



**Victoria
School**
Livability



Headteacher Candidate Pack

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Welcome from Adele Audin, Director for Education, Livability



Thank you for your interest in the position of headteacher at Livability Victoria School.

Livability Victoria School is special. In every way. Our children are vibrant, curious, engaging and eager to learn.

Their headteacher will be their champion in all aspects of their lives at school. Someone who cares passionately about each student's successes and can help them overcome challenges as they traverse personalised curriculums offering new and exciting opportunities.

Our staff need a special leader, too. Someone who leads by example, who shares, models and represents the vision and values of Livability Education as they engage with parents, families, stakeholders and the wider community.

We are looking for a leader who enjoys working across teams and likes the idea of working with other leaders in our growing Directorate. We need someone who can balance competing priorities to make sure that every day counts for our children and who can shape the future direction of the school.

If this is you, we can't wait to meet you.



Adele Audin,
Director for Education, Livability





Introduction

This is an exciting opportunity for a passionate and inspirational individual to lead the way in transforming the lives of students whose support needs include physical disabilities, learning and communication difficulties and sensory impairments. We are seeking an outstanding leader with a track record of success in delivering first-class education provision in either a special educational needs or mainstream school setting. You will have proven ability to develop and lead a true community school which is linked with community groups, parents,

local authorities and other schools in the region. You will have experience of motivating and developing diverse teams, setting and evaluating performance standards, and managing financial budgets and resources effectively.

Livability Victoria School is a non-maintained special school offering specialised, high quality education, therapy and care for young people aged 3-19. It is an exciting, innovative and dynamic place. Our vision is clear – we are a centre where successful learning and high levels of achievement prepare children and young adults for fulfilling future lives.

This is a significant leadership role, and you will:

- Embrace the changing landscape in specialist education and oversee the development and operational management of the school.
- Translate Livability's innovative inclusive vision into everyday practice within a school environment.
- Further develop our distinctive recognisable culture where pupils are respected and empowered to make positive choices about their own lives and have rich and varied experiences.

Location

This position will be based at Livability Victoria School in Poole, Dorset, with occasional travel to other Livability settings.

Additional information

For more information, please read through the pack, job description and person specification.

For further information on Livability Victoria School please review the following links:

Livability Victoria School Website – [Click Here](#)

Livability Victoria School Ofsted Reports – [Click Here](#)

About Us

Livability Victoria School is part of the Livability family of services. Livability is the disability charity that connects people with their communities. We tackle social isolation and the barriers that can cause this in the lives of disabled and vulnerable people. Through a wide range of disability, education, training and community services, we promote inclusion and wellbeing for all. Together, we work to see people take part, contribute and be valued. We put the elements in place that all add up to connected lives and communities. Livability is a proven and trusted provider of disability care and community projects throughout the UK, with a 1,500-strong staff and volunteer team. Created by a merger of The Shaftesbury Society and John Grooms, Livability has a 180-year track record in community and inclusion work.

What motivates us to act

We are not satisfied with a world where disabled people face barriers to the life they wish to live. Right now, barriers continue to be present: to employment; to learning; to having safe places to live, to receiving appropriate care and support; to being able to access the world around us; to having opportunities to contribute and participate; to being highly valued.

This needs to change. Everyone has the right to a life in which they have opportunities to use their talents, skills and gifts in fruitful ways and participate fully in their community. When people have a strong network of support and community connections, their wellbeing and life prospects do much better.

Our vision

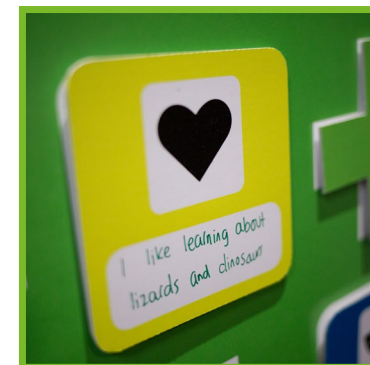
Inspired by the Christian faith, our vision is of a barrier-free society where all people can flourish and enjoy full participation.

The purpose of our work

We exist to support disabled people to live a life that adds up for them.

Who we are

Working together and with the people we support, we tackle barriers that impact disabled people, to enable better wellbeing and participation for all. Delivering a wide range of care, education, vocation and rehabilitation services, we strive to grow community connections that help people thrive.





Our Values

Regardless of the external demands and pressures we face, or how our actual programmes might change, our values and ethos will always underpin all that we do.

