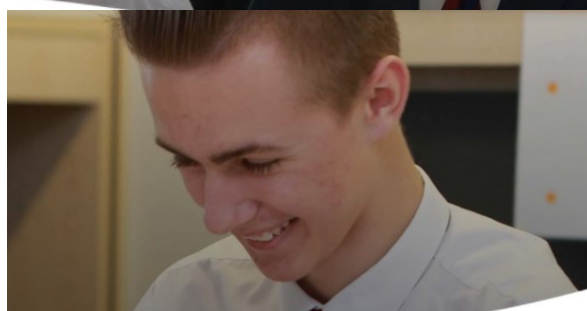




# Thriftwood

## Phase Leader with Key Stage 5 Responsibility

### Candidate Information Pack



Thriftwood is part of SEAX Trust

Contact: SEAX Trust, Fox Crescent, Chelmsford, Essex CM1 2BN

Telephone: 01245 963006



# Headteacher's Letter



Thriftwood School & College

Fox Crescent

Chelmsford

Essex CM1 2BN

Telephone: 01245 262771

Email: [admin@thriftwoodcollege.com](mailto:admin@thriftwoodcollege.com)

Website: [www.thriftwoodschool.com](http://www.thriftwoodschool.com)

*Dear Candidate*

Thank you for your interest in this post. I hope this Information Pack will help to give you an idea of the culture and commitment at Thriftwood.

Thriftwood is part of the SEAX Multi-Academy Trust and is situated on two sites in Chelmsford. Thriftwood School is sited in Galleywood and our College is on the other side of town in Melbourne.

We are a day school and college, catering for children and young people aged 7 to 19 years who have moderate learning difficulties - including multiple and complex needs - such as autism and speech, language & social communication difficulties.

We offer a tailored curriculum which focuses on key skills, whilst also providing a broad and engaging knowledge base. Promoting independence and personal and social skills are fundamental to every lesson.

We strongly believe in creating a culture of achievement and recognition, in which pupils want to participate, developing responsibility, tolerance and respect for others. We are inclusive and strive to work together to help our pupils reach their full potential.

Choosing to work with us will allow you to further your career in a provision which has been rated 'Outstanding' by Ofsted on all three of its last Inspections. You will be working with a range of exceptional practitioners and have the support of a friendly, caring team. At Thriftwood, every day is a buzz of activity, enjoyment and learning where our personal care for each other features in everything we do.

I hope we will have the chance to share more of Thriftwood's unique character with you and that we can look forward to receiving your application in due course.

*Georgina Pryke*

**Mrs Georgina Pryke, Executive Headteacher**

# Job Description



## SEAX Multi-Academy Trust

<b>Job Title:</b>	<b>Phase Leader</b>
<b>Grade:</b>	<b>STPCD Leadership Points 3-7</b> <b>Actual Salary: £44,331 to £49,019 per annum</b>
<b>Based at:</b>	<b>Thriftwood School and College with the ability to travel between sites, as required</b>
<b>Reports to:</b>	<b>Executive Headteacher, Innovation and Development Lead, School/ College Lead</b>
<b>Responsible for:</b>	<b>Wider Leadership and Management of the Academy, promoting high standards in all areas, with particular focus on allocated phase</b>
<b>Liaison with:</b>	<b>Executive Headteacher, Senior Leadership Team, Teaching and support staff, pupils, parents/carers, SEAX Trust</b>
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>• Working with the Senior Leadership Team, and SEAX Trust; making a significant contribution to strategic direction</li> <li>• Responsible for providing professional leadership and management of the Academy focusing on an agreed phase of education</li> </ul> <p>Professional duties must be carried out in accordance with:</p> <ol style="list-style-type: none"> <li>a) the provisions of all applicable legislation</li> <li>b) the instrument of governance of the Academy</li> <li>c) any rules, regulations or policies made by the AC/EC or the SEAX Trust</li> </ol>
<b>Principal Accountabilities:</b>	<p><b>In consultation with the Executive Headteacher and Senior Leaders:</b></p> <ul style="list-style-type: none"> <li>• Ensure high standards are maintained and continue to improve the quality of teaching, learning and outcomes for all pupils</li> <li>• Actively promote the positive ethos and culture of the Academy and demonstrate excellent classroom practice</li> <li>• Be an excellent role model in terms of professional conduct</li> <li>• Ensure the leadership of the Academy provides a safe and secure environment where equality, safeguarding and the wellbeing of the individual are embedded in all policies and practices</li> <li>• Demonstrate excellent communication and organisational skills in leading the curriculum and teaching across the phase</li> </ul>

