



Bluebell Park

**Assistant Head Teacher  
Complex Needs**

**Recruitment  
Pack**

**September 2019**



## Contents

1. Job Advert
2. Job Description (Generic AHT)
3. Job Description (Specific to Complex Needs)
4. Person Specification
5. Recruitment Process

Please visit our school website to find out key information about our school

[www.bluebellparkknowsley.co.uk](http://www.bluebellparkknowsley.co.uk)



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## **Assistant Headteacher – PMLD (Complex Needs)**

**Leadership Pay Scale: 12-16  
(£52,414 - £57,934)**

**To commence January 2020**

Bluebell Park provides Early Years, Primary, Secondary and Post 16 provision for 201 pupils with severe and complex learning needs. This includes pupils with Autism and PMLD. Some of whom exhibit challenging behaviour and some who have high medical needs. All pupils have an EHCP.

We are looking for an inspirational and experienced leader to join our senior leadership team on our journey towards becoming an outstanding school. We want an outstanding practitioner with a passion for high quality teaching and learning to support our pupils to achieve the best possible educational outcomes.

The Assistant Headteacher will:

- Have a teaching commitment and be responsible for the Complex Needs department in the school
- Have a specific whole school responsibility as a focus area dependent on the skills and knowledge of the candidate
- Assume the responsibility for day to day management of the department
- Be committed to providing outstanding education for our pupils through working collaboratively across multi-agency teams

We can offer:

- Exceptional pupils who are enthusiastic, motivated and keen to learn
- Becoming part of a friendly, supportive and ambitious leadership team
- A programme of support through induction and ongoing CPD opportunities

**If you are ambitious, committed, highly motivated, have high expectations and can make a real difference to the life of our pupils we want to hear from you.**

Applications are by an application form together with a succinct letter to the Headteacher stating how you meet the responsibilities in the job description and necessary qualifications in the job specification.

Application forms and Job Description are available from the above email or postal address.

**Visits to the school:** Please contact Jeanette Gallivan (Business Manager) to make an appointment

**Closing date and Shortlisting:** Friday 20<sup>th</sup> September @ 9.00 am

**Interviews:** Wednesday 25<sup>th</sup> September

Bluebell Park is committed to safeguarding, to promoting the welfare of children and adhering to the Equality Act 2010. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK.

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## Generic AHT Job Description - Assistant Headteacher

(This job description should be read in conjunction with the terms and conditions for those on the leadership spine and with those formulated for the specific role undertaken in the SMT)

### Strategic Leadership

- Lead by example in a way that motivates all involved with the school to achieve to their potential
- Provide objective and clear support when required to the governing body in a way that enables it to meet its responsibilities

### Planning and Setting Expectations

- Contribute to the creation and implementation of the school improvement plan with particular emphasis on your designated department / area of responsibility
- Ensure effective monitoring and evaluation of the areas of the plan within own designated department / responsibility areas

### Teaching and Planning Pupil Learning

- Contribute to a climate and code of conduct that promotes good teaching, effective learning and high standards
- Monitor and evaluate the quality of teaching and learning and the achievement of pupils as required
- Undertake teaching in a class/es for a specified number of days

### Assessment and Evaluation

- Monitor and regularly review the effects of relevant policies
- Assess, monitor and evaluate the effectiveness of target setting through IEPs

### Managing Own Performance and Development

- Participate in arrangements for appraisal for a defined group of staff
- Prioritise and manage time effectively
- Work under pressure and to deadlines

### Managing and Developing Staff and Other Adults

- Support activities that ensure that the ethos of the school enables staff at all levels to embrace learning in order to improve their own skills

### Managing Resources

- Work with the Governors and senior colleagues to recruit and retain staff of the highest quality
- The post holder will have specific responsibilities which are renegotiated with the rest of the leadership team at least every two years, to enable members of the team to develop a broad range of areas of expertise.

Sept 2019



## **AHT Specific Job Description – Complex Needs**

This is a Senior Leadership post which involves working closely with the Headteacher and other members of the Senior Leadership Team in the consideration of school leadership and management issues including planning, organisation, communication and decision making.

