

FORDWATER SCHOOL
Summersdale Road
Chichester
West Sussex
PO19 6PP

Our Aim:

To provide a safe, exciting and challenging learning environment where everyone can flourish.



HEADTEACHER APPOINTMENT PACK 2017



FORDWATER SCHOOL



Specialist School: SEN Cognition and Learning

Summersdale Road, Chichester, West Sussex, PO19 6PP

Telephone: (01243) 782475 Fax: (01243) 539210

E -mail: bursar@fordwatersch.co.uk

Website: www.fordwater.myedupress.co.uk



Dear Applicant

Post of Headteacher at Fordwater School, Chichester

Thank you for your interest in the above post. Our present Headteacher retires at the end of August 2017 after many successful years of service to the school. She has led the school to become graded by Ofsted as Good with Outstanding features (Jan 2013) and we are looking to welcome someone who will drive the school forward.

I am pleased to enclose an information pack which includes:

<i>Attached</i>	<i>To download</i>
Our Community thinks.....	School Prospectus
Job Description	Strategic Plan
Person Specification	Development Plan
Resource Statement	Summary SEF
Application Form	Ofsted Inspection Report

For further information please view our website. www.fordwater.myedupress.co.uk.

In your letter of application, please address the person specification and provide evidence of impact from your current/past experience by reference, where appropriate, to what you have learned about the school. We would also welcome a sense of your vision for our school. Your letter should be no more than two sides of A4 when typed.

Visits to the school are warmly encouraged: Please contact Trevor Hood, School Business Manager to make an appointment telephone 01243 782475 Email: bursar@fordwatersch.co.uk



Fordwater School Headteacher Pack

The closing date for applications is noon on Monday 24th April 2017 and interviews will be held over two days on Monday 15th May and Tuesday 16th May 2017.

Please send your completed application form and supporting letter to Schools Recruitment Team, Job Reference number 16229, West Sussex Capita Partnership, Ground Floor, The Grange, West Street, Chichester PO19 1RG, or email: hrschooldverts@westsussex.gov.uk .

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. There will be a need for the successful applicant to undertake a criminal record check via the DBS.

I look forward to receiving your application,

Yours sincerely,

Beryl Dyton
Chair of Governors

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OUR COMMUNITY THINKS

Our School Community is really important. We asked them what they would like their new Headteacher to be like:

The Pupils and Students said they liked Fordwater because it is:

a happy place where everyone is friends
where the teachers are kind, strict and fair, like their work and give them encouragement
a place where they can do good work

They said they would like their new Headteacher to be someone who is:

good at listening
kind and helpful
strict but fair

The Staff said they wanted someone who would:

safeguard the ethos of the school
be creative/think outside the box, allow inspirational teaching and new ideas
be inclusive, understanding and value everyone whatever their complexity of need
be willing to use staff strengths but also ensure staff are prepared to work anywhere
focus on meaningful progress in life skills, independence and creativity as well as core curriculum subjects
be organised and have excellent behaviour management strategies
have a clear vision to move the school forward

The Parents said they wanted someone who:

welcomes and includes them in the family of the school
ensures the safety and welfare of their child
is a good communicator and approachable
is friendly and fights their child's corner
who understands what it is like for a parent of a child with special needs

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HEADTEACHER JOB DESCRIPTION

<i>Pay Range:</i>	Group 5: Individual School Range: L 21 – L 27 (£63,779 - £73,876)
<i>Responsible to:</i>	The Governors of the School and West Sussex Local Authority

Main Purposes of the Job

- 7.8 To provide professional leadership for the school which secures its success and improvement, ensuring high quality education which inspires and motivates its pupils and improves standards of learning and achievement.
- 7.8 To work with and through others to secure the commitment of the wider community to the school and to maintain and develop the school's role within the community.
- 7.8 To be responsible for the leadership, internal organisation, management and control of the school, consulting appropriately with stakeholders.
- 7.8 To create a safe and caring environment for all pupils and staff by ensuring that the relevant policies are known and adhered to and to promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with.
- 7.8 To carry out the duties set out in the School Teachers' Pay and Conditions Document.

Main tasks

Qualities and knowledge

- 7.8 Establish and maintain a positive, welcoming ethos where all members of Fordwater school community feel valued and included and where all achievement is recognised and celebrated.
- 7.8 Maintain high morale, and lead by example in establishing positive relationships and attitudes towards the pupils and staff, and towards parents, governors and members of the local community.
- 7.8 Articulate a clear vision for the continued development of the school and drive the strategic leadership of the school.
- 7.8 To keep abreast of all current educational thinking, LA and government requirements
- 7.8 Translate and filter local and national policy into the school's context.
- 7.8 To be accountable to the Governing Body for the direction and control of the available human, physical and financial resources, including any delegated budget, according to the school's aims and objectives in consultation with other staff as appropriate.
- 7.8 Oversee and ensure the school's accountability to other agencies that work on behalf of children and families

Pupils and staff

- 7.18 Be responsible for the appointment of high quality teaching and non-teaching staff and to ensure levels of performance necessary to achieve the agreed aims and objectives of the school.
- 7.18 Ensure all staff are enabled and supported to provide the best educational provision for our pupils
- 7.18 Ensure equality of opportunity for all through the schools policies, procedures and practices.
- 7.18 Ensure that pupils receive high quality education designed to promote excitement and enthusiasm in learning, leading to the best possible outcomes for each child.
- 7.18 Ensure that the progress of each pupil is monitored and recorded, and targets are set so that the most appropriate decisions can be taken with regard to the next step in his/her education.
- 7.18 Ensure that the assessment requirements of the National Curriculum for special schools are appropriately carried out.
- 7.18 Ensure that the activities in which pupils are engaged are conducted in a disciplined, safe and healthy environment.
- 7.18 Ensure multi – agency support is effective in meeting the holistic needs of every pupil.
- 7.18 Promote outstanding teaching through rigorous Performance Management, CPD opportunities and coaching.
- 7.18 Establish an exciting, stimulating and appropriate curriculum designed to maximise each pupil's learning.
- 7.18 Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- 7.18 Enable potential leaders to develop their skills and support effective succession planning