Open

We are open and real

We strive to be warm-hearted, straightforward and honest. We open doors and create opportunities. We take time to listen to each other and to the people and communities we work with, because that is how we learn and grow.

Inclusive

We demand fairness

Far too many people are excluded by unnecessary barriers in our society. We want to live in a much fairer world where we are all valued equally, not just for what we have in common, but for what makes us different too. We all share a responsibility to make that a reality.

Enabling

We think people are amazing

Everyone has something to offer, if they are just given the chance. So, as well as helping with basic needs, we help people take part and be valued in their communities – because that is what makes life liveable. We are ambitious to achieve real change.

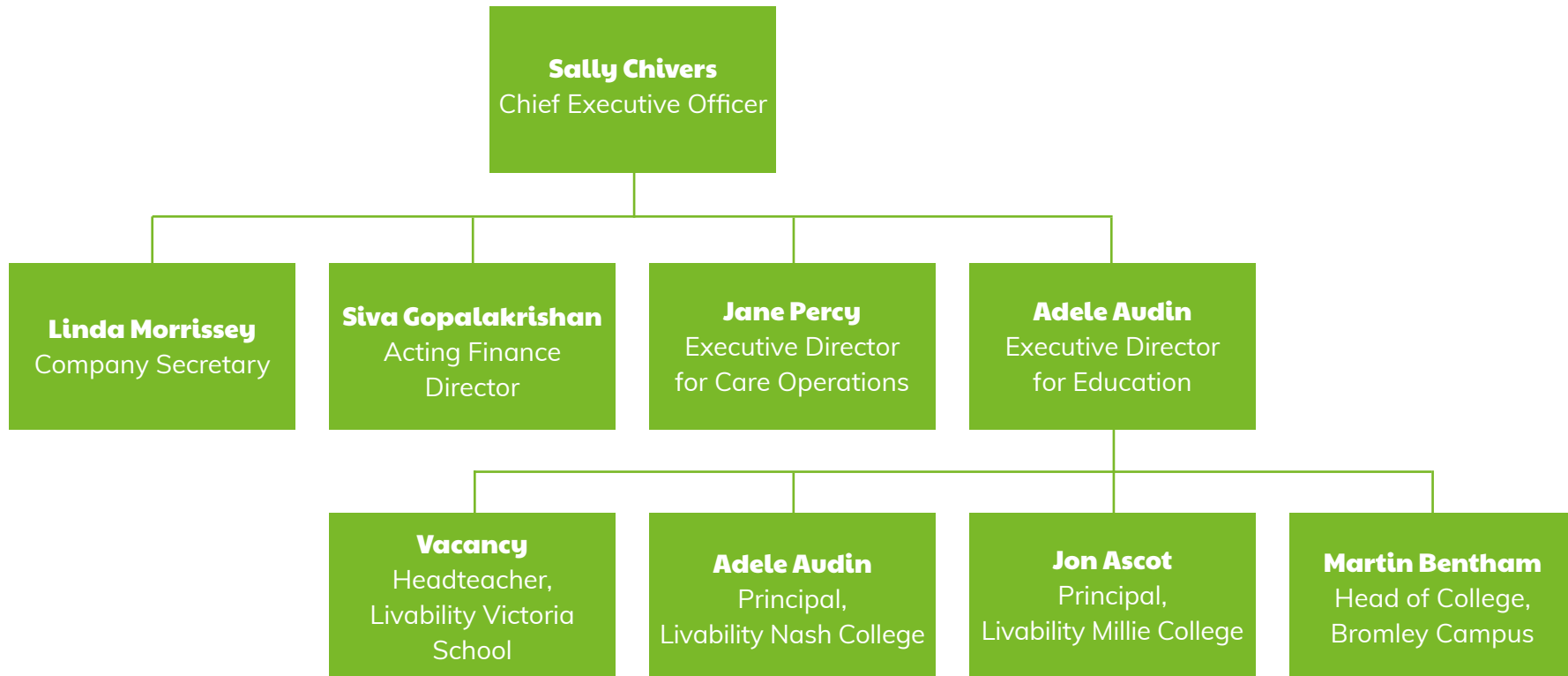
Courageous

We are the best we can be

Each day we ask ourselves, what can we do better? In work as in life, we are motivated by our promise to make life better for people and their communities, and we hold ourselves to account for the difference we make.



