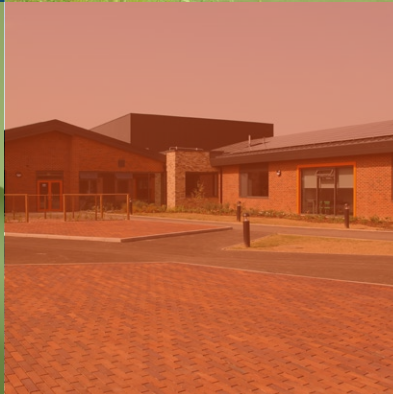




**Riverside Meadows  
Academy**

# Co-Head Teacher Candidate Pack





**Riverside Meadows**  
Academy

## Welcome Letter from CEO

Rarely, will you have a unique opportunity to have access to a Head Teacher role that can transform lives of young people, families and your team within a supportive Trust team and team of Head Teachers from other special schools within our Trust. Most 60 mixed pupils age 11 – 16 have an Education, Health and Care Plan (EHCP) for social, emotional and mental health special needs and appreciate the purposely built facilities to meet their special needs. Some pupils enter the Academy after a long history of traumatic life events and are therefore vulnerable requiring both compassion and support. They need a leader who can motivate a team to wrap a cloak of resilience and determination around our pupils overtime to prepare them for their next steps towards independence and access to training for work – related opportunities in their local community.

Riverside Meadows – Wisbech Green is a brand new SEMH site which is part of Riverside Meadows Academy and opened in September 2023 as part of Horizons Education Trust. The Academy is set within the beautiful countryside of the Cambridgeshire Fens near to Wisbech St Mary village outside the town of Wisbech. It is a calm and relaxing place to be for pupils and staff, that enables students to relax as they enter and access learning. Pupils and parents are proud to have this building. These facilities include vocational rooms, teaching classrooms, therapy rooms, hall, fitness suite and extensive parkland and outside areas.

Our Academy is searching for a truly amazing Head Teacher who will be values driven to focus on the priorities for the Academy for our SEMH pupils and prepare them for adulthood to lead fulfilling lives. You will be leader who is collaborative, caring and resilient and able to lead a team of dedicated staff. If you are that leader that can make that difference every day for our Special needs young people and will strive for excellence for them, why wait? Please contact us.

Dr Kim Taylor OBE

**CEO – Horizons Education Trust**

# About Us



Riverside Meadows Academy has sites in both St Neots and Wisbech, welcoming learners from all over the County of Cambridgeshire and its neighbouring authorities.

Our key aim is to provide an educational and therapeutic package working closely with a range of professionals to meet the requirements of our learners' Education, Health and Care Plans. The school can accommodate up to 110 learners across the two sites.

We are an Academy where belonging, well-being, growth and achievement are at the core of all we do. These are important to our purpose, procedures and practice. We aim to provide a sense of security so that everyone feels safe, confident and can demonstrate respect for both themselves and others in a caring and nurturing environment. We encourage a sense of responsibility and accountability, with an awareness of fairness and an appreciation of diversity in an atmosphere aimed at realising and developing potential through challenge.

Wisbech Green is part of Riverside Meadows Academy, within the Horizons Education Trust, which support young people in Cambridgeshire and other close local authorities. We aim to provide the best possible care and education that we can for children and young people with Social, Emotional and Mental Health (SEMH) needs between the ages of 11 and 16.

We aim to create individual and personalised pathways for our students that are built around their varied needs which will help them achieve positive outcomes and prepare them for their onward destinations into continuing education, work or training and help them have the skills for independence. We do this by giving our learners a variety of experiences within the classroom and outdoors.

We see strong relationships as the key to our success with our learners, and we do this through playfulness, acceptance, curiosity and empathy. We work closely with our parents, carers, professionals and wider community for the best interest of our learners.



# Achievement beyond expectations



## If you have:

- The ability to lead an SEMH special school as a Head Teacher and want to leave your unique footprint as part of a positive journey;
- Strong leadership, management and interpersonal skills either as an existing Head Teacher, Head of School or someone who has extensive Leadership experience of SEMH in another leadership role and has NPQH.
- The ability to further develop a clear vision with the current leadership team, staff, parents and governors.
- Ability to work effectively with the Co – Head Teacher based at St Neots to raise standards and create quality provision.
- Motivation by collaboration and ethical leadership to work with the other special Academies in the MAT for Horizons Education Trust and other special schools and Academies locally and within region.
- Desire to support the longer – term future of the Trust and to able to provide a strategic vision for SEMH based on evidence – based practice.
- The ability to drive continuous improvement in standards for the quality of education to prepare pupils for their adulthood and drive improvements with the curriculum offered.

