



ST CLARE'S SCHOOL

REMARKABLE STUDENTS - UNIQUE ABILITIES

HEADTEACHER

LEADERSHIP (18-24)

DERBY CITY

£62,426 TO £72,306

CANDIDATE INFORMATION PACK



What's included within this pack?

Within this pack you will find both information and advice on applying for a role within Esteem Multi-Academy Trust including:

- Welcome from the Chair of Governors
- About St Clare's School
- About Esteem Multi-Academy Trust
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline
- Appendix A – application form

Welcome from the Chair of Governors

Dear prospective applicant,

It is a pleasure for me to write these few words of welcome on behalf of the students, staff and governors.

I know that the St Clare's team is one of the best in Derby. Everyone shares the belief that our students deserve the very best in terms of care, support and the opportunity to achieve. We know that our students are remarkable and they all have unique abilities. We are very fortunate to be working with them. We pride ourselves on our school values which we teach as part of our curriculum. We all share a code of behaviour which was drawn up by the students and is based on mutual respect and support.

The new Headteacher will be expected to further develop the academy and build on its many strengths and achievements. The successful candidate will work effectively with staff, governors, students and parents to provide a clear vision and leadership for St Clare's School. They will have a passion for developing students' learning in a safe, happy and creative environment while also having a commitment to maintaining the highest standards of teaching and learning.

We have a dedicated and talented staff team who have genuine ambition for the students they teach. Our governing body is supportive and challenging as well as being open to new ideas and fresh approaches. But it is the students who are at the heart of St Clare's School. It is their enthusiasm and drive that makes the academy such a special place.

We are thoroughly committed to safeguarding our students. We are also thoroughly committed to ensuring equality of opportunity for everyone at St Clare's. St Clare's school has been an "Investor in People" for some years now and will continue to be so. A significant number of teachers are trained in coaching skills in order to support both each other and the students.

Within this pack you'll find lots of information on the application process and about the academy. However, you may also wish to visit us and see for yourself the energy, enthusiasm and above all the joy for learning of the students here.

Thank you again for your interest in our academy; I wish you well with your application.

Kind regards,

Amy Rush

Acting Chair of Governors

About St Clare's School

St Clare's School is committed to providing learning opportunities through a broad, balanced and relevant curriculum which allows all to achieve and celebrate success. We recognize that many of our students achieve through the support and care offered within our community.

We believe that students achieve the most when they feel safe, secure and valued. Our core values underpin the way we behave towards each other and those in our wider community. We believe that all of our students have the potential to enhance our community with their unique skills and abilities and we aim to help them contribute to society by building these skills.

St Clare's has been judged as "Outstanding" by Ofsted in our last three inspections and the Local Authority also endorse this. We pride ourselves on the progress that all of our students make whilst in our care. We provide opportunities to achieve in many areas both academically and beyond. We make sure that we tailor our provision to the needs of our students.

We encourage students to be as independent as possible in preparation for life beyond St Clare's.

Further information about our academy can be found on the website at www.stclaresschool.co.uk



About Esteem Multi-Academy Trust

Esteem Multi-Academy Trust currently comprises of ten academies throughout Derbyshire and east Staffordshire.

Formed by a group of like-minded school leaders in August 2018, the MAT is responsible for the education and care of approximately 1,200 students and employs around 750 staff.

Esteem Multi-Academy Trust has a well-defined set of values and a clear vision for the MAT to become a regional hub in the Midlands for expertise in SEND and inclusion. We share a collaborative ethos, believing that our collective efforts will achieve a better outcome than we can as individual schools. Our academies focus on the holistic needs of the young person, due to students' vulnerabilities. So, 'joined-up thinking', between our academies and different agencies, is essential to deliver the right support for our students.

The main aims of Esteem MAT are to:

- Work collaboratively and strategically to secure high-quality education for all young people in our academies;
- Deliver a skills-based curriculum that is tailored to individual needs and the specific requirements of students attending our academies;
- Create economies of scale through commissioning services and purchasing resources;
- Share expertise, best practice and resources to ensure high standards and value for money;
- Exploit fully opportunities for collaborative, continual professional development.

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully 'joined-up' way.

Julian Scholefield, CEO

The Advertisement – Headteacher

Headteacher – St Clare's School

Location: 4 Rough Heanor Rd, Derby, DE3 9AZ

Salary: £62,426-£72,306 (Leadership 18–24)

St Clare's School is part of Esteem Multi-Academy Trust and a vibrant, stimulating and specialist community in which pupils and staff value themselves and others. We aim to challenge, motivate and empower individuals with the skills and knowledge for a life beyond school. We want the students and staff of St Clare's to be both aspirational and inspirational. We are passionate about training and developing our staff.

