



# Headteacher Candidate Pack



# Letter from the Co-Chair of Governors

Dear Applicant

Thank you for your interest in the position of Headteacher at Gosden House School, rated Outstanding by Ofsted. We seek to appoint a new Headteacher at a very exciting time: the school is set for a rebuild on the current site and a planned gradual increase in PAN of almost 50% by 2030 as part of the development of SEND provision in Surrey – this would give you the opportunity to be involved in the building project and take the school into a substantial period of growth and development.

Gosden House is a specialist MLD school and it is very "special" in many ways – it has a unique feel due to the site, which consists of a Grade 2 listed building, numerous outbuildings and over 40 acres of grounds including a walled garden and an orchard. We offer an imaginative and stimulating curriculum with individualised learning and ambitious targets for our learners. We maximise the use of our extensive grounds, offering forest school, animal care, horticulture, catering and vocational pathways for our learners leading to their next steps in education or the workplace. Our learners are proactive and absorbed in their learning and enjoy their time in school.

We value the arts as central to our learners' development and have been awarded Artsmark Gold by Arts Council England. Our staff are hardworking, committed and totally professional, maintaining high standards and seeking to refine our offer. Behaviour in the school is exemplary based on good relationships and mutual respect.

Safeguarding is a priority in our school, and we have a large percentage of vulnerable families who work with our HSLW and Pastoral assistant. Almost 50% of our pupils trigger pupil premium.

The school is highly regarded in Surrey and in the local community and has worked hard to build links with local employers offering work experience and links to other local schools.

We are seeking a Headteacher who will relish the challenge of an expanding school, with the opportunity to see through an ambitious building project and lead a bigger school into the future. This is a fantastic opportunity for the right person, and we would welcome visits from applicants.

We are proud to be governors of this wonderful school and look forward to meeting you.

Kind regards

**Pat Adams and Linda Jasper Co-Chair of Governors**



# Our School

Gosden House is an outstanding school for young people with learning and additional needs, from 4-16 years of age. Set in extensive grounds, the environment offers students the opportunity to explore and challenge the potential of learners in every aspect. The curriculum has a strong focus on core learning skills and communication. We aim to develop resilience, creativity and social skills in order to support young people to succeed in the workplace and live rewarding, independent lives.

Learning is tailored to suit the needs of the individual and we work in partnership with families and other agencies to support learning and development for the 'whole child'. We have high expectations, and learners take pride in their achievements.

We firmly believe that children facing the toughest challenges every day deserve the best chance to improve their life outcomes. Our children are lively and enthusiastic about every opportunity they are offered and this excitement empowers them to try new things and to engage with learning. We were delighted to have received Ofsted Outstanding December 2019

## Our Values

At Gosden, we treat each other with kindness and respect, celebrating the differences that make us all special and unique. Everyone has a voice that is heard and we help each other to reach our dreams and goals. We are proud to be in the place that is right for us. We are not just a school, but a Gosden family.





## Our Aims & Vision

- A reflective and supportive community, committed to enquiry into opportunities and strategies to further our knowledge and understanding of our young people in order that we may challenge expectations and raise outcomes.
- A collaborative team with high expectations of ourselves, our youngsters and all those with whom we engage.
- A community that respects and values the dignity of each individual, celebrating difference and nurturing the development of the whole person.
- An outward-looking organisation, focused on promoting a positive image of our young people as part of, and as active participants in, their own and the wider community.
- A flexible, adaptive and creative community prioritizing personalised learning that is meaningful, relevant, stimulating and fun.

## Our Pastoral Approach

At Gosden House School, we recognise each child and young person's unique experience. We seek to understand the motives, wishes and feelings behind behaviour, because we believe all behaviour is communication. We aim to nurture connection, build healthy relationships and promote resilience to achieve success in the present and hope for the future.





# Headteacher Job Description

**Job Title:** Headteacher **Salary:** XXXXXXXXXXXX **School:** Gosden House School  
**Position reports into:** Governing Body **Staff reporting into this post:** Whole school



## Core Purpose

The Headteacher will provide leadership of a school committed to providing an outstanding education and improve future outcomes for children and young people.