## We can offer you:

- Supportive and motivated Senior Leadership Team, governors / Trustees and Senior Leaders Group within the Trust;
- Academy where all staff with your leadership can be valued and have a strong sense of commitment and dedication to pupils and support an ethos belonging;
- Supportive induction period working alongside the CEO and other Head Teachers in the Trust.
- Pupils and families who appreciate the Academy, some of whom have had a challenging journey so far but appreciate steadfast help and support;
- Opportunities for you to use your school improvement skills and show ambition for quality standards.
- Opportunities to develop the work of the Academy to develop the curriculum and preparation for adulthood with other partners.

## Benefits of Working in our Trust:

- Access to Teacher pension scheme
- Employee Assistance Programme (Medigold)
- Continued professional development and access to Senior Leaders Group.

Riverside Meadows Academy is currently under public consultation for de-amalgamation to become two individual academies within Horizons Education Trust. For more information, please see our public information following this link; [www.horizons.org.uk/news](http://www.horizons.org.uk/news)



# Co-Head Teacher Job Description



## Location:

### **Riverside Meadows Academy**

The Trust is seeking a Co – Head Teacher for the Academy: Riverside Meadows – Wisbech Green, Barton Road, Wisbech, Cambridgeshire PE13 2TQ

## Reporting to:

**CEO, Horizons Education Trust and part of a Senior Leaders group within the Trust and central team.**

## Salary:

### **Head Teacher Leadership Pay Spine L20 – L 24**

- Group 3 special school pay scale (There is scope for negotiation for an exceptional candidate)
- Support for re-location costs may also be negotiated with Trust if applicable.

## Our Trust provides:

- Access to training and Continued Professional development.
- Access to Teacher Pension scheme
- Employee Assistance Programme (Medigold)

# Co-Head Teacher Job Description



## Main purpose of the job:

This is an exciting time to join Riverside Meadows Academy after the new building at Wisbech has expanded provision. The post is for a Co – Head Teacher to work with the team at Wisbech to promote and support the vision and direction of Riverside Meadows Academy by providing the day-to-day leadership that will enable it to build on success and provide high quality education for all pupils. The Co – Head Teacher leads and manages the Academy site on a day-to-day basis and has primary accountability for operational matters related to the Academy.

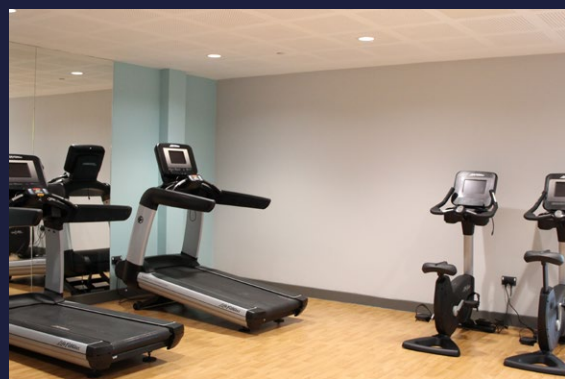
The Co – Head Teacher will promote the values and strategic plan for Horizons Education Trust and raise the profile of the Academy in the local and wider community for our SEMH pupils.

The Trust has another Co – Head Teacher at the St Neots site. The Trust made the decision in 2022 to have a Co – Headship model for Riverside Meadows Academy with Head Teacher leading on each site, namely St Neots and Wisbech Green site until the Trust determines to proceed with a formal de – amalgamation with DFE. (Now at stage of public consultation).

Within the Trust there is a ‘Scheme of delegation’ which sets out to clarify roles and responsibilities for all Head Teachers, the CEO, Operational Manager, Finance Director – CFO and governance. The CEO will support and advise the Head Teacher in each school and act as the line manager.

As an employee within Horizons Education Trust, you may be required to work at any school within the Trust but primarily to use your expertise to support and lead on SEMH. You will be open and flexible to use your knowledge and skills to support school improvement and staff training in our Academies within the Trust as part of a collaborative system leadership culture.

Head Teachers within our Trust also have accountabilities to deputise for the CEO when required.



# Co-Head Teacher Job Description



## Key responsibilities

The Head Teacher will raise standards of achievement, be responsible for all day-to-day management of the pupils, staff, multi – agency professionals, resources and maintenance of the building and also secure the safety and well – being of all pupils and staff.

You will provide a positive environment in which all staff and children are enabled to achieve success and to build towards achieving their potential, supporting the pupils with their special education needs and disabilities.

You will be responsible for the safety of pupils and monitor and act upon information to create a positive environment to support calm, using trauma informed practice and attention to wellbeing.

The Head Teacher will be responsible on a day-to-day basis for the internal

organisation, management and decision making for the effective operation of the school. In carrying out these duties the Head Teacher will liaise with and work in partnership with the Co –Head Teacher and CEO.