Executive Leadership Team





Job Description

Job title

Headteacher, Livability Victoria School

Directorate

Education

Reports to

Executive Director for Education

Supervises

Senior Leadership Team, Livability Victoria School

Purpose of Job

The headteacher will provide leadership to the senior team and staff. The key purpose of the role is to maintain and develop the high quality of education and support at the school and achieve the best outcomes for the children and young people we work with.

The role will provide professional leadership, vision, direction and management of the school; to lead, motivate and inspire the team to work together to provide the highest standard of education and support and to establish a culture that promotes excellence, equality and high expectations of attainment for all pupils so they are empowered to make positive choices about their own lives.

Our organisational values aim to define and develop the culture of Livability and ensure that it is aligned to our ethos. As headteacher, you will be expected to embody the values, and work in a way that is:

Open – being open and real, taking the time to listen, creating opportunities and opening doors

Enabling – enabling others and ambitious to achieve real change

Inclusive – demanding fairness, within the organisation as well as society

Courageous – being the best we can be and continually asking, what can we do better?

Livability has an agreed Leadership Qualities Framework that sets out the leadership qualities that will help ensure that the organisation, teams

and individuals are well-led. All headteachers and senior leaders will be expected to reflect these qualities in their own leadership style and in the way in which they coach and develop leaders and managers across the Charity. This post-holder will be a member of the Senior Management Team at Livability. The team will work in a way that values and celebrates the contribution of each of its members and upholds shared and collective responsibility for the success of the organisation as a whole. The Senior Management Team works closely with the Executive Leadership Team to deliver the organisation's vision and strategic purpose through implementation of the strategy, effective leadership and governance of the Charity and through organisational design and development.



Main Duties

Service delivery and operations

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education and support for all pupils.
- Work collaboratively with staff, pupils, parents and other stakeholders to ensure excellent teaching, learning, therapeutic care and support practice.
- Plan and lead the development of an innovative and appropriate curriculum to enable pupils to live and work as independently as possible.

- To ensure appropriate operational structures and processes are in place to deliver safe, effective and efficient services.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safety, health and wellbeing of pupils, good behaviour and positive attitudes to learning.
- Deliver pupil / curriculum-led financial planning and budget setting to ensure effective use of resources which meet pupil needs and aspirations.
- To ensure that resource is utilised as effectively as possible and that waste is minimised.
- To collaborate with all National Office functions to ensure that support services contribute effectively to operational practice at the school.
- Demonstrate strong working knowledge of Livability policies and ensure education policies reflect best practice.

School development, transformation and improvement

- Keep up to date with developments in education and SEND practice ensuring the curriculum intent, implementation and impact is effective, evidence-based and matches the needs of all pupils.

- To ensure that all development and improvement work is underpinned by co- production with pupils, staff, families, supporters, community groups and employers.
- To involve key school staff in local, regional and national research, training and consultation events so that planning, development and improvement is informed by contemporary and accepted best practice.
- To represent the organisation externally and develop relationships with key partners to support the development and improvement of our services.
- To drive innovation and transformation in the way in which current provision is delivered and future services are planned, making best use of technology to support increased interdependence.
- Plan with the Executive Director for Education to facilitate the growth of additional services / pupil numbers (as appropriate) and ensure effective staff recruitment, training and resources.
- Create an outward-facing school, which works with other schools and organisations to secure excellent outcomes for all pupils.

- Seek training and continual professional development to meet own needs.

Regulation, quality assurance and improvement

- Work with the Executive Director to ensure Livability Victoria School meets all statutory responsibilities.
- Develop and maintain an up-to-date School Self Evaluation document and Development Plan.
- Be responsible for the day-to-day implementation of actions within the School Development Plan.
- Develop and maintain effective systems and procedures for staff induction, professional development and performance review.
- Consistently monitor, evaluate and develop multi-disciplinary practice.
- Ensure that information and data is used to drive improvement, set ambitious targets and track pupils' progress.
- Hold all staff to account for their professional conduct and practice.



Regulation, quality assurance and improvement continued

- Work closely with the Local Advisory Board, providing the information needed to govern effectively and responding proactively to challenge to drive continuous improvement.
- To lead quality assurance and improvement, embedding quality improvement methodology and ensuring the school's quality model and measurement system is fit for purpose.
- To oversee the professional development of multi-disciplinary staff teams ensuring that they have the skills and expertise to support the delivery of high-quality provision.
- To understand and work to the different requirements of regulators and ensure

the school's quality system measures and improves services against those requirements.