# Job Description



**The over-riding expectation is that employees and those engaged to work in the Trust will adopt high standards of personal conduct, in order to maintain the confidence and respect of their colleagues, pupils or students, the public in general and, indeed, all those with whom they work or come into contact with in the course of their employment or engagement by the individual academy.**

**This job description should be read in conjunction with the National Standards of Excellence for Headteachers (2015) which define high standards within a self-improving school system. These standards are not duties and responsibilities, but intended as a guidance to underpin best practice.**

## **Job Description: Phase Leader**

To contribute to the Academy Development Plan for Thriftwood, in conjunction with the Executive Headteacher and Senior Leadership Team, in the context of local and national developments.

### **Job Purpose:**

- To be accountable for providing professional leadership and management of the Academy, with particular focus on a given phase, in order to promote high standards in all areas of the Academy's work, sustaining and developing its 'Outstanding' status.
- As a Phase Leader, work within (or towards) the Headteacher Standards
- Lead by example in all aspects of the work
- Uphold the Academy's values and provide strong & visible leadership, which promotes and maintains a culture of high expectations throughout the Academy
- Support the Executive Headteacher to implement and evaluate the Academy's policies, practices and procedures
- Play a significant role in supporting strategic decision making as a member of the Senior Leadership Team
- Deliver key aspects of the Academy Improvement Plan
- Implement initiatives/improvements as defined in the AIP
- Lead new initiatives to secure further progress and continued development
- Set an example of personal integrity and a highly professional attitude to work, assisting all staff to maintain positive attitudes and excellent teamwork
- Motivate staff to create a shared culture, positive ethos and high ambition so that they are engaged and professionally fulfilled
- Support and motivate support staff across the Academy, encouraging and setting up opportunities for collaboration and sharing
- Champion the needs of all students, both academically and pastorally, working closely with staff to ensure students' needs are met
- Liaise with parents/carers and key professionals as part of a team working to support learner outcomes which will lead to all students being prepared for a life beyond education.

# Job Description



## Key Responsibilities:

- Lead the work of teachers in the phase to ensure that high standards are maintained and continue to improve the quality of teaching and learning and outcomes for all pupils
- Actively promote the positive ethos and culture of the Academy and demonstrate excellent classroom practice
- Work with the Innovation & Development Lead, as part of the team which will transform the curriculum to ensure that outcomes prepare the students for life beyond Thriftwood
- Be an excellent role model in terms of professional conduct
- Ensure the leadership of the Academy provides a safe and secure environment where equality, safeguarding and the wellbeing of the individual are embedded in all policies and practices
- Demonstrate excellent communication and organisational skills in leading the curriculum and teaching and support staff in the Phase Group.

## As a Phase Leader, you will:

- Be accountable for the leadership and management of the Phase, including responsibility for objectives within the Academy Improvement Plans
- Be accountable for securing the highest standards of achievement across the Phase, through a process of effective monitoring, evaluation, reporting and review of learning, progress and pupil outcomes
- Analyse and make effective use of relevant assessment information to set targets for improvement across the Phase
- Keep up to date with current trends, initiatives and research
- Liaise regularly with other members of the Leadership Team and other Phase Leaders, to ensure progression and continuity, reporting outcomes of Phase Meetings
- Prepare reports, evaluation of strategies and data analysis for the Leadership Team and Academy/Executive Committee as required
- Ensure the long-term Curriculum Map for the Phase is broad and balanced and is part of a clear progression of learning across Thriftwood with subject areas which will excite pupils and which are relevant to their learning needs. This includes organisation of: curriculum summaries, observation, work scrutiny, reports and the co-ordination of assemblies, performances, curriculum activities, trips, in conjunction with other members of the Leadership Team
- Support staff in managing pupil behaviours and liaison with parents
- Organise and deploy staff, including absence and cover arrangements, timetabling to ensure efficient use of time, staff and resources
- Support the Cover Supervisor with curriculum materials and long term plans when providing cover within the Phase
- Work with other members of the Leadership Team to develop and contribute to the CPD Programme
- Provide 'on call' responses to deal with staff/pupil/parent issues
- Carry out the duties of a Class Teacher, as set out in the Class Teacher Job Description, meeting the Teacher Standards
- As required, lead a curriculum area, as defined, on a yearly basis