Systems and process

- 7.18 Ensure all policies and practice are current, regularly reviewed and meet statutory requirements including all aspects of Health & Safety.
- 7.18 Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and supporting positive behaviour in school and in the wider society.
- 7.18 Continuously review and develop the school buildings and resources to meet current needs.
- 7.18 Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- 7.18 Be accountable for the efficiency and effectiveness of the school to the Governors and others, including pupils, parents and other stakeholders.
- 7.18 Advise, assist and inform the Governing Body in the fulfilment of its responsibilities.
- 7.18 Be accountable to the Governing Body for the maintenance of high standards of care of the school environment and the health and safety of all staff, pupils and visitors to the site

The self-improving school system

- Work closely with the LA and other schools and networks to promote best practice
- Develop the role of Fordwater in supporting pupils with SEN throughout the area
- Establish a system of high quality training and CPD for all staff
- Work closely with other West Sussex Special Schools to ensure the best possible provision within our schools
- Represent the West Sussex Special Schools on a variety of forums, advisory and management groups.
- Establish effective systems of self-assessment for all aspects of school life
- Work closely with the local community to support all aspects of Fordwater pupils' development
- Establish effective relationships with the local community, other professionals and colleagues to improve outcomes for pupils.

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HEADTEACHER PERSON SPECIFICATION

Qualifications		<i>Essential/ Desirable</i>	<i>Application/ Interview</i>
1.	Qualified Teacher Status	E	A
2.	Graduate level qualification	E	A
3.	Successfully completed or currently studying for a leadership qualification e.g. NPQH or carry proven experience as an existing Headteacher	D	A
4.	Evidence of recent and relevant CPD in Special Education	D	A
5.	Advanced qualification in Special Educational Needs	E	A
Professional Experience			
1.	Evidence of successful teaching experience in a special school working with pupils with a range of special educational and complex learning needs including PMLD, SLD and ASC	E	A
2.	At least three years recent successful experience as a Deputy/Assistant or Headteacher in a special school	E	A
3.	Evidence of success of monitoring, evaluating and improving the quality of teaching and learning in a special school	E	A
4.	Evidence of working with the National Curriculum and Post 16 provision in special education	E	A and I
5.	Evidence of working effectively with the school community and external partners including health and social care	E	A and I
6.	A professional knowledge of the role of the Governing Body and experience of working effectively with governors.	E	A and I
7.	To have undertaken appropriate safeguarding training and experience of ensuring that all systems, processes and CPD are in place to ensure that safeguarding requirements are met	E	A and I
8.	Experience of analysing achievement data in a special school and reporting appropriately to stakeholders	E	A and I
Qualities and Knowledge			
1.	Detailed understanding of current educational developments and statutory requirements	E	A and I
2.	A thorough knowledge and understanding of curriculum provision and assessment systems in Special Education	E	A and I
3.	Knowledge and understanding of effective teaching and learning for pupils with complex needs and the ability to promote high expectations for pupil outcomes throughout the school	E	A and I
4.	A thorough understanding of the Special Educational Needs and Disability Code of Practice and its implications for pupils and families. Working effectively with other services to support pupil achievement.	E	I

Professional Skills		<i>Essential/ Desirable</i>	<i>Application/ Interview</i>
1.	Ability to lead by example and provide a clear strategic vision and direction for the school in collaboration with the Governing Body through appropriate consultation	E	A and I
2.	Ability to formulate aims, policies and strategic plans through appropriate consultation and collaboration. Monitor, evaluate and review their impact	E	A and I
3.	Ability to lead whole school improvement initiatives that have a positive impact on pupil achievement	E	A and I
4.	Ability to identify professional development needs of all staff through performance appraisal and assessment and to promote professional development through appropriate CPD and support	E	A and I
5.	Ability to address the welfare needs of staff and maintain high morale	E	A and I
6.	Ability to lead by example in establishing positive relationships and attitudes between all members of the community	E	A and I
7.	Ability to demonstrate sound financial strategy and resource management	E	A and I
8.	Evidence of a clear vision and an innovative approach to teaching and learning when leading change	E	A and I
9.	Ability to work collaboratively with other schools and agencies to further develop partnerships and learning networks	E	A and I
10.	Ability to promote a highly positive ethos based on the school's values	E	A and I

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RESOURCE STATEMENT

We are a Group 5 School

Currently on roll we have 117 pupils

Our income this Financial Year is expected to be £2.6m

Our Expected Expenditure is £2.5m

Staffing is 78 % of our annual budget

We have 21 Teachers and an Assistant Headteacher

We have 79 Support Staff

We have 14 Administration and Maintenance Staff

Fordwater maintains a confident position in relation to its current staffing structure and is well placed to support the ever changing needs of the children. Our general financial position provides us with the ability to provide the best possible resources all year round. Through regular consultation with the governing body we ensure the continuity of a robust financial position and meet regularly to review our current financial forecast vs planned budget. We pride ourselves in procuring 'Best Value' services in order to maintain a healthy financial position coupled with exceeding the needs of the children.

With the pressures on schools to manage within a decreasing funding environment there will undoubtedly be challenges that lie ahead. We will adapt as the need arises and ensure that we use our resources effectively to meet the needs of both children and staff.