To achieve success, the headteacher will:

- Ensure high quality teaching and learning
- Promote excellence, equality and opportunities for all children
- Provide vision, leadership and direction
- Ensure robust safeguarding practice, advocating for the best care and wellbeing of pupils, families and staff.
- Manage the school's financial and human resources effectively
- Evaluate school performance and identify priorities for continuous improvement
- Deploy resources to achieve the school's aims
- Oversee day-to-day management, organisation and administration
- Secure the commitment of the wider community
- Create a safe and productive learning environment that is engaging and fulfilling for all children
- Work effectively with the school's governing body
- Ensure the school's compliance to relevant legislation and policy in order to promote the safety and wellbeing of all children and staff.



# Headteacher Job Description



## Strategic Leadership and Accountability

- Work with Governors and key stakeholders to develop priorities for school improvement, development and the future success of the school, underpinned by sound financial planning.
- Ensure that the Gosden Values of Equity, Diversity, Inclusion and Belonging are central to strategic development priorities.
- Actively seek to be aware of political, economic, technical and social developments, trends and changes that could have an impact on the school.
- Ensure individual staff accountabilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation.
- Present a coherent and accurate account of the school, in a form appropriate to a range of audiences, ensuring key stakeholders are well informed.

## Leading Learning and Teaching

- Maintain a relevant, creative curriculum, providing inspiration and promoting expertise within the teaching team to maintain excellent quality of education.
- Lead by example and embody the school's vision and values for the children, staff, governors and parents/ carers of the school.
- Monitor and evaluate the quality of teaching in order to maintain a consistent and continuous school-wide focus on children's progress.
- Create a culture and ethos of challenge and support where all children experience success and are engaged in their own learning.



# Headteacher Job Description



## Staff, Resources Management and Development

- Ensure effective organisation and management of the school's business function.
- Agree and set appropriate priorities for expenditure, allocate funds and ensure systems are in place for the effective administration and control of school budgets.
- Work with governors and senior leaders to recruit and retain a high-quality leadership and staff team and deploy staff effectively.
- Ensure effective structure and protocols for leadership and staff development, including appraisal and reward.
- Provide opportunities for growth and continuing professional development of the team by creating an inspiring, professional work environment and promoting a professional culture consistent with the school's values and aspirations
- Manage and organise accommodation and resources efficiently and effectively to ensure that requirements of the curriculum, child protection and health and safety regulations are met.

## Community

- Create and maintain effective partnerships with parents, governors and professional partners to ensure the safety, wellbeing and education of pupils.
- Develop effective links with the community and external partners, including community groups, arts organisations and businesses to enhance learning and work experience, and explore opportunities for the benefit of the school
- Build a school culture that takes account of the richness and diversity within the school community and places children's safety and well-being at its heart.



# Headteacher Job Description



## Key Policy Compliance Responsibilities

### *Data Protection*

- The post holder is responsible for ensuring that workplace responsibilities within the school are carried out in compliance with the requirements of relevant Data Protection legislation.

### *Health, Safety, Wellbeing and Safeguarding*

- With reference to all relevant advice and guidance, ensure compliance with Health and Safety legislation and manage the security, upkeep and improvement of the School buildings to ensure an effective and safe environment that promotes the welfare and safeguarding of children and staff. Ensure that all staff are aware of their responsibilities and procedures for the health, safety, safeguarding and wellbeing of staff, children and visitors to the school.

### *Diversity, Equity, Inclusion and Belonging*

- The School is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation and to deliver and comply with its legal obligations detailed in the Equality Act 2010.

### *Sustainability and Environment*

- The School will continuously seek to find ways to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice. All staff are required to support these aims.

National Standards for Headteachers: This job description is based on the DfE's National Standards for Headteachers and the Common Core of Skills and Knowledge for the Children's Workforce. The Headteacher will carry out their professional duties in accordance with, and subject to, the National Conditions of Employment for Headteachers and Education and Employment legislation. The Headteacher is accountable to the Governors for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE may make.



# Headteacher Person Specification

During the application and selection process, it will be necessary for the candidate to demonstrate that they fulfil these criteria.

