

PINEWOOD SCHOOL ACADEMY TRUST



Headteacher Recruitment Pack

Autumn Term 2024



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Welcome from the Chair of Trustees

Thank you for your interest in the Headteacher role at Pinewood School. I hope you find this pack an informative introduction to our school.

It is with great enthusiasm that I write to invite applications for the position of Headteacher at Pinewood School Academy Trust, commencing in January 2025.

Our school, located in the heart of Ware, Hertfordshire, is a specialist SEN setting dedicated to pupils with Learning Difficulties, Autism, and Speech, Language and Communication Needs.

As Trustees, we are proud to serve the local community and contribute to the school's vision to help all our pupils be the best they can be. Pinewood School Academy Trust has a proud history of fostering an inclusive and supportive environment where every student can thrive and achieve their full potential. Our commitment to academic excellence and holistic development is at the core of our ethos.

In February 2024 Ofsted judged our school to be 'requires improvement' but we are making great strides to address our focus areas for improvement with the support of a HFL School Effectiveness Adviser.

We offer excellent opportunities for professional development within a friendly, supportive staff team, with a supportive and engaged Board of Trustees who are passionate about the school and dedicated to staff and pupil wellbeing.

For further information about our school, please visit our website at www.pinewood.herts.sch.uk or contact me to discuss the role at governors@pinewood.herts.sch.uk.

We would also be pleased to meet you and show you around our school. Please contact the school office on 01920 412 211.

Thank you for your interest in Pinewood School Academy Trust. My colleagues and I wish you the best with your application and look forward to meeting you.

Yours sincerely,
Mr Robin Cregan
Chair of Trustees



Our school vision

“ **Be the best you can be.** ”

Our aim is for everyone to engage in learning, activities and events that help them improve as a person. For our pupils we want them to be happy, develop their learning skills, knowledge and independence, so that they are more able and ready to engage in their community and further education. We want them to be able to self-regulate and understand their own behaviour, the difference between right and wrong, celebrate difference and to have their own voice.



Pinewood community share the following values:

Brave

Trying new things, persevering when things are hard, speaking out when something isn't right, giving an opinion, talking about your feelings, representing the school at events

Happy

Enjoying positive and healthy relationships with other people, being proud of who you are and what you have achieved

Independent

Taking on responsibility, making decisions, taking risks, knowing what support you need

Kind

Helping others and yourself, celebrating each other's successes, celebrating difference, respecting others, following the school code of conduct, looking after the school building and grounds and community spaces

Our vision and values are the focus of everything we do and are supported by the code of conduct.

About our school

Pinewood School Academy Trust is a successful mixed 11-16 secondary school for pupils with a diverse range of learning difficulties. Our official pupil number is 196 but due to popularity of the school, we tend to run at 10% over that figure (current population is 210). The school is located in a very attractive rural area of East Hertfordshire with extensive, landscaped woodland and within walking distance of Ware town centre and train station.

We are committed to the personal development of each of our students and staff and strive to support every individual to be the very best they can be.

We have a wide and varied programme of curricular and extra-curricular activities designed to fully equip our students to be successful, happy and valuable members of the community. We hope our building project too will provide great interest for our students as part of the programme.

We are currently undergoing an exciting redevelopment project to enhance our facilities and resources. This initiative is part of our ongoing commitment to providing the best possible learning environment for our students and is a fitting metaphor for us in this time of change and development. Following our Ofsted inspection earlier this year we are embarked on an ambitious course to drive up standards with support from the DfE, and this is an exciting opportunity for our new headteacher to help steer that transition.

We need an ambitious and talented leader to steady the ship and take our school community with us on this exciting journey.

At Pinewood, we believe in developing independent learners who are well-prepared for adult life. Our dedicated staff work tirelessly to create a happy and safe learning atmosphere, ensuring that each pupil receives personalised support tailored to their unique needs.

We are committed to excellence in education, and our curriculum is designed to offer both academic rigor and opportunities for personal growth.

We take great pride in our role within the local community and continuously strive to make a positive impact on the lives of our students and their families.

Pinewood School Academy Trust is more than just a school; it is a community where students are nurtured, supported, and celebrated. We invite you to join us in our mission to provide outstanding education and care for every student.



Key facts and statistics

Type of school:
Special School
Single Academy Trust

11-16
Age range

210
On roll



Rated
**Requires
Improvement**
Feb 2024

WAS

Wellbeing
Award for
Schools

100%
SEND

35.2%
Pupil
Premium

41.9%
FSM

3.7%
EAL



Our new Headteacher

Our new headteacher will be a strong and experienced leader with a passion for educational excellence and a commitment to fostering a positive and inclusive school environment.

They will bring a proven track record of success in delivering excellent teaching and learning within a SEND context and will be adept at implementing and supporting innovative teaching practice. With exceptional communication skills, our new headteacher will inspire and motivate both staff and students, creating a culture of continuous improvement and lifelong learning.