- To ensure Livability Victoria School is comprehensively prepared for internal audits and external inspections / reviews and that where any improvement is required there is a clear and embedded process for responding quickly to required outcomes.

Safeguarding

- To act as the Designated Safeguarding Lead or Deputy Safeguarding Lead for the school.
- To ensure effective safeguarding policy and practice is embedded operationally and that all staff have up to date knowledge and training to underpin their practice.
- To instill a learning organisation approach and the principles of a 'just culture' where staff freely report errors, incidents and near-misses such that learning can occur and improvements are delivered.
- To ensure that all external interfaces relevant to effective safeguarding are maintained, including reporting through Livability's internal compliance systems, to Local Authorities, other commissioners where relevant and regulators.

Performance, risk management and sustainability

- To work with a commercial mind-set, alongside the values of the Charity, to ensure future sustainability of the provision.
- To ensure that comprehensive performance management mechanism hold staff to account for the delivery of agreed key performance indicators which clearly link through to the school's development plan and Livability's strategic plan.
- To oversee risk management across the school, ensuring that risks are appropriately mitigated and escalated to corporate level when necessary.
- To identify and implement appropriate interventions to support areas where performance is weak, using appreciative enquiry and root cause analysis to discover the factors affecting performance.

Staff engagement, experience and development

- To lead in building an organisational climate that makes Livability Victoria School a satisfying, healthy and motivating place to work.
- To be instrumental in engaging staff in the development of the school and the wider charity and to harness their strengths and contribution.

- To create meaningful and ambitious opportunities for staff to develop their professional skills and experience at the school and wider charity such that we attract, recruit and retain talented staff.

General duties

- To model Livability's values and an engaging, inclusive leadership style which promotes equality and diversity.
- Lead, manage and monitor the staffing teams via the management structure ensuring that employees are recruited, inducted, trained, supervised and appraised in line with Livability policies and procedures ensuring high quality provision.
- To be responsible for and able to evidence own personal development by undertaking relevant training to the role within your Personal Development Plan agreed with your manager.
- To promote good governance and fulfil organisational responsibilities for observing best practice in areas to include education, care, health and safety, information governance and work force governance.
- To carry out additional duties and tasks that may be required within the range of the responsibilities of the post.

Working Relationships

Internal - Close working relationships with all leaders and central teams.

External – External partners, in particular families and pupils' supporters, community groups, employers, destination organisations and local authorities.



Person Specification

Application: A | Interview: I

	Essential	Desirable	Assessment Method
Qualifications	<ul style="list-style-type: none"> • A degree or equivalent qualification in Teaching. • Evidence of continued professional and personal development. 	<ul style="list-style-type: none"> • Relevant management qualification. • NPQH or equivalent professional qualification. 	A
Knowledge	<ul style="list-style-type: none"> • Ability to develop and implement a local education strategy in line with the organisation's corporate strategy. • Understanding of translating strategic plans into workable operational plans. • Thorough understanding of Safeguarding and promoting well-being. • Skills, experience and ability to model and promote high quality learning and teaching to meet the needs of all learners. • Understanding of the working of OFSTED and their policies. • The statutory requirements of legislation concerning Equality, Safeguarding, Health & Safety. • Excellent knowledge of information and communications technology including basic packages such as word processing, spread sheets and presentation packages. • An understanding of what works well in remote education. 	<ul style="list-style-type: none"> • Excellent understanding of the curriculum relevant to an independent special school and a secure knowledge of recording and assessment in that context. 	A I
Experience	<ul style="list-style-type: none"> • Significant experience as a deputy headteacher or above. • Track record of significant achievement including: <ul style="list-style-type: none"> • Successful school leadership (ideally at head level) • Development and delivery of continuously improving educational services • Effective management and leadership • Developing, leading, monitoring and review strategies • Financial management and budgeting • Business planning • Project implementation • Evidence of informed ability in use of data to evaluate performance and lead whole school improvement. • Successful experience of managing complex budgets and other resources using sound financial management. • Successful Ofsted inspection experience. • Proven ability to foster and maintain successful working relationships with all stakeholders, involving them in the school's development and in translating vision into practice. • Experience of managing, conflict, complaints or conflicting priorities effectively. • Ability to demonstrate creative and innovative thinking. 	<ul style="list-style-type: none"> • Experience of attending Annual Reviews. • Leadership experience in a special school. • Teaching students with special needs across all multiple key stages. • Experience in teaching students with special needs, in particular those with physical disabilities and associated learning and behaviour difficulties. 	A I

