



Birtley House
Independent School

Headteacher Candidate Pack



Welcome Letter

Dear Applicant

Thank you for your interest in the position of Headteacher at Birtley House School, rated Good by Ofsted. We seek to appoint a new Headteacher to continue to develop the school's already excellent provision to our pupils.

Birtley House was founded a decade and a half ago to ensure children with additional needs receive the educational experience they deserve in a caring and nurturing environment. The impetus was that one of our Director's children is autistic, so we understand the challenges pupils, parents, and carers face in enabling children to realize their full potential.

Birtley House is a specialist school in a semi-rural location with extensive grounds where children can play safely. What makes Birtley House special is the warm, safe, and nurturing ethos, and family atmosphere of the school, combined with the skill and dedication of the staff. Our staff are hardworking, committed and totally professional, maintaining high standards and always seeking to refine our offer and to meet each child's unique needs..

You will be supported by other members of our award-winning Senior Leadership Team, the Deputy Head and Assistant Head, who are extremely able and have both been at the School for many years.

The school offers an imaginative and stimulating curriculum with individualised learning and ambitious targets for our learners. Our pupils are proactive and absorbed in their learning. As you will see when you visit, they thoroughly enjoy their time in school. This is vital as some were bullied in their previous schools. The children are

kind to each other, which is facilitated by our not admitting children with behavioral issues. We prioritize good relationships and mutual respect. We view a happy pupil as being likely to be a productive and successful one. Safeguarding is a priority in our school.

The great majority of our pupils are from several local authorities, with about 20 percent being private fee-paying, with about half of those awaiting tribunal judgements to convert to LA status. Recruitment and finance will be an important part of the role, with the Deputy Head doing an excellent job on the former and our Business Manager supporting you on the latter.

The school is highly regarded in the several local authority areas from which we draw pupils and in the local community. The school currently has about forty pupils, with a maximum of fifty, though we are exploring additional capacity given increasing demand for specialist education. Your input will be pivotal as we develop those plans, adding an exciting dimension to the role.

We are seeking a Headteacher who will relish the challenge of developing the school, and working closely with our excellent staff. This is a fantastic opportunity for the right person, and we strongly encourage visits from applicants.

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

Kind regards
Paul Mortimer-Lee and Camille Maruccia

School's Aims & Objectives

Birtley House Independent School provides a positive, supportive and nurturing environment for children to learn. We understand that every child learns differently and we offer a highly creative, multi-sensory curriculum which has been designed for children with a range of Additional Educational Needs.

Work is aimed at each child's individual level so they can be challenged yet still achieve. We aim to break the feeling of failure and frustration so often encountered and to help our pupils acquire essential skills, knowledge, confidence and self-esteem. Small class sizes help to achieve this and ensure each child receives the teacher's attention.

Our school minibus allows us to access regular experiences and opportunities outside of the school premises both locally and further afield. Our children gain a significant amount through these opportunities. We have excellent links with other schools in Kent, Bexley and London.

We also offer a varied and changing programme of in-school clubs including: street dance, arts and crafts and quiet club.

Therapies are available on site including: speech and language therapy, physio therapy, occupational therapy, play therapy, talk and draw therapy, lego therapy. Additional interventions are also available on site including: social skills, emotional literacy, reading, dyslexia support. A personalised learning programme / provision plan is made for every child with or without an EHCP. Pupils with no EHCP receive 2 Pupil Passports (PPs) and Reviews per year.

Intervention groups are allocated using provision mapping. These groups cover: language skills, social and communication skills, phonics, maths, dyslexia, fine and gross motor skills, emotional awareness, self-esteem and the TTRS (Touch Type Read Spell) computer programme, as well as others.

We greatly value outdoor learning spaces and offer daily opportunities for children to learn outside in our safe and secure grounds which are set within the natural beauty of Gallow's Woods.

We place a high priority on offering outstanding pastoral care for every child. Our staff are a very caring team who work alongside every family to support the individual needs of every child. We operate a very open and honest policy of communication between home and school so that parents are very involved in their child's progress and the general life of the school. The parent school portal works very efficiently as a communication tool. Day to day information about class issues is also communicated via the pupil day books.

We welcome children of all faiths and our ethos is broadly Christian.

The admissions criteria outlines the suitability of a placement for children with Additional Educational Needs. Some discretion over the age of entry may be applied if there are good reasons for an early or late entry.

All children, including those with Education Health and Care Plans are considered by the Headteacher who will consider the suitability of a placement and discuss with the parents.

Headteacher Job Description

Job Title: Headteacher

Salary: Excellent

School: Birtley House School

Position reports into: Directors

Staff reporting into this post: Whole school

Core purpose

The HT 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 work collaboratively alongside the Deputy and Assistant Headteacher:

- 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 CYP, 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 Directors
- 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

continued

Strategic leadership and accountability

- Work with Directors 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 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

- Work with the School Curriculum Leader to 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, directors 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

continued

Staff and resources management and development

- Ensure effective organisation and management of the school's business function.
- Work with the School Business Manager to 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 directors 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 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, directors 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 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

continued

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.

SEN

- Ensuring the school adheres to the SEN Code of Practice and other relevant legislation.
- Working with the 3 school SENCOs (Special Educational Needs Coordinators) to identify and support the needs of all pupils (90% with EHCPs / all with SEN).
- Developing and implementing SEN policies and procedures.
- Working effectively with multiple Local Authorities, therapists, parents, carers, and other professionals to support pupils



Headteacher Person Specification

Essential	Desirable
Qualified Teacher Status	
Knowledge of EHCPs and the process	
Understanding the unique dual roles of Birtley House as education provider to LA pupils and private pupils	Experience of being on a Governing Body
Has proven experience of leading successful Ofsted Inspections as a Deputy or Headteacher	Has been a SENCO
Ability to support parents and pupils who have previous negative school experiences	Knowledge of Independent School Standards or willingness to learn
Experience of working with Local Authorities, multi agency approach, external professionals such as therapists etc	
Minimum 5 years as Senior Leader (ideally in a Specialist School)	Completion of NPQH
Proven experience and delivery of of writing or contributing to School Self Evaluation Plans, School Improvement Plans and Ofsted Action Plans	Knowledge / Experience of developing the commercial and financial success of the school through pupil growth
Designated Safeguarding Lead Certificate	Team Teach (or equivalent) positive handling qualification
Safer Recruitment Certificate	
Willingness to extend personal and professional development	Experience of planning the curriculum across Reception, Key Stages 1 and 2
Experience of recruiting, managing and inducting staff	
Committed to deliver the best possible outcomes by meeting individual	
Able to provide inspiration and leadership	Able to work with directors to develop business
Have an empathetic and team-centered approach to managing, developing, and motivating staff and working with directors and governors	Experience of coaching and mentoring staff
Excellent people skills to deal with parents and carers	
Drive and determination when dealing with LAs and tribunals	

How to Apply

If you would like to discover more about this exciting opportunity, need any further information or have an informal discussion, please contact our retained consultant at Academicis, Ross Laird:
rlaird@academicis.co.uk or
01223 907979 / 07901 585959

Please email your application to, Ross Laird:
rlaird@academicis.co.uk

Timeline

Closing date: Monday 16th June 2025

Shortlisting: Monday 16th June 2025

Interview dates: Friday 20th June 2025



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Fawkham Road, West Kingsdown, Kent, TN15 6AY