This is an exciting time for Pinewood with our new building on the way, and we are seeking a headteacher with a courageous and innovative approach, who is committed to upholding our school's values, and able to successfully lead and manage change to deliver excellent education for all our students. They will be instrumental in shaping the school's vision and strategic direction, ensuring that every child receives a high-quality education in a safe and supportive environment.

Our new headteacher will need to build strong relationships within the school community, engaging effectively with students, staff, parents, trustees and other local stakeholders. They will be a collaborative leader who values teamwork and is dedicated to supporting the professional growth of all staff members. With a strategic mindset, our new headteacher will navigate the challenges of modern education, ensuring that our school not only meets but exceeds educational standards and expectations.

If you are an inspiring leader ready to make a significant impact, we encourage you to apply and join our dedicated team.



What we can offer

- ✓ A forward thinking and creative leadership team.
- ✓ A well respected, outward facing school with strong links in the local community.
- ✓ A dedicated, supportive and enthusiastic business operations team.
- ✓ Positive and established partnerships with our parents and the wider community.
- ✓ Friendly, motivated pupils who enjoy learning and developing their life skills.
- ✓ A challenging and highly supportive board of trustees.
- ✓ A culture of continual professional development.
- ✓ An inclusive working environment where everyone is valued and supported to be the best they can be.
- ✓ There is additional support available from a variety of services including HFL Education Business Management Services, Academy Financial Services, HR Services and Data Management Services, Financials Live support helpline and additional support for the Civica software.



Person specification

A candidate will only be considered for shortlisting and move forward in the remaining person specification criteria if they meet the initial essential criteria under qualifications, knowledge and experience.

It is important to provide examples using the STAR acronym (situation, task, action, result) relating to the person specification criteria.

Qualifications, knowledge and experience	Essential/ Desirable	Application stage	Assessment stage
Degree and Qualified Teacher Status	E	✓	✓
Experience of working with / teaching students with SEND in KS3, KS4 & KS5	E	✓	✓
Recent successful leadership experience as a Headteacher or Deputy headteacher	E	✓	✓
Thorough understanding of Child Protection and Safeguarding and commitment to safeguarding as part of the duty of care	E	✓	✓
Experience of leading safeguarding in a school	D	✓	

Professional development	Essential/ Desirable	Application form	Assessment stage
Evidence of appropriate and recent professional career development for the role of Headteacher	E	✓	
Has successfully undertaken approved safer recruitment training	D	✓	
Commitment to prioritising the continued professional development of all staff (including themselves) in the best interests of the individual, the team and the school	E	✓	✓
Successful track record of developing staff through effective performance management	D		✓



School culture	Essential/ Desirable	Application form	Assessment stage
Demonstrates an awareness of the wider educational context.	E	✓	✓
Ability to articulate a clear vision for the future and provide strategic direction for staff, students and the community.	E	✓	✓
Proven record of inspiring, enabling, and motivating others, promoting positive and respectful relationships across the school	E		✓
Ensures a culture of high staff professionalism, holds others to account	E		✓
Upholds ambitious educational standards for all pupils	E		✓

Teaching, curriculum & assessment	Essential/ Desirable	Application form	Assessment stage
Clear understanding of the curriculum and how to ensure this can be effectively accessed by all	E		✓
Reviews and monitors progress against agreed, measurable targets	E		✓
Absolute commitment to inclusion and to ambitious expectations for all our pupils, from low to higher attainers with SEND	E	✓	✓
Knowledge and experience of working with children with SEND.	E	✓	✓
Able to understand the needs of children with challenging behaviours and develop strategies to successfully manage this	E		✓
Experience of deploying and managing staff to deliver effective outcomes	E		✓

Working in partnership / Governance & accountability	Essential/ Desirable	Application form	Assessment stage
Experience of working with governors/trustees, parents, school improvement partners , other schools and organisations to improve out-comes for pupils	D	✓	✓
Understands and welcomes the role of effective governance, upholds their obligation to give account and accept responsibility	E		✓
Experience of managing school finances effectively, understanding their contribution to school development and pupil outcomes	D		✓



Organisational management / continuous school improvement	Essential/ Desirable	Application form	Assessment stage
Have had active involvement in effective school self-evaluation and development planning	E	✓	✓
Have had responsibility for whole school policy development and implementation	D		✓
Experience of leading change effectively and successfully	E		✓
Clear commitment to promoting health and safety and the wellbeing of children and staff	E		✓
Ability to review and analyse key data to develop evidence-informed strategies for school improvement	D		✓
Personal Qualities / Ethics and professional conduct	Essential/ Desirable	Application form	Assessment stage
Passion for education, coupled with ability and enthusiasm to see every child fulfil their potential	E		✓
Excellent communication skills, including written communication	E		✓
Visible and approachable, empathetic and enjoys engaging and inspiring children and others	E		✓
Adaptable leadership style, 'hands on' when required, balanced with knowing when to delegate	D		✓
Capacity for sustained hard work with energy and enthusiasm	E		✓
Able to take a dynamic approach to the changing needs of the school population	E		✓
Demonstrates consistently high standards of principled and professional conduct both within and outside school, upholding the Seven Principles of Public Life at all times	E		✓
Upholds fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs	E		✓



