



Raleigh

EDUCATIONAL TRUST



**Director of Curriculum and Assessment
- Special Schools**

Candidate information

Recruitment pack

Director of Curriculum and Assessment - Special Schools

L11 to L15 negotiable for an exceptional candidate

Dear Candidate,

Thank you for your interest in this exciting new role within the Trust.

Our aim is that children and young people will learn and develop the skills and character required to foster confidence, curiosity, creativity and empathy. We believe they will then progress with the confidence necessary to embrace life's challenges.

To support our vision and values, we are looking for an inspirational and passionate individual who will lead all aspects of curriculum and assessment across our special schools:

Westbury Academy

Is a special school in Nottingham catering for one hundred and fifteen pupils from nine to sixteen years. All pupils have been identified with social, emotional and mental health (SEMH) needs.

All needs are assessed through the Education, Health and Care plan (EHCP) process. The plan describes a child or young person's special educational needs, the support they need, and the outcomes they would like to achieve.

Westbury Academy is a good school (Ofsted, November 2022).

Woodlands Academy

Is a special school in Nottingham catering for eighty-five pupils from three to sixteen years who have a range of special educational needs.

Pupils have been identified with either social, emotional and mental health needs, autism spectrum disorder, speech, language and communication needs, severe learning disabilities and moderate learning disabilities. All needs are assessed through the Education, Health and Care plan (EHCP) process. The plan describes a child or young person's special educational needs, the support they need, and the outcomes they would like to achieve.

Following the first inspection as a member of the Raleigh Education Trust, Woodlands Academy is a good school (Ofsted, February 2020).

As part of your role, you will oversee the improvement of the quality of education in both schools, working closely with the Academy Principals and the Director of Education. Your main objective will be to provide strategic and credible support to ensure high standards of teaching and learning, resulting in improved student outcomes.

You will lead and motivate your colleagues to develop an ambitious curriculum based on solid pedagogical approaches to achieve this. Collaboration will be critical, and you will work with existing practitioners to encourage consistently strong teaching and learning across both schools.

We welcome someone with a proven track record who understands and values how this role works in partnership with others to help us achieve our educational vision of making a difference to our children's lives by **"Empowering through Education"**.

You will be able to demonstrate that you:

- Have a proven track record of innovating and succeeding in complex organisations
- Inspire and challenge colleagues to share the Trust's strategic vision
- Recognise changing vulnerabilities and priorities in our special schools and do what needs to be done to support them to improve and succeed
- Have consistently high expectations to improve outcomes for our children, young people and colleagues
- Are honest, approachable, adaptable, resilient, patient, motivated and an excellent communicator who can demonstrate that you work with integrity and respect for all
- Have excellent organisational skills and enjoy the challenges faced in special schools

This is a great opportunity to join our values-driven Trust based in the heart of the city of Nottingham.

Raleigh Education Trust, previously Raleigh Learning Trust, was established in 2017 with children and young people at the heart of what it does. It currently has 2 special schools, 2 pupil referral units and a larger than average primary school, though it has ambitions for growth and this role within the Trust will be important to our expansion strategy.

The Trust is committed to safeguarding and promoting children's welfare; we expect all staff to share this commitment.

We welcome applications from all and will consider each on merit.

If you would like an application pack, please visit <https://www.raleightrust.org/work-with-us/current-vacancies/>

If you would like to find out more about Raleigh Education Trust and the role, please contact Phil Willott, Director of Education (phil.willott@raleightrust.org)

Sean Kelly
CEO

About the application process

If you meet the criteria and you are enthusiastic about the role, we would welcome your application.

To complete the application, you will need the following documents:

1. Maximum of 2 A4 sides, outlining how you feel you meet the role and why you believe you can make a difference to children and young people
2. Completed application form and associated documents through the portal which can be found at <https://www.raleightrust.org/work-with-us/current-vacancies/>

Only candidates requested for interview will be contacted. If you are not invited, we thank you for your interest in this exciting new post with the Trust.

Job Description

Key responsibilities:

- Lead the development of assessment and curriculum for the Trust's special schools, ensuring that educational standards and regulations are met
- Oversee the development and implementation of effective timetables
- Provide guidance and support to senior / middle leaders and teachers on instructional planning, including lesson planning, assessment and differentiation
- Provide professional development opportunities for teachers helping them to remain current with the latest teaching approaches and techniques, technologies and research
- Manage the curriculum budget ensuring that it is used effectively to support the special schools' academic programme
- Work collaboratively with senior / middle leaders to plan objectives and KPI's in line with improvement plans
- Play a critical role in ensuring that academic programmes are of high quality and meets the needs of pupils
- Monitor educational trends and advancements to continuously enhance curriculum offerings
- Analyse pupil performance data to assess the effectiveness of the curriculum and teaching and learning
- Generate reports and presentations to communicate assessment outcomes and make recommendations to the Trust
- Establish and uphold quality assurance measures for curriculum delivery, assessment and pupil performance
- Conduct regular meetings and provide constructive, actionable feedback

Trust responsibilities

- Support and uphold the Trust's ethos, values, policies and procedures
- Apply and adhere to the Trust's Code of Conduct

- Act with professionalism and integrity at all times, promoting the Trust's values
- Comply with any reasonable request from the Principal to undertake work of a similar level or commensurate with the role / level of responsibility
- Comply with Data Protection legislation and follow the principles of GDPR
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust's and Academies EDI policies
- Promote a work environment that protects people's health and safety and welfare in accordance with the Trust's Health and Safety Policy

Person Specification

You should be able to demonstrate that you meet the following criteria	Measured by	
Knowledge and Qualifications	Required	Assessment
Graduate with Qualified Teacher Status.	Essential	A
Has undertaken sustained professional development.	Essential	A
Has achieved NPQH	Desirable	A
Knowledge of assessment at each key stage and working to external accredited qualifications.	Desirable	A B C
Extensive knowledge and understanding of educating pupils with special educational needs.	Desirable	A
Has extensive knowledge understanding of policies and legislation related to special educational needs.	Essential	A C
Experience		
Experience of working within special schools, in particular SEMH	Desirable	A C
Experience of senior management	Essential	A D
An excellent classroom practitioner with high expectations	Essential	A C D
Experience of timetabling and thorough understanding of curriculum development and strategic planning	Essential	A B C
Experience of assessment of at least one key stage.	Essential	A C
Experience of working with vulnerable pupils, families and external support services.	Essential	A C D
Has experience of OFSTED.	Essential	A C D
Has experience of working effectively with pupils with a wide ability range including gifted and talented and SEND children.	Essential	A B C D

Skills	Required	Assessment
Excellent motivational and communication skills that inspires and empowers others	Essential	A C D
Proven ability to lead and manage significant whole-Academy developments	Essential	A C D
An excellent teacher whose practice inspires and develops others	Essential	A C D
Outstanding organisational skills	Essential	A C D
Ability to monitor and evaluate the work of others; to offer support and intervention, where necessary	Essential	A C D
Personal Characteristics		
Conviction that all pupils can succeed and a commitment to securing the highest achievement for all	Essential	A B C D
A passion for working with pupils with special educational needs.	Essential	B C D
Be flexible and approachable, remain resilient under pressure and show a positive and energetic attitude to work	Essential	B C
Be personally committed to the development and welfare of every member of staff	Essential	C D
A commitment to the safety and safeguarding of students.	Essential	A C D

Assessment Criteria = A – Application, B – Assessment task, C – Interview, D – References



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