The post holder will also consult, as appropriate, with the Local Authority and other stakeholders, the Trust, the staff of the Academy, the pupils and the parents, carers and guardians of its pupils and share this with their Senior Leadership Team and Governors.

The Head Teacher will effectively manage, encourage, develop and support staff and be visible in school to demonstrate responsibility towards them on a daily basis.

The Head Teacher will report to the CEO regarding impact measures for recruitment, retention and deployment of staff to enable the school achieving its operational priorities and accountabilities.

## Vision, direction and development:

### The Head Teacher will:

- Deliver all operational plans for securing the vision, values and direction of the Academy based on The Trust values and strategic plan in consultation with staff and all relevant stakeholders. Ensure day to day decisions support the safety of pupils and staff.
- Follow the scheme of delegation for the accountabilities of Head Teachers in the Trust
- Work with the CEO, Academy Advisory Group and other key stakeholders to ensure the Academy's vision is clearly articulated, shared, understood and acted upon by all.
- Demonstrate the Trust values in everyday work and practice.
- Work with senior leaders, staff and Trustees to translate the strategic plan for the Trust into action plans that identify clear achievable priorities and outcomes. These plans will form a School Development Plan and SEF to take fully into account the SEND diversity, values and experience of the school and community.
- Work with senior leaders, staff and Academy Advisory Group (Governors) to evaluate progress towards priorities and outcomes.
- Ensure policies are regularly reviewed and updated and that staff are involved in this process.
- Advise and support staff with senior managers to understand the rationale for curriculum policy development and implementation and how you value and measure impact.
- Ensure that all statutory requirements are published upon the school website, including the schools aims, values, standards, SEND information and statements relating to Catch up and pupil premium expenditure and any other statutory information.

# Co-Head Teacher Job Description



## Leading Teaching and learning

**You will report to the CEO on Academy outcomes and pupil progress. As Head Teacher you will ensure the quality of education by ensuring:**

- Pupils can access inclusive learning as this is central to the Academy operational planning and resource management.
- Close working relationships with parents and carers, within the community and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all pupils.
- Statutory requirements and statutory returns for sharing of information is met for compliance on time and published.
- Personal development and pastoral care systems in the school is appropriate to the special education needs and disabilities, diversity of pupils, differing real life experiences, interests, aspirations and aptitudes.
- High quality teaching and learning is prioritised across the school and monitor outcomes.
- The school environment, including each classroom or therapy environment, reflects the need of pupils for the delivery of the quality of education.
- A culture and ethos of challenge and support is created where all children can achieve success, have an appropriate layer of challenge and become engaged in their own learning to develop personal independence as they leave the school for transition.
- The system for monitoring and developing the quality of teaching and learning and quality assurance is fit for purpose and informs future practice for teachers through coaching and mentoring models operating within the Academy.
- When appropriate new and emerging technologies are introduced to enhance and extend the learning experience of pupils.

## Leading and Managing Staff:

**Our Head Teachers have responsibility for:**

- Recruitment and selection of teaching and support staff except Assistant Heads Posts that will require liaison with the CEO who will act as panel member using Safer Recruitment.
- Operation of the Appraisal System for teachers and support staff and recommend pay decisions to CEO within a budgetary framework.
- Creating and maintaining good working relationships amongst all members of the Academy and its community and the Trust.
- Identifying and addressing areas for staff development and building on their strengths to support Academy succession planning.
- Promote the highest standards of courtesy and mutual respect amongst all members of the Academy community in the best interests of pupils.
- Regularly leading whole Academy site assemblies and briefings to enable your leadership to be visible at the Academy.
- Ensuring that all staff carry out their professional duties in accordance with their job description and priorities within the Academy and Trust within legal guidance and compliance with statutory regulations.
- Encouraging innovation, teamwork and collaboration as a positive school ethos and links to other colleagues in our Trust.
- Developing and strengthening overall leadership capacity, including middle leadership across the school.
- Deputising for the CEO at meetings for the Trust when requested to do so or providing papers.



# Co-Head Teacher

## Job Description



### Efficient use of resources

#### Our Head Teachers will:

- Work with the CEO and Finance Director / CFO on setting an allocated budget to deliver a quality education to meet the objectives of the school improvement plan and priorities.
- Manage the agreed budget on a day-to-day basis for the Academy ensuring effective administration and value for money.
- Monitor the budget and with the CEO and Finance Director / CFO to make appropriate adjustments to spending patterns in accordance with all financial regulations and compliance and the Trust audit requirements.
- Manage the operation of the day-to-day use of the building and grounds to be compliant with curriculum and health and safety requirements. Ensure all 'regulated school activities' have appropriate health and safety, risk assessments and contingency plans.
- Manage curriculum resources to support the needs of pupils within budgetary allocation.
- Ensure all staff and pupils contribute towards a positive learning and working environment and respect resources and make positive suggestions to assist your role.