# Job Description



- Identify pupils needing additional support within the department, liaising with the Cover Supervisor/Intervention Coordinator to organise, plan and monitor interventions
- Effectively support the transition of students into the Phase and on from the Phase
- Demonstrate personal resilience and perseverance in the face of challenging circumstances
- Undertake pupil supervision duties including at lunchtime, break-time and early morning transport, as part of the Senior Team
- Undertake such duties at the discretion of the Executive Headteacher as may reasonably be required by the changing needs of the Academy.

## Health & Safety

- Support the safety and well-being of pupils and staff
- Promote good order and positive relationships amongst pupils and staff.

## Safeguarding

- Maintain own personal responsibility and accountability for safeguarding and promoting the welfare of all students within the Academy including:
- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- Operating clear whistleblowing procedures,
- Sharing information, with other professionals
- Operating safe recruitment practices
- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- Upholding clear policies for dealing with allegations against people who work with children.

## Working with Communities

- Working in conjunction with members of the Senior Leadership Team, help to build a Thriftwood community and culture that takes account of equality, diversity and inclusion, enabling pupils to see their own lives reflected in the curriculum as well as giving them broader, new experiences
- Foster and encourage partnership working between the Academy, Trust, parents/carers and the wider local community
- Collaborate and work with colleagues and other relevant professionals within and beyond the Academy including relevant external agencies and bodies.

## Personal and Professional Growth

- Outwardly display personal commitment
- Demonstrate high-level interpersonal skills in order to develop successful, motivated teams
- Demonstrate excellent leadership skills, including the ability to hold others to account
- Be well organised and achieve deadlines, submitting reports promptly and demonstrating the importance of an effective work/life balance
- Demonstrate the ability to critically reflect and self-evaluate
- Be an excellent role model in terms of professional conduct
- Demonstrate personal resilience and perseverance in the face of challenging circumstance

# Job Description



- Recognise the need to maintain own wellbeing
- Maintain a positive view of change
- Participate in professional development opportunities that support the role of an Academy leader
- Keep abreast of educational developments and best practice in leadership and management in order to implement appropriate innovation.

## General Duties

- Encourage **interaction and teamwork** within the academy and Trust; sharing ideas and new initiatives
- Actively engage in the **professional development programme**, monitor and assess own performance and take a proactive approach to professional development
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Comply with all **academy and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Executive Headteacher or the CEO of the Trust to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

## Person Specification: Phase Leader

### KNOWLEDGE & QUALIFICATIONS

#### Essential

- Qualified Teacher Status.
- Degree or equivalent.
- An extensive knowledge of differentiation for learners with special educational needs.

#### Desirable

- Evidence of further study.
- Knowledge and experience of specialist programmes and approaches for children/young people with Special Educational Needs (SEN) e.g. TEACCH, PECS.



# Person Specification



## PROFESSIONAL SKILLS & EXPERIENCE

### Essential

- Successful experience of teaching learners with special educational needs.
- A strong record of accomplishment of working with parents/cares.
- A proven ability to work with a wide range of professionals.
- A record of accomplishment of delivering outstanding lessons.
- The ability to maintain a work/life balance and awareness of own wellbeing.
- An understanding of how to use data effectively to track and monitor progress and show impact of actions.
- The ability and presence to communicate effectively in a range of situations.

