

Oak Wood Secondary School



**Assistant Headteacher
Principal Lead for Key Stage 3
Application Pack**



**Oak Wood
Secondary**



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Letter from the CEO

Dear Applicant

I am thrilled that you are interested in 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 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 across both schools and it 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, aspiration 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.

George Smith, CEO



Letter from the Chair of Trustees

Dear Applicant

We are delighted that you are interested in the post of Assistant Headteacher 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 Jade School. 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 inspection in September 2023. 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 Headteacher that 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 which Oak Wood Secondary will continue to develop further.

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 Headteacher.

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 that 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 exciting opportunities to face in this post and we are looking for a candidate who will embrace the challenges and opportunities in order to 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 its surrounding areas.

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

Carole Davies, Chair of Trustees, CEAT Governing Board

Letter from the Headteacher

Dear Applicant

I am delighted to be the headteacher of Oak Wood Secondary School. This is a welcoming school, catering for children and young people, aged 11-19 with a wide variety of talents and needs. The pupils' EHCPs identify a broad range of SEND and the members of staff and team pride themselves in offering a range of educational experiences to value, motivate and inspire our young people. We were inspected by Ofsted in September 2023 and received a Good judgement.

Our members of staff are deeply committed to the school community and the families of our pupils. They are highly skilled and know how to nurture each individual based on their strengths and interests, promoting a range of outcomes in preparation for the next steps, be that in education or elsewhere. We work closely with parents, carers and wider professionals to ensure that our young people can learn in a happy and safe environment. We are committed to safeguarding and person-centered approaches for us all.

Oak Wood School's curriculum is destination driven, with focus on developing the skills that our pupils need for independence, empowerment, employment and life. We work closely with Oak Wood Primary School to ensure that the skills are built upon over time and that our pupils have a smooth transition into secondary school and feel supported to grow into confident and happy adults.

We would encourage you to visit our school and we look forward to receiving your application for the post of Assistant Headteacher.

Suzanne Whiston, Headteacher



Oak Wood Secondary School Overview

Oak Wood Secondary School is part of Central England Academy Trust. We take young people from Year 7 to Year 14 and we 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.

A Values Driven Trust

Our core values of Collaboration, Equality, Aspiration 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. 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 this 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

Oak Wood Secondary School continues to be a good school.

Pupils are benefiting from positive changes happening at Oak Wood Secondary School. Pupils are happy and enjoy coming to school. They look forward to meeting their friends and teachers.

The school has high aspirations for pupils' next destinations. Pupils are well prepared for life after school. For example, many pupils are supported to access college and employment opportunities.

All pupils learn skills towards developing their independence.

The curriculum provides wide experiences for pupils.

Pupils behave very well around school.

Pupils' safety is very important here.

Leaders have regular meetings to make sure that all pupils are safe and happy.

Pupils know how to communicate when they need help. This includes using symbols, signing and language.

Leaders have created an ambitious curriculum, including in the sixth form.

Pupils are well engaged in lessons. They have a wide variety of resources and stimuli to support them in class.

An effective reading and phonics curriculum is in place for all pupils.

Careers education is a strength at Oak Wood Secondary School.

A range of extra-curricular activities are planned to support pupils' personal development. These include residential trips, lunchtime clubs and achieving the Duke of Edinburgh's Award.

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 towns and cities in the midlands 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 by car and good rail links include London Euston which is less than an hour away and Birmingham and Leicester which are only 30 minutes away.

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; these are 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



Application Process

Closing date for applications: **12 noon on Tuesday 7th May 2024.**

Shortlisting date: **Wednesday 8th May 2024.**

Interview date: **Monday 13th May 2024**

Please return application by email to: jwalters@centralengland.co.uk

Selection Process

Stage 1

Completed

application forms along with a letter of application to Julie Walters by **Tuesday 7th May at 1200 noon.**

Please use the application form provided.

The letter should include a paragraph clearly stating your vision in relation to school priorities and the significant areas of the role as set out in the 'Main Purpose and Key Responsibilities of Job' bullet points.

It should also include an outline of your skills and knowledge in relation to the areas detailed in the person specification and details of the impact that you have made in relation to raising standards in your current setting.

Stage 2

Applications will be reviewed and a short list produced for interviews. Shortlisting will take place on **Wednesday 8th May 2024.** Successful applicants will be notified by email and by telephone on that day.

Stage 3

Interviews will take place on **Monday 13th May 2024.** The times will be confirmed.

Candidates will take part in a number of recruitment activities including a conversational presentation and a formal interview.

Please Note

We welcome and strongly encourage informal visits to the School by prior arrangement. Please telephone Amy Pearson, PA to Chief Executive Officer to arrange a visit on 02476 740901.

