



Headteacher Candidate Pack



From our Chair of Governors

Thank you for requesting this information pack and taking the time to consider the important role of Headteacher at Belmont Park. I am proud to be the Chair of Governors at a school which is fully committed to providing the high quality provision which aims for success for every student. We are seeking an inspirational leader who shares our values and is committed to delivering the highest levels of teaching and learning.

The students at Belmont Park deserve the very best leaders and teachers and we are seeking an exceptional candidate for this key role. The governing body, staff, students and parents are all united in our desire to find the right successor to follow in the exceptional footsteps of our current headteacher Bruce Roberts, who will be retiring at the end of the school year. We are looking for a leader who can play an influential role in nurturing a positive culture, and can bring with them talent and expertise to make a difference.

As governors, we are very aware that we are operating in a rapidly changing environment: funding for special education is changing; the curriculum is developing; and managing complex needs and significant behavioural issues requires a constantly evolving approach and highly effective partnership working. For these reasons, we are looking for a strategic leader who will take advantage of the opportunities presented to the school, navigate operational challenges and help us to fulfill our potential by securing our position as a regional centre of top quality provision for students with social and emotional mental health challenges.

Our school serves the needs of up to 64 young people from Waltham Forest and surrounding London boroughs for whom challenges have disrupted their education and home life to date. These young people need their school and everyone in it to believe in them and to nurture them through the range of barriers that may be affecting their current engagement and potential outcomes.

Our state of the art facilities mean that we are able to provide all the benefits of an enhanced mainstream education - including a full GCSE curriculum, vocational courses and proven progression routes - in a place that is safe, welcoming and offers them high levels of practical opportunities and holistic support to help our students achieve. We want a head teacher who can retain and improve this level and quality of provision.

This information pack and our website will give you an initial sense, but they cannot convey the unique and special ethos of our school, which can only be appreciated by coming to look around. You are most welcome to arrange a visit and I would encourage you to do so.

Applications are welcome from candidates with either special school or mainstream Senior Leadership experience. If you are driven, passionate about supporting young people, excited by leading through change, working with a small, high calibre staff team and a committed, grounded and diverse governing body, then we'd very much like to hear from you.

Yours sincerely

Kerry Scott
Chair of Governors

Mission Statement

We are a special school in every sense of the word. Our dedicated staff are passionate about providing the best possible opportunities and education for all of our students and staff. Our students are unique and we work hard to understand ways to support and guide them on an individual basis. We celebrate difference, we challenge ourselves and the students, we resolve conflict and we have high expectations about student behaviour, relationships and attainment.

Many of our students arrive at Belmont Park and exhibit very challenging behaviour and they have often found it difficult to cope in mainstream settings. A few students may have been out of education entirely for a significant amount of time. Others will have had early schooling experiences that were chaotic or fragmented, and may have fallen behind their peers academically. These experiences can result in self-esteem issues and anti-social behaviour. When a student comes to Belmont Park we see it as an opportunity to turn their lives around; they all have the right to achieve, and we believe that every parent and carer has the right to expect that we will do our very best for their child. We work in partnership with parents, carers and other professionals to help our students make positive choices and changes which will serve them better in their future life. We take pleasure from seeing them grow and progress in all aspects of their lives.

We have clear rules, expectations and consequences for everyone who works and learns at Belmont Park School through these we support our students in taking responsibility for their behaviour and its consequences. They learn to put things right when they go wrong, and they also learn the value of tolerance and respect, both for themselves and for others. This helps them to build positive relationships both now and in the future.

By doing all of this during the time our students are with us, we develop their academic and personal skills, and help them to develop the confidence that will enable them to be responsible adults, who are in employment with secure and happy relationships, and able to contribute positively to the wider community.



Dream, Believe, Achieve

Headteacher Job Description



Position: Headteacher

Reporting to: The Governing Body

Main Purpose: To provide the professional leadership for Belmont Park School that secures its continuing success, ensuring high quality education for all of its students and excellent standards of learning and achievement.

Main Tasks

Shaping the Future:

- Provide inspiring, purposeful and principled leadership for the staff and students.
- Work in partnership with the governing body, staff and parents nurturing the ethos and values that underpin the school.
- Develop and implement improvement plans based on an unflinching self-evaluation to secure continuous school improvement.
- Develop and implement innovative and alternative curriculum designs for pupils with SEMH needs.
- Monitor and evaluate the performance of the school in relation to challenging benchmarks and respond and report to the governing body so that their responsibilities can be met to the highest standard.
- Ensure that systems of management, finances, organisation and administration of the school support its vision and aims and that they are applied consistently and to a very high standard.
- Ensure that school policies and practices take account of national, local and school requirements and are kept under routine review.
- Ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short-term objectives and targets that secure the educational success of the school.