We look to appoint staff who are willing to contribute fully to the life of the school and who are committed to safeguarding and promoting the welfare of children and young people.

We are seeking a dynamic and inspiring leader who is passionate about enabling our students to access educational opportunities via an individualised curriculum, and, wherever possible, enabling and supporting them to be active citizens in the wider community.

You must be able to demonstrate exceptional leadership and managerial skills, as well as having significant experience and knowledge of working with children and young people with a range of complex needs. As a skilled SEND practitioner, you will have proven success in leading a team in delivering a personalised curriculum to students with a broad range of needs including challenging behaviour and communication difficulties.

If you are a highly motivated and forward-thinking individual, with the energy and passion to change lives, coupled with proven experience of impacting on whole school development and improvement, this could be the opportunity for you.

We welcome applications from experienced senior leaders with:

- A demonstrable record of success in leading teams to deliver outstanding learning outcomes for children and young people with significant special educational needs
- The ability to build excellent relationships with students, staff, parents, governors, other schools and officers in the multi-academy trust and the local community
- The vision and skill to embrace, lead and manage change and improvement

The children and young people who come to us have a range of needs and abilities but are primarily categorised as Moderate Learning Difficulties (MLD) and or have Social, emotional and mental health (SEMH). However, we try not to talk about disability. Our culture and ethos is very much about abilities and how we can nurture and develop skills and knowledge to help our pupils for life beyond school.

Visits to the Academy are warmly welcomed and encouraged. Please arrange appointments through our Admin Team (admin@stclares.derby.sch.uk). Please only use the application and monitoring forms enclosed within the Pack; CVs will not be accepted. Completed application forms along with a covering letter need to be sent via email to the HR Team, hr@esteemmat.co.uk or via post to: HR Department, Esteem Multi-Academy Trust, Suite 43 Pure Offices, Lake View Drive, Annesley, Nottingham, NG15 0DT

St Clare's School is part of Esteem Multi-Academy Trust.

St Clare's School and Esteem Multi-Academy Trust are committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Closing date for applications to be received is Friday 27 March 2020 (12 noon).

Interviews are likely to be held W/C Monday 30 March 2020

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter, which clearly demonstrates your suitability for this role, via email to hr@esteemmat.co.uk. Applications can also be submitted by post, for the attention of the HR team, to the following address:

Private & Confidential
HR Department
Esteem Multi-Academy Trust
Suite 43 Pure Offices
Lake View Drive
Annesley
Nottingham
NG15 0DT

Application forms

These can be downloaded from the Trust website www.esteemmat.co.uk/jointheteam. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 12 Noon on Friday 27 March 2020.

Interview

Interviews are likely to be held W/C Monday 30 March 2020.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

St Clare's School and Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an Enhanced criminal record check via the DBS.

[Tel: 01623 859749](tel:01623859749) Email: hr@esteemmat.co.uk

Job Description: Headteacher

St Clare's School, Esteem Multi-Academy Trust

Post Title:		Headteacher
Location:		St Clare's School
Purpose:		<ul style="list-style-type: none"> To provide high quality strategic vision, leadership and professional management of the school To formulate the aims and objectives of the school and establish policies to achieve those aims To manage staff and resources to achieve the school's aims and objectives and to provide the highest standard of SEN education To lead by example and model best practice regarding professional conduct, workload and personal development To be a member of the Executive Team of Esteem MAT, supporting the CEO in the strategic development of the trust.
Reporting to:		Chief Executive Officer (CEO) and Trust Board
Responsible for:		<ul style="list-style-type: none"> Senior management team Business Support Team
Liaising with:		<p>The Board of Trustees</p> <p>The Executive Team (other Academy Headteachers)</p> <p>Headteacher networks regionally and nationally</p> <p>Local Authority</p>
Salary/Grade:		£62,426 – £72,306 (Leadership 18 – 24)
Disclosure level		Enhanced
PRINCIPLE RESPONSIBILITIES		
To Achieve the Above		<ul style="list-style-type: none"> Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils Build positive relationships with all members of the school community, showing positive attitudes to them Keep up to date with developments in SEN education and good SEN practice, and have a good knowledge of education systems locally and nationally Ensure the safeguarding and welfare of all pupils