In addition to the requirements outlined in the generic AHT job description, the following responsibilities will be specific to the post:

- To provide a strategic lead for the Complex Needs curriculum (Structured / Sensory pathway)
- To formulate the Complex Needs curriculum contribution to the school improvement plan, providing clear direction and drive for the department
- To be the head of the Complex Needs department with general responsibility for the work and welfare of teaching and non-teaching staff in that department
- To maintain responsibility for the implementation, monitoring and evaluation of the Complex Needs provision
- To provide clear and effective communication and liaison within the Complex Needs department, with the Senior Leadership Team, colleagues throughout the school including integrated services team and concerned parent/carers and professionals
- To maintain responsibility for the welfare of all Complex Needs pupils and for discipline and conduct in the department
- To liaise with the Head of Lower School, Head of Upper School and Head of Post 16 and other concerned colleagues, concerning the transition of pupils into and from the department
- To ensure all Complex Needs pupils have a well maintained record of progress
- To maintain the responsibility of the monitoring of Off site curricular activities for Complex Needs pupils and liaise with appropriate professionals to ensure transition to adulthood is successful
- To co-ordinate all inclusive opportunities for Complex Needs pupils, be they within school, or involving other schools, including timetabling of pupils and staff

Sept 2019

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## Bluebell Park – Assistant Headteacher Person Specification

*The applicant will be required to safeguard and promote the welfare of children and young people.*

	Essential Criteria	Evidenced	Desirable Criteria	Evidenced
Qualifications and Training	Qualified teacher status (QTS) Current experience in working as a leader (eg TLR) in a school and/or holding or working towards a school leadership qualification	Application form Interview	Leadership / Management qualification Evidence of relevant further professional development	Application form Interview
Knowledge and Understanding	A clear vision for the curriculum and teaching and learning Evidence of being an outstanding teaching practitioner and to be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice Good knowledge and understanding of assessment, target setting and tracking, used to raise achievement Knowledge and experience of strategies to raise pupil achievement for all Good understanding of effective transition between key stages Good working knowledge of Safeguarding Able to demonstrate a clear rationale for behaviour management and how this translates to practice Experience in a range of key stages / classes / SEN Up to date knowledge of statutory regulations and guidance relating to the post	Application form Interview	Successful involvement in planning, implementing and evaluating initiatives to raise achievement Experience of OFSTED inspection in a special school Active / effective leadership of a curriculum / department / key stage area Experience of implementing and developing a whole school initiative Experience of coaching, mentoring or delivering INSET for staff	Application form Interview
Leadership and Management	The ability to think and plan strategically The ability to promote and maintain the highest standards in all aspects of the work of the school Ability to contribute towards the planning and implementation of the SIP and SEF Evidence of supporting and challenging teams to meet agreed targets	Application form Interview	Experience of conducting lesson observations and feedback Experience of leading performance management Successful management of change and innovation Experience of successfully managing a departmental or curriculum budget	Application form Interview

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Skills and attributes	<p>Can demonstrate the ability to ;</p> <ul style="list-style-type: none"><li>• Use own initiative</li><li>• To prioritise</li><li>• Manage own time effectively</li><li>• use a flexible approach in a variety of working situations.</li><li>• Be an effective team player that works collaboratively and effectively with others. To manage and resolve conflict.</li><li>• Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate)</li></ul> <p>Sense of humour and resilience Be aware of their own strengths and areas for development</p>	Application form Interview	Knowledge of using Data to improve the quality of teaching and learning.	Application form Interview
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## Recruitment Process

All potential candidates will need to complete a Knowsley Application form along with a succinct letter, outlining how you can meet the job description and person specification.

### Interview Process

If potential candidates are successful in gaining an interview they will be informed via phone call followed up by email confirming the specific details.

There will be the formal interview with a panel of up to 5 members.

Candidates will also be required to complete a variety of other tasks throughout the day.