E=Essential D=Desirable (Essential criteria assessed via application form will be used to shortlist)  
Evidence may be assessed through various methods A=Application Form I=Interview / Assessment

Qualifications and Experience	E/D	Method of Assessment
Qualified Teacher Status	E	A
Evidence of commitment to continuing professional development (including in school leadership and management)	E	A
Proven successful experience as either a headteacher, or a deputy headteacher	E	A
NPQH or equivalent professional qualification	D	A
Skills, Qualities and Knowledge	E/D	Method of Assessment
In-depth knowledge of current educational issues and school systems (including Ofsted requirements)	E	A/I
Evidence of highly-effective, inclusive teaching and a love of learning	E	A/I
Ability to build positive relationships with the whole school community, leading by example in fostering optimism	E	A/I
Excellent organisational skills and ability to communicate effectively (orally and in writing)	E	A/I
Evidence of commitment to inclusive education, providing and promoting equal opportunities for all	E	I
A deep understanding of safeguarding practice within a school setting, with a contextual appreciation of the challenges faced by children and their families	E	A/I
Strategic Leadership and Accountability	E/D	Method of Assessment
Evidence of ability to build, communicate and implement a clear vision for the school in consultation with all key stakeholders	E	A/I
Experience of successful delivery against an agreed strategic plan to lead school improvement (planning, monitoring, reviewing and evaluating)	E	A/I
Ability to use monitoring and evaluation to improve outcomes against the school curriculum	E	A/I
Thorough understanding and application of the statutory framework for education and the legal framework that underpins school management	E	A/I
Awareness of the need to support the governing body in understanding its role and delivering its functions effectively, putting in place effective communication so that governors are provided with the information they need to meet their responsibilities	E	A/I



# Headteacher Person Specification

Strategic Leadership and Accountability continued	E/D	Method of Assessment
Ability to interpret, analyse and use a wide range of data and information effectively to drive school improvement	E	A/I
Awareness of, and commitment to, responsibilities in relation to compliance in: <ul style="list-style-type: none"> <li>• data protection</li> <li>• health, safety, well-being and safeguarding</li> <li>• equality and inclusion</li> <li>• sustainability and environment</li> </ul>	E	A/I
Proven experience in successfully leading and managing change	E	A/I
Leading Learning and Teaching	E/D	Method of Assessment
Ability to demonstrate a sound understanding of the ways in which children learn and effective pedagogies to support their engagement and progress.	E	A/I
Track record of assessing, monitoring, evaluating and improving the quality of teaching in a specialist context	D	A/I
Evidence of having raised standards of achievement for all children	E	A/I
Experience of developing and delivering a rich, relevant curriculum, which will engage all children and prepare pupils for their next steps in education	E	A/I
Staff and Resources Management and Development	E/D	Method of Assessment
Proven ability to lead, motivate and support a team of staff	E	A/I
Evidence of involvement in recruiting staff and awareness of issues around retention	E	A/I
Experience of undertaking staff performance reviews and supporting opportunities for growth and development of the whole team in order to promote excellence and challenge underperformance	E	A/I
Track record of successfully managing financial budgets	E	A/I
Community	E/D	Method of Assessment
Ability to build and develop strong relationships across the school community, cross-agency and through professional networks, working collaboratively for the benefit of the children and school	E	A/I
A commitment to advocating for the more disadvantaged cohorts within the school and wider community, in order to close the outcomes gap and to secure a better and safer future for children	E	A/I
Ability to provide a safe environment that promotes the welfare and safeguarding of children and staff, ensuring that all staff are aware of their responsibilities and procedures for the health, safety, safeguarding and well-being of staff, children and visitors to the school	E	A/I

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## How to Apply

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If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Ross Laird at Academicis, our recruitment partner, on [rlaird@academicis.co.uk](mailto:rlaird@academicis.co.uk) or by phone on **07901 585959/01223 907979**

**Closing date:** Monday 15th January 2023

**Shortlisting:** Wednesday 17th January 2023

**Interviews:** Tuesday and Wednesday 24th January 2023



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