		<ul style="list-style-type: none"> • Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources • Communicate the school's vision compellingly and drive strategic leadership • Seek training and continuing professional development to meet own needs • Plan and lead the development of an innovative and appropriate curriculum • Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes • Ensure that information and data is used to drive improvement and track pupil progress • Ensure excellent teaching in the school, including through training and development for staff • Create an ethos within which all staff are motivated and supported to develop their skills and knowledge • Identify emerging talents, coaching current and aspiring leaders • Hold all staff to account for their professional conduct and practice • Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose • Implement systems for managing the performance and welfare of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice • Welcome and work with the governing board as appropriate, providing the information it needs to govern effectively • Support distribution of leadership throughout the school • Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils • Develop effective relationships with fellow professionals • Model entrepreneurial and innovative approaches to school improvement and leadership • Develop and maintain positive links with the local community • Inspire and influence others to believe in the fundamental importance of education in the lives of children and young people with SEN and to promote the value of education

Other Generic Responsibilities:

- Represent and promote the ethos and values of Esteem Multi-Academy Trust
- To take and be accountable for all decisions made within the parameters of the job description
- Participate with performance management and training and activities that contribute to personal and professional development.
- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the MAT
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification: Headteacher

St Clare's School, Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE		
Essential		<ul style="list-style-type: none"> • First degree or equivalent • Qualified teacher status • Additional qualifications in SEN • Experience as a Headteacher, Deputy Headteacher or Assistant Head • Minimum of 2 years' experience as a senior manager of a SEN specialist school • Track record of leading teams of staff to deliver successful school improvement strategies • Experience of setting challenging targets and monitoring school performance at every level • Experience in leading educational projects, strategic planning and financial management • Experience of teaching children and young people across a broad spectrum of educational needs and ages • Experience of appropriate behaviour management techniques for children and young people with SEN, communication difficulties and challenging behaviours • NPQH qualified, working to/willing to work to qualification
Desirable		<ul style="list-style-type: none"> • First-hand experience of working with relevant agencies to protect children • Experience of working with pupils with severe and profound learning difficulties • Recent and relevant management development/training/CPD • Experience of working positively with Governors/Trustees and/or serving on a Governing Body • Experience of business development and generating income
KNOWLEDGE AND ABILITIES		
Essential		<ul style="list-style-type: none"> • Strong personal commitment which motivates and inspires the academy community to deliver the best possible education for the students at St Clare's School • Dynamic and inspirational leadership skills with a commitment to distributive leadership and teamwork • Extensive knowledge of a range of SEN including the cognitive and physical development of pupils with severe and profound learning difficulties • The ability to ensure that the academy atmosphere is welcoming and that parents/carers are encouraged to take an active part in the life of the academy and engage in their child's education

		<ul style="list-style-type: none"> • Ability to plan effectively from a range of evidence regarding school improvement • Understanding of effective teaching and learning strategies for children and young people with severe, complex or profound and multiple learning difficulties • Understanding of the fundamental importance of personalised learning • Evidence of the ability to embrace, lead and manage change • Ability to manage and allocate resources and budgets and undertake HR management • Excellent interpersonal, communications and organisational skills. Approachable and supportive. • Willingness to innovate and seek out new approaches, ideas and challenges • Ability to work collaboratively with Esteem Headteachers, local authorities, parents/carers and families and other stakeholders • Evidence of a thorough understanding of and commitment to the protection and safeguarding of children and young people
Desirable		<ul style="list-style-type: none"> • Knowledge of academy governance and finance • Knowledge of Health and Safety practice and legislation • Knowledge of GDPR and implications for schools/academies
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.</p>		

Safeguarding and checks

St Clare's School and Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

St Clare's School's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2018' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

An application form is available in **Appendix A** should you wish to apply for the role. An editable Word version of the form is available on the Trust's website at www.esteemmat.co.uk/jointheteam; click on the job role for which you are applying.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at www.gov.uk/guidance/documents-the-applicant-must-provide.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

Closing date for applications to be received is Friday 27 March 2020 (12 noon).
Interviews are likely to be held W/C Monday 30 March 2020

Completed application forms can be returned electronically via email to hr@esteemmat.co.uk

If you wish to submit your application form by post, please return it to the following address:

Private & Confidential, HR, Esteem Multi-Academy Trust, Suite 43, Pure Offices, Lake View Drive, Annesley, Nottingham, NG15 0DT