Headteacher Job Description



Leading Learning and Teaching:

- Maintain an environment that promotes and secures great teaching, effective learning, high standards and progress and good behaviour.
- Determine, organise, implement, and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- Ensure that pupils develop the skills of literacy, numeracy and communication necessary to learn effectively and with increasing independence.
- Determine, organise and implement a policy for the spiritual, moral, social and cultural development of students.
- Monitor and evaluate the quality of teaching and learning and standards of achievement of all students in the school through appropriate methods.
- Determine and implement policies which promote:
 - a) Positive strategies for maintaining harmonious relationships in the school's diverse community and dealing with racial and other types of incidents that contravene the school's policies about equality.
 - b) Equality of opportunity, access and outcomes.
- Determine and implement positive strategies and programmes that ensure good student behaviour and discipline and give support and clear guidance on exclusions ensuring that they are at a minimum.
- Bring a focus on developing progressive pedagogy working alongside our School Leadership Team to develop research-led curriculum developments.
- Develop and maintain effective links with the local and wider community including business and industry, to extend the curriculum and to enhance teaching and learning.
- Continue to maintain an effective partnership with parents and the wider community to support and improve students' achievement and personal development including their attendance and punctuality.
- Promote extra curricular activities and the extended curriculum to promote creativity and enjoyment.

Headteacher Job Description



Developing Self and Working with Others

Leading and managing staff

- Ensure that the climate of relationships in school is characterised by mutual respect and fairness that allows all to flourish and give of their best.
- Ensure that the provision of innovative and creative professional development is a priority in school, building a collaborative learning culture including in partnership with other schools.
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment and with a work life balance.
- Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.
- Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service for Teachers and those for other staff, including those of headteacher.
- Participate in the arrangements made in accordance with the regulations for performance management and all arrangements for pay.
- Ensure that a deputy headteacher or suitable person assumes responsibility for the discharge of the headteacher's function at any time when absent from school.
- Continue the development of good working relationships and trust with governors, staff, students, parents/carers and the community.

Headteacher Job Description



Managing the Organisation

Efficient and effective deployment of staff and resources

- Work with governors and senior colleagues to recruit and retain staff of the highest quality.
- Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
- Take a strong lead on the development of the fabric of the school in particular any significant external investment of funds.
- Have a strong focus on income maximisation, utilising the school site outside of normal school hours to generate additional income for the school.

Headteacher Job Description



Strengthening Community

Accountability

- Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school.
- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the local authority, the local community, OFSTED, staff and students and any others to enable them to play their part effectively.
- Ensure that parents/carers and students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and thus achieving the school's targets for improvement.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- Carry out any such duties as may be reasonably required by the Governing Body.

Safeguarding Children and Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment

The Headteacher will ensure that:

- The policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable designated persons and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.



Person Specification

Qualifications	Essential	Desirable
Qualified teacher status	•	
Degree or equivalent qualification	•	
NPQH		•
Recent (in the last three years) and relevant leadership and management development.	•	
Experience		
Senior leadership experience in either a primary or secondary school	•	
Senior leadership experience in a special school or pupil referral unit/alternative provision		•
Have substantial experience in leading an SEMH setting		•
A strong track record in personally leading sustained improvement in pupil performance	•	
Experience of whole school management including a school budget		•
Knowledge, ability and understanding of the implications and requirements of running an SEMH provision	•	
Ability to demonstrate how to develop high quality teaching across the whole school	•	
Excellent understanding of teaching and learning, based on experience of how children, young people and adults learn	•	
Excellent understanding of support and intervention strategies that successfully focus on meeting pupils' needs, overcoming barriers and closing the gap	•	
In depth knowledge and understanding of the wider educational agenda at national level as it might impact on the school		•
Deep understanding of the issues that impact on student behaviour and thus their learning and of how to secure students' success	•	
Can demonstrate evidence-based practice relating to SEMH interventions and how it underpins a school such as Belmont Park	•	
Ability to provide clear, strong, innovative and caring leadership with professional development for all staff at its heart	•	
Ability to sustain our high morale and respectful relationships	•	
Ability to demonstrate how to develop leadership capacity	•	
Ability to demonstrate how to achieve sustained improvement through rigorous performance management	•	
A detailed understanding of safeguarding and the ability to put it into practice in a systematic and rigorous way	•	
Attitudes		
A demonstrable vision and a passion for the virtues of a small school for students with behavioural, educational and social difficulties	•	
A sharp focus on how best to deliver an ambitious vision for a school with a principled, collaborative ethos	•	
A total commitment to ensuring that the school remains at the heart of the local community	•	
High expectations of staff, pupils, governors and parents in achieving success	•	
A commitment to working with neighbouring schools	•	
A creative and passionate person who strives to think outside the box and thrives on working closely with like-minded individuals	•	
A belief and commitment to the need for high visibility in headship, modelling the school's ethos and values.	•	



How to Apply

If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant at Academicis, Vonya Campey:

vcampey@academicis.co.uk or 01223 907979 / 07340 010983

Please email your application to, Vonya Campey: **vcampey@academicis.co.uk**

Closing date: 27th February 2024

Shortlisting: 29th February 2024

Interview dates: 5th & 6th March 2024



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