You can also contact Amy via email: apearson@centralengland.co.uk

Job Description

Name:	Starting Date: September 2024
Salary Grade: L12 – L16	Status of Post: Assistant Headteacher: Principal Lead for Key Stage 3
Responsible to: Head Teacher	Review Date: Annually
Hours: Full Time	

Main Purpose of Job and Key Responsibilities

The main purpose of the job is to support the Headteacher in providing professional leadership for Oak Wood Secondary School, which strives for success and continuous improvement, thus ensuring high quality education for every pupil.

This position provides 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. This enables the pupils to be successful learners and to achieve high standards.

Principal Lead for Key Stage 3 Leadership and Management

- Oversee the Key Stage 3 Curriculum Lead
- Line Manage the KS3 Phase Lead (Middle Leader) and the Curriculum Champions.
- Responsible for delivering the phonics programme and reading programme (whole-school), including the analysis of the students' progress in KS3, KS4 and KS5.
- Oversee the KS3 resources bank and the work of the Curriculum Subject Champions.
- Assessment and data lead for KS3 which includes monitoring and analyzing baseline assessments in all KS3 subjects, data analysis of each year group and implementing assessment procedures.
- KS3 Pupil progress data.
- School's Total Communication Lead.
- Deputy Designated Safeguarding Lead.
- Hold the position of the School's Transition Coordinator for KS2 to KS3.
- Coordinator for the pupils' annual reviews/plans and EHCP reviews.
- Attendance Champion: Monitor the attendance of pupils, support parents/carers and pupils and coordinate Alternative Provision.
- Oversee the reports to parents/carers and the pupil progress reviews.
- Oversee the Volunteer Programme.

- Joint responsibility for teacher appraisals, performance management and Quality Assurance with the Senior Leadership Team
- Strategic link with NHS therapists, such as, SALT and other professionals to ensure the best outcomes for all pupils.
- Support the School Staffing Coordinator with daily cover requirements.
- Coordinate the lunchtime activities provision and the activity timetable.
- Joint responsibility with SLT for Health and Safety.
- 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 Headteacher 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 Headteacher as written in the current School Teachers' Pay and Conditions Document.

You are required to play a major role under the overall direction of the Headteacher 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 and contribute to the Headteacher's Report.
- Evaluate the 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.

- As the School's Total Communication Lead, promote and monitor the use of Makaton, PECS and Assistive Technology.
- 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 Headteacher in supporting and monitoring teachers to meet the standards set out in the professional development framework.
- Establish, manage and expect high standards of pupil behavior.
- Undertake a teaching commitment and, by example, 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 Key Stage 3.
- Be familiar with current theory and practice relating to pupils with special needs and inform staff of these developments.
- Work in conjunction with the Headteacher 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 the School so that all staff receive training that is appropriate to the current School Development Plan.
- Support the Headteacher in ensuring that all documentation is completed and handed in by the agreed date.
- Support teachers to write appropriate reports and 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.
- Support colleagues to use relevant data to monitor progress, set targets and plan subsequent lessons.

Keeping Pupils Safe

- Ensure the welfare and safeguarding of pupils across the whole school through rigorous application of the school's Safeguarding, Behaviour and pupil well-being policies.
- Fulfil the role of a Deputy Designated Safeguarding Lead

- Ensure that all safeguarding procedures are followed including maintenance of safeguarding records, sharing information where necessary, ensuring attendance at key meetings and relevant training.
- Contribute to the safety and well-being of our pupils, staff and families and work collaboratively with other agencies to protect children and share information where appropriate.
- Promote excellent standards of pupil safety and positive behaviour through application of Team Teach principles.
- Ensure that pupils with health and medical needs have their needs safely met within school, in line with school, local and national policy

Accountability

- Maintain a record of how you have moved your agreed areas forward through the School's appraisal procedures.
- Contribute towards the Headteacher's Report to the Governors biannually.
- Assist the Headteacher 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 Headteacher.
- Promote equal opportunities throughout the school and ensure the application of the school equal opportunities policy
- Participate in the design and delivery of training sessions for other schools or organisations
- Be responsible for your own health, safety and well-being and undertake health and safety duties as relevant to your role.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post. You will be required to attend meetings outside of school working hours to support school governance and other school functions.



**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; evidence of senior or middle leadership experience.	✓				
Preferably relevant qualification in special educational needs	✓				
Substantial teaching experience in a special school and experience of teaching in a mainstream primary and/or secondary setting	✓	✓			
Recent and relevant involvement in professional development	✓				
Safeguarding training; Designated Safeguarding Lead training or a willingness to undertake this.	✓				
Knowledge, understanding and application of Total Communication strategies; knowledge of Makaton, PECS and Assistive Technology or a willingness to undertake this training and be the School's Total Communication Lead.	✓				
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		✓	✓		
Has 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: _____



Oak Wood
Secondary