Job description

Main purpose:

- The core purpose of the headteacher is to provide professional leadership and management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.
- To gain this success, the headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all students.
- Forge a compelling vision to guide the school to its next stage of development. To utilise leadership skills to enable our school and wider school community to comprehensively fulfil our vision.
- Develop a strategy with our community and other schools in order to provide clear educational pathways for our students as they grow older. Ensure sustainable growth and financial security for the school.
- Meet the expectations set out in the headteachers' and teachers' standards.

N.B. The duties listed here are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.



Key responsibilities:

Shaping the future:

- In partnership with the Board of Trustees, work with students, staff and families to lead a vibrant School community and continue the school's excellent progress.
- Work with the local authority, local schools, parents, carers and young people, to ensure that students who would be appropriately placed at the school are admitted as swiftly as possible.
- Be forward-thinking in the future development of the school and in increasing sphere of influence.
- Lead with a clear and articulate vision, showing personal and professional commitment to that vision at all times and remaining motivated when under pressure.
- Develop effective relationships with fellow professionals and colleagues in other schools, organisations and public services to champion best practice and improve academic and social outcomes for students.
- Engage positively with students, parents, trustees and the wider community.

Leading Teaching and Learning:

- Understand the local, national and global influences on learning developments in the field of special education and look at current practice, policy and research to inform teaching and practice.
- Seek to provide the very best learning environment and experiences for the students including the use of current technologies, making learning creative and exciting, and leading to the greatest range of life choices for them.
- Lead and model effective teaching and learning practices, securing high levels of performance accountability from all staff to overcome disadvantage and to advance equality.
- Maintain a strong value-based ethos within which staff are motivated and supported to develop their own skills and subject knowledge and to support each other, providing opportunities for staff to engage in on-going high quality professional development.
- Hold staff to account for their professional conduct and practice.



Managing the organisation:

- In the ongoing pursuit of aspirational progress and focussed planning, ensure that effective and transparent tracking, target setting and assessment processes increase achievement and attainment in the development of a lifelong adoration of learning.
- Distribute leadership and management throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold others to account for their decision making.
- Provide a safe, calm and well-ordered environment for all staff and students, focused on making sure students are kept safe from harm and are well prepared for effective learning.
- Ensure that high quality staff are recruited, induction practices are effective and that professional development opportunities and effective succession planning support retention.
- Ensure that line management and accountability are effective in securing high standards.

Health and Safety:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
- Promote the safety and wellbeing of students at all times.
- Maintain good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment.



To gain this success, the headteacher must

- Have regard to the [National Standards of Excellence for Headteachers](#) at all times.
- Demonstrate consistently high standards of principled and professional conduct both within and outside school.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Always serve in the best interests of the school's students.
- Establish high quality education by effectively managing teaching and learning to realise the potential of all students.
- Forge a compelling vision to guide the school to its next stage of development.
- Develop a strategy with our community and other schools to provide clear educational pathways for our students as they grow older.
- Ensure sustainable growth and financial security for the school.

Appointment is subject to the current conditions of employment of headteachers, contained in the [School Teachers' Pay and Conditions document](#), the [School Standards and Framework Act 1998](#) and all other current education, employment and health and safety legislation.



Important information

Pay range:	L27-L33 (£90,718-£104,887)
Start date:	January 2025
Closing date:	Friday 11 th October 2024, 09:00
Shortlisting date:	Monday 14 th October 2024
Interview date:	Monday 21 st October 2024
To discuss the role:	Please contact Chair of Trustees, Mr. Robin Cregan, at governors@pinewood.herts.sch.uk
Visit to the school:	Please call the school office on 01920 41 22 11 or email admin@pinewood.herts.sch.uk and we will organise a mutually convenient time for your visit
School website link:	www.pinewood.herts.sch.uk
Send your completed application:	leadership.recruitment@hfleducation.org



Pinewood school academy trust is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2024).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

Application process

How to apply

This recruitment is managed by HFL Education, in line with the latest guidance on safer recruitment. Please apply online at www.teachinherts.com or send your completed application form to: leadership.recruitment@hfleducation.org You can also contact us on 01438 544476.

Application Form

Applicants must use the standard application form provided (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. Include all the training you have completed, particularly those in recent years which have helped to prepare you for headship.

Person Specification and Personal Statement

When writing your personal statement, it is important you address each of the requirements in the person specification. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

References

Please make sure your referees are aware of your application and that they can provide a swift turn around. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact. One referee will be your last Headteacher or Chair of Governors.



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