to match the current and changing needs of pupils and students in Nuneaton and surrounding areas.

We hope you will want to take your application forward and look forward to receiving it.

Hilary Ward, Chair of CEAT Governing Board



Overview

Oak Wood Secondary School is part of the Central England Academy Trust, joined currently with Oak Wood Primary School. We take young people from Year 7 to Year 11. We also have a thriving Post-16 department. We are a generic broad-spectrum special school and all of our pupils have an EHC Plan. Most of our pupils come from the North Warwickshire (Nuneaton and Bedworth) area. We work hard as part of the community to support all the needs of our pupils and families, to develop links and pathways with others and to ensure that our young people leave school ready to take part in the world as valued citizens.

Autumn Census 2022 Data

Pupils on roll	Total	Boys	Girls
	171	122 71.36%	49 28.65%
Free School Meals	47.7%		

A Values Driven Trust

Our core values of Collaboration, Equality, Achievement and Trust underpin everything we do. We provide a broad, enriching learning environment for all of our young people, whatever their special educational need or disability.

We are committed to being a safe, caring school which provides a curriculum dedicated to the needs, development and aspirations of every individual and family.

We believe that our personalised approach enables, challenges and supports our young people to become valued members of society in the future. It is our belief that our young people, where at all possible, should have opportunities to excel in the field of employment. To this end the school has focused on developing its vocational provision and has forged links with many local businesses.

What do our families think?

"My son has come a long way since attending school."

"We are very pleased for all the outcomes and support that we receive."

"I have been very impressed by how much my son has moved on in Secondary."

"My child has really come along. He is happy and content."

"Everyone is good and helpful."

"My daughter has made so much progress and her confidence has increased no end."

"My son adores coming to school. Whatever you're doing you're doing it right."

Rated Good

"The leadership team, through visionary leadership, have maintained a good quality of education. This is shared by governors, leaders and staff."

"The pastoral care provided by the school is a significant strength."

"The good ethos of the school is followed into practice."

"Pupils enjoy coming to school. They have a real sense of community."

"There is a high focus on learning targets."

"Pupils are engaged in their learning."

"Staff are skilled in using a range of communication methods."

"There is an analytical approach to pupil outcomes and identifying areas for developing opportunities."

"Safeguarding arrangements and support of well-being is clear and highly effective."

"Pupils feel safe and know what to do to ask for help."

"As a senior team there is a clear understanding of the priorities for improvement and how to achieve them."

"Staff work together effectively to ensure that the school is a calm and friendly place."

"Staff make a positive difference to the lives of pupils and their families."

"Governors are well informed and have an excellent overview of the school's effectiveness."

Local Area and Location

Local Travel

Oak Wood School is less than 2 miles from the M6 junction 3 which provides easy access to the Midlands motorway network of the M6, M69, M42 and M5. This means it is easy to reach Midlands towns and cities and their attractions including:

Coventry - Cathedral, Coombe Abbey, Transport Museum, Belgrade Theatre, Ricoh Arena
Birmingham - NEC, NIA, Cadbury World, numerous theatres, shops and sporting venues
Leicester – Resting place of Richard III, New Walk Museum, Abbey Park, Cultural Quarter
Warwick, Royal Leamington Spa and Shakespeare's Stratford-upon-Avon.

Birmingham Airport can be reached within 30 minutes' drive and good rail links include London Euston less than an hour away and Birmingham and Leicester only 30 minutes.

Nuneaton

Nuneaton is a market town, the largest in Warwickshire, with a population of approximately 87,000. It is currently undergoing a significant house building programme with new estates containing a variety of housing.

It is the home of George Eliot, with a town museum and art gallery, Pingles Leisure Centre, several private gyms, the Arbury Hall Estate and Hartshill Hayes Country Park, all within its boundaries. Bosworth Water Park, Hoar Park Craft Village and Children's Farm and the smaller market towns of Atherstone, Hinckley and Coleshill are all nearby. There is a cinema, ten pin bowling alley, a soft play centre and Bedworth Civic Hall hosts a variety of music, comedy and theatre.

**Oak Wood Primary
and Secondary Schools**
Morris Drive
Nuneaton
CV11 4QH

Tel: 02476 740901



We welcome and strongly encourage informal visits to the school by prior arrangement.

Please telephone Amy Pearson, PA to Chief Executive Officer & Head Teachers, to arrange a visit on 02476 740901.

We very much look forward to meeting you.

Job Description

Name:	Starting Date: September 2023
Salary Grade:	Status of Post: Assistant Head Teacher
Responsible to: Head Teacher	Review Date: Annually
Hours: Full Time	

Main Purpose of Job

To support the Head Teacher in providing professional leadership for Oak Wood Secondary School, which strives for success and continuous improvement, ensuring high quality education for every pupil.

To provide professional leadership which secures, in consultation with the Governing Board, the success and improvement of the school, ensuring high quality education and care for the pupils so that they are safe and happy at school, enabled to be successful learners and thus achieving high standards.

To work closely with therapists and other professionals to ensure the best outcomes for all pupils.