Person Specification



	Essential	Desirable	Assessment Method
General Skills/ Attributes	<ul style="list-style-type: none"> • Able to work flexible hours including some evening and weekend as required. • Commitment to Livability's mission, vision and values. • Able to demonstrate and champion appropriate leadership behaviours which reflect the values and principles of Livability to shape and impact on different groups, individuals and systems; see attached leadership framework. • Able to challenge behaviours and actions which are inconsistent with Livability values. • Ability to develop services in line with the ethos and values, to meet customer needs; promote a customer first approach to service delivery, including by personal example and to demonstrate business partnership. • Able to meet the physical, mental and emotional challenges of the role. • Ability to travel to services and national and local meetings and events. • Able to show a commitment to inclusion for all. • Excellent interpersonal skills and ability to work as part of a team or independently and build positive relationships. • Ability to manage own time, priorities and workload efficiently and effectively under pressure. 		A I

Investor in People

Livability holds the Investors in People (IIP) bronze accreditation. IIP is the UK's leading people management business improvement standard that gives us a best practice framework to work within for all our people management policies.

Recognising that it is our people who deliver our overall performance as an organisation, this framework ensures you understand the organisation's objectives and where you fit into them and that you will have the feedback and support needed, including the learning and development to carry out your role. The standard also ensures that as an organisation we learn from our people practices.

Health and wellbeing

Livability promotes a healthy work-life balance. The role mirrors STPC terms for headteachers.

We encourage our employees to maintain their wellbeing through onsite discounted yoga classes, & outdoor events.

When you join Livability, you will have access to our wellbeing, mindfulness and happiness resource. This includes access to:

- Trained mindfulness coaches – 24hours
- A free, 24-hour, confidential Counselling/Legal service.
- A free wellbeing page
- A wrap wellbeing personal booklet

As a Livability employee or volunteer, you have access to a free, 24-hour, confidential Counselling/Legal service. Care First Counselling are available via a 24-hours helpline.

In addition, Livability has registered with **Mindful Employer + (ME+)** which provides telephone helplines for staff and managers and will offer a listening ear, immediate guidance and signposting to further advice via the helpline.

We support our employees in maintaining a healthy balance between



Family and long-term support

family and work life through a range of family friendly policies, alongside additional support like childcare vouchers. We support employees in their longer term planning through a generous pension.

General Information

This job description and person specification is not exhaustive, and amendments and additions may be required in line with future changes in the post holder duties.

Safeguarding

Livability is committed to safeguarding and promoting the welfare of adult, young people and children and expects all employees to share this commitment and follow our safeguarding policies and procedures.

Equality and diversity

Livability is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Livability aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone and reflects the diversity of the communities we serve. The post holder is required to uphold the Equality and Diversity policy and comply with the code of conduct which sets out our standards of behaviour towards those who use our services or work within them.

Christian ethos and values

The post holder must carry out all duties in a manner that is consistent with Livability values, which are based on an inclusive Christian ethos.

Policies and procedures

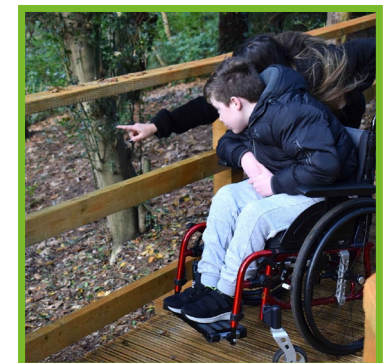
The post holder must also maintain the policies, procedures and practices of the organisation and as far as possible, must ensure that all activities within the work setting are consistent with those values, policies, procedure and practices.

Confidentiality

The post holder must ensure that any information relating to employees, service users and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or managers.

Health and safety

The post holder must be familiar with Livability Health and Safety policies and guidelines. All work should be undertaken so as to be consistent with these, and so as to ensure own health and safety and that of others affected by their work.





How to Apply

If you would like to discover more about this exciting opportunity, need any further information, have an informal discussion or arrange a visit then please contact our retained consultant at Academicis, **Caroline Olsen: colsen@academicis.co.uk or 01223 907979 / 07500 889504**

Please email your application to:

Caroline Olsen: colsen@academicis.co.uk

Closing date: 16th April 2024

Shortlisting date: 17th April 2024

Interviews: 25th and 26th April 2024