### Accountability: Pupils and staff, Systems and processes, Self – improving school system

#### Our Head Teacher will:

- Ensure that all adult users of the Academy and site comply with safe working practices and current legislative requirements to safeguard pupils and to ensure effective safeguarding and child protection.
- Sustain positive and friendly working relationships in performance of the role and accountabilities.
- Provide information and performance data to the CEO based on a well-grounded and practical knowledge of the school on a day-to-day basis.
- Provide for approval of the CEO a Self – Evaluation Form (SEF) for the school using Ofsted regulations, school improvement plan and collect evidence of impact to support judgments made in evaluating the school's continued success.
- Ensure that school reporting arrangements are efficient, actioned according to schedule and keep parents informed about their child's attainment and progress whilst outlining how they can contribute to supporting their child's learning.

### Partnership

#### Our Head Teacher will:

- Encourage positive working partnerships with parents and carers and set the caring tone for the Academy.
- Develop good relations between the Academy sites, other Academies within the Trust and CEO and Central team.
- Encourage collaboration with other special schools/ Academies in the local area and other schools and within the local community.
- Develop and encourage an effective partnership with the local community drawing upon the strengths and expertise, sharing information and ideas and working collaboratively.
- Develop and encourage mutually supportive working relationships with relevant agencies and stakeholders including Social Care and Health professionals to support pupils and families.



# Person Specification

	Essential	Preferred
<b>Qualifications and Training</b>		
Qualified Teacher status	•	
First degree	•	
Master's degree or advanced professional study		•
Evidence of school improvement experience and positive outcomes to raise standards for SEMH pupils	•	
NPQH qualification or above	•	
Coaching and mentoring qualification or can undertake within 12 Months within post		•
<b>Experience</b>		
Extensive Leadership experience in a Special School	•	
Experience of curriculum development management	•	
Experience of Designated safeguarding lead and leading a DSL team	•	Training could be provide for DSL
Training could be provided for DSL	•	
Experience of health and safety management or willingness to undertake training	•	
Experience of project team management and willingness to take the lead on Trust wide initiatives for the benefit of the Trust	•	
<b>Knowledge and Skills</b>		
Knowledge of school self-evaluation and Quality Assurance	•	
Wide knowledge of teaching and learning strategies for SEND	•	
Operational experience of safeguarding, health and safety and legal guidelines for attendance, behaviour and personal development	•	
Ability to analyse and interpret assessment data accurately to raise standards and pupil achievement to set new priorities	•	
Knowledge of a range of special needs, to be able to train and advise others	•	
Resources management experience to deploy staff and to manage expenditure within budget		•

# Person Specification



## Leadership and Management

Ability to manage the day to day running of the Academy with other senior leaders, to ensure a safe, secure and healthy environment

Ability to work with the CEO for strategic planning and provide reports

Ability to manage change and work with integrity when implementing change

Professional approach to leadership, managerial and organisational decisions based on informed judgements

Support the values and vision of the Trust and work to strengthen the Trust

Promote high expectations of achievement and learning for all pupils

## Communication and working with others

To be able to develop and maintain a positive relationship with parents and other stakeholders and encourage staff to support engagement of parents

Adopt a confident, calm approach and be able to communicate well orally and in writing to a range of stakeholders

Create an open, fair and equitable culture

Professional approach to leadership, managerial and organisational decisions based on informed judgements

Support the values and vision of the Trust and work to strengthen the Trust

Promote high expectations of achievement and learning for all pupils

## Promoting the welfare of children

Have a thorough understanding of safeguarding and the measures that need to be in place to ensure pupil safety and well-being

## Self-management and personal qualities

Work with Senior Managers to create a positive and innovative atmosphere

Respond and adapt effectively to the challenges posed by change and view this as a positive action for professional growth and personal resilience

Ability to listen, solve problems and seek innovative solution with others

Develop competences and expertise in self and others

Calm under pressure and able to know when to seek support and advice



## How to Apply

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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, Neil Massie:

**[nmassie@academicis.co.uk](mailto:nmassie@academicis.co.uk)** or  
01223 907979 / 07818 875514

Please email your application to:

Neil Massie: **[nmassie@academicis.co.uk](mailto:nmassie@academicis.co.uk)**

**Closing date:** Tuesday 18th June 2024

**Shortlisting date:** Wednesday 19th June 2024

**Interviews:** Tuesday 25th and Wednesday 26th June 2024



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Horizons Education Trust is committed to ensuring the welfare and safeguarding of all pupils. All staff will be subject to an enhanced Disclosure and Barring Service (DBS) check.