### Desirable

- Leading role in the development and implementation of school improvement strategies.
- Ability to work autonomously and make effective appropriate decisions.

## PERSONAL SKILLS, QUALITIES & ATTRIBUTES

### Essential

- Passionate about the education of pupils who have SEN.
- Confidence and excellent interpersonal skills.
- A sense of humour and perspective.
- Excellent attendance and punctuality.
- Enthusiasm, stamina, energy and drive.
- Flexible and approachable.
- Committed to promoting equal opportunities.
- The ability to be reflective and self-critical.
- Strong organisation and time management skills.
- The ability to work as part of a team.

### Desirable

- The ability to enthuse and inspire others.
- Approachable, able to develop and maintain positive, professional relationships with others.
- High expectations of self, other staff and learners.
- Commitment to the broader life of the school.
- Good I.T. skills.



# Key Information



- Required:** 1st January 2022
- Visits:** Visits are subject to COVID regulations at the time. If you wish to visit, please telephone Thriftwood College on 01245 262779 to make arrangements.
- Closing date:** 12:00 mid-day on Monday 18th October 2021
- Shortlisting:** 19th October 2021
- Interview:** Thursday 21st October 2021 at Thriftwood College
- Salary and benefits:** STPCD Leadership Range Points 3-7  
Actual salary: £44,331 to £49,019 per annum

## Application process

Applicants must complete the SEAX Trust Application Form and submit it to the return address no later than the closing date above. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

## Selection process

Applications are ranked against the person specification for the role and those shortlisted will be subject to a face to face interview with the selection panel. There may also be a skills test/observation or practical assessment. Details regarding selection panel members and assessments will be made available to shortlisted candidates.

## Shortlisted candidates

Applicants shortlisted for the post will be notified as soon as reasonably practical upon completion of the shortlisting process.

## Referees

The referees for **all shortlisted candidates** will be contacted **prior to the interview date**. SEAX Trust may review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct, behaviour and suitability for employment in a school.

## Interview expenses

Please note: SEAX Trust does not reimburse candidates for interview expenses.

## Further information

Applicants who require further information or would like to visit should contact Mrs Kate Stannard, Director of HR at SEAX Trust on **01245 963006** or email **katestannard@seaxtrust.com**

**Candidates wishing to apply should download and complete the SEAX Trust application form available from: [www.seaxtrust.com](http://www.seaxtrust.com) and/or [www.essex.schoolsjobs.co.uk](http://www.essex.schoolsjobs.co.uk)**

# Thriftwood School & College part of SEAX Trust



## Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

**Provide outstanding educational experiences for children and young people with special educational needs and to**

**Put the well-being and achievement of pupils at the heart of all decision making**

Our greatest asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

## Be rewarded by us ...

We offer a clear and competitive **pay policy** and **progression route**; **Holiday pay** and **salary** which are paid *evenly* across the year for our support staff; Teachers and Local Government **Pension Scheme** facilities.

## Progress with us ...

A focus to provide high quality **professional development** opportunities for all staff;

An extensive range of **in-house training** opportunities;

Experienced and **dedicated practitioners** who are keen to help you learn;

A range of exciting internal **career opportunities**.

## Be inspired by us ...

**Challenging** roles and **recognition** of achievement;

A **motivational** strategy towards both education and business;

Staff **involvement** in wider decision-making.

## Be reassured by us ...

A strategic aim to ensure a **fair work/life balance**;

A **highly supportive** organisational culture;

A firm commitment to the strengths of **equality and diversity**;

A sense of **cohesion and belonging**;

A policy to raise **matters of concern**.

## Ask us ...

If you would like the opportunity to progress your career within the **SEAX Trust**, we would be delighted to hear from you. You can register your details and area of interest by contacting:

**Mrs Kate Stannard Assoc CIPD, Director of HR for SEAX Trust**

**Email: [jobs@seaxtrust.com](mailto:jobs@seaxtrust.com) Telephone: 01245 963000**

The **SEAX Trust** is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to satisfactory medical checks, enhanced DBS clearance and references.

**We look forward to hearing from you soon**