- Assessment Lead KS3-KS5
- Principal school lead of pupil progress, data analysis and procedures
- Pupil Premium
- Admissions and consultations
- Total Communication Lead KS3
- One of the Behaviour Coordinator Leads in the Secondary Behaviour Support Team
- Attendance
- KS2/3 Transition Coordinator
- Coordinator of pupil annual reviews/plans
- Lead designated teacher for CLA (Children who are Looked After)
- Teacher appraisals and QA
- Line manage the middle leaders with responsibility for the 14-19 curriculum
- 0.2 Teaching commitment

This job description covers the overall areas of responsibility, however further specific tasks and responsibilities will be determined through consultation and discussions with members of the Leadership Team.

This job description may be amended at any time, following consultation between the Head Teacher and member of staff and will be reviewed annually.

Duties and Responsibilities:

You are required to carry out the professional duties of a teacher other than a Head Teacher as written in the current School Teachers' Pay and Conditions Document.

To play a major role under the overall direction of the Head Teacher in:

- Positively supporting the aims and objectives of the school
- Monitoring progress towards pupils' achievement

Strategic Direction and Development of the School:

- Support the Head Teacher in providing vision, purpose and leadership
- Ensure the commitment of all who are involved in Oak Wood Secondary School to its aims and vision
- Actively lead areas of the School Development Plan
- Evaluate impact on priority areas of improvement and take actions when necessary
- Take a positive and active role in the school's Senior Leadership Team

Teaching and Learning:

- Actively lead on curriculum developments across KS3 and support middle leaders to maximise learning opportunities for all pupils
- Positively contribute to the teaching and learning objectives of the school
- Positively promote adaptation with the aim to ensure the curriculum meets the needs of every pupil who attends the school
- Overview Total Communication KS3
- Positively promote communication with the aim that all staff expect and enable every pupil to communicate
- Exemplify a good standard of classroom practice which meets the aims and objectives of the school
- Assist the Head Teacher in supporting and monitoring teachers to meet standards set out on the professional development framework
- Establish, manage and expect high standards of pupil behaviour
- Undertake a teaching commitment and, by example, to provide a good professional model as classroom practitioner
- Ensure that a high standard of education is maintained at all times for all pupils and that all suitable programmes are developed and kept under review
- Adhere to quality assurance procedures in order to monitor teaching and learning and impact on raising standards
- Be the overall data lead for secondary school

- Be familiar with current theory and practice relating to pupils with special needs and inform staff of these developments
- Work in conjunction with the Head Teacher and ensure that the learning needs of all pupils are met

Leading and Managing Staff:

- Assist in the school's Performance Management of teachers
- Contribute to CPD across school so that all staff receive training that is appropriate to the current School Development Plan
- Support the Head Teacher in ensuring that all documentation is completed and handed in by the agreed date
- Support teachers to write appropriate behaviour plans. Expect and ensure they are consistently implemented, monitored and evaluated in the agreed format
- When appropriate lead staff INSET
- Coordinate pupil annual reviews and plans
- Overview Key Stage 3 staffing and curriculum development

Accountability:

- Maintain a record of how you have moved your agreed areas forward through the school's appraisal procedures
- Contribute towards the Head Teachers Report to the Governors biannually
- Assist the Head Teacher in ensuring that staff understand and support the school's aims and objectives

Other Duties:

Undertake other reasonable duties as may be requested by the Head Teacher



**Central England Academy Trust is committed to
safeguarding and promoting the welfare of all pupils
and expects staff and volunteers to share this
commitment.**

Person Specification

PERSON SPECIFICATION					
	Application Form	Reference	Lesson Observation	Task	Interview
Qualifications and Training					
Qualified Teacher Status	✓				
NPQSL Qualification or equivalent or willing to work towards	✓				
Preferably relevant qualification in special educational needs	✓				
Substantial teaching experience in a special school	✓				
Recent and relevant involvement in professional development	✓				
Qualification as a Team Teach Tutor or willing to undertake training within 6 months	✓				
Creating the Future					
Can think strategically and communicate a coherent vision that promotes high standards for all	✓	✓		✓	✓
Has the skills to inspire, motivate, impel and expect others to carry the school's vision forward	✓	✓	✓		✓
Leading, Learning and Teaching					
Good knowledge and understanding of current educational priorities	✓			✓	✓
Sound knowledge of different SENDs	✓	✓	✓	✓	✓
Ability to demonstrate good to outstanding practice in the classroom		✓	✓		
Have undertaken a role in managing data and analysis of pupil progress	✓	✓		✓	✓
Developing Staff and Working with Others					
Commitment to lifelong learning for self and others within the school and community	✓				
Possess a passion to perform the role and the persistence in achieving goals	✓			✓	✓
Adaptable and flexible, adjusting to multiple demands	✓	✓		✓	✓
Well-developed interpersonal and communication skills		✓			

While the majority of the responsibilities will relate specifically to the Secondary School there will be occasions for team activities related to whole school priorities across the Trust.

Signature:

Assistant Headteacher

Headteacher: _____

Date: _____

