

Principal of Grafham Grange School

November 2021

Candidate Information Pack



Working together to transform lives

Introduction

Orchard Hill College & Academy Trust (OHC&AT) is seeking to appoint a Principal of Grafham Grange School who will take up the post in the Summer 2022 term or earlier. This pack sets out background information regarding Grafham Grange School, the organisation it is part of, key responsibilities of the role, the personal qualities, skills, experience and qualifications to undertake the role and the application process.

Location: Bramley, Surrey

Starting: Summer term 2022, or sooner

Salary: Fringe Leadership Pay Scale, spine points 21-27, £70,204 - £80,320 per annum

Welcome

Thank you for your interest in the role of Principal at Grafham Grange School. I very much hope the information we have provided gives you an insight into our school, the organisation that the school is part of and what we are looking for in this Principal post holder.

Grafham Grange School is a special school for pupils aged 10 to 16. All have Education, Health and Care Plans with Social, Emotional and Mental Health (SEMH) as their primary identified need, though the majority have additional special educational needs such as autistic spectrum conditions; speech, language and communication difficulties; ADHD; opposition defiance; medical conditions and attachment disorders.

At the very heart of Grafham Grange School is the desire to deliver to our young people an education that is equal to that received by their mainstream peers along with the very best professional support to allow them to overcome their individual barriers to learning and to find the skills and talents that evidently lie within them. We have a bespoke approach for each pupil/student ensuring that they are able to grow as self-confident individuals able to confidently take their next steps in their lives after their time with us.

Grafham Grange School is ideally situated, geographically, developmentally and strategically to become a leading SEMH Hub within and across the South East. We are a highly motivated, hardworking school, totally committed to providing life chances and opportunities for our young people in a caring, stable and safe but challenging environment.

Grafham Grange School is part of an established family of specialist academies that make up Orchard Hill College Academy Trust, which is currently comprised of 15 academies across London, Surrey, Sussex and Berkshire. The Trust was established in 2013 by Orchard Hill College and together Orchard Hill College & Academy Trust provide for over 1500 pupils and students with a wide range of learning abilities and additional needs.

Pupils and students within the OHC&AT family have a wide range of learning abilities and additional needs including complex autism; speech, language and communication difficulties; social, emotional and mental health; and physical disabilities including multi-sensory impairment and complex health needs.

Working together to transform lives is what we do and across the whole organisation we have a range of experts and practitioners who advocate for children and young people with SEND to ensure they receive the best possible opportunities to achieve their full potential.

It is an exciting time to be Principal of Grafham Grange School and part of OHC&AT and we look forward to receiving your application.

**Laurie Cornwell, Executive Principal/Deputy CEO
OHC&AT**

Our Curriculum

The curriculum at Grafham Grange School is broad, balanced and diverse.

The vision of the school, and as such the intention of the curriculum at Grafham Grange School, is to provide every child with access to an academic education at a level appropriate to them which is further tailored to meet their needs with opportunities for vocational learning. This is combined with support to help them to learn strategies to deal with the anxiety and challenges they face, which impacts on their belief that they can succeed in any form of education.

The school offers children, for whom education has been a challenge, a range of academic subjects giving them the opportunity to achieve at GCSE as they would be offered in mainstream education; there is no lowering of expectation. This pathway is then tailored to their individual needs. These individual needs may be met with GCSE examinations, Entry Level examinations, Functional Skills, BTecs, along with access to more vocational opportunities.



School Mission Statement

To build better futures for our students and their families, by working together to overcome barriers to emotional, social, and academic development. We will deliver an outstanding, inclusive, personalised curriculum through a multi-disciplinary approach in order to equip our young people with the skills and experiences needed to embrace life-long-learning.

Our Vision

The vision of Grafham Grange School and as such, the intent of the curriculum, is to be able to provide every child with access to an academic education at a level appropriate to them, further tailored to meet their needs with opportunities for vocational learning. This combined with support to help them to learn strategies to enable them to deal with the anxiety and challenges they face, which impact on their self-belief, will enable them to succeed in any form of education and beyond.

Values

At Grafham Grange School we believe that given the right environment, support and opportunities, each one of our learners can find their talent and strengths to make the most of the opportunities their futures will bring.



Working together to transform lives

Ethos

As a community of learners, families and colleagues OHC&AT believes that by working collaboratively, with energy and ambition we can always effect positive change. At the core of our ethos is the conviction that there should be no limit placed on what is possible and that everyone has the ability to be the very best they can be.

Mission

OHC&AT exists to support, enable and champion the talents, skills and rights of the most complex and vulnerable people in our society in order that we can release their potential, promote their wellbeing and transform their lives.

Values

As an organisation, we adhere to the seven principles of public life to drive our behaviours and provide a framework for our actions. These are: loyalty, openness, objectivity, selflessness, honesty, integrity and accountability. Within this framework, we have defined our own set of core values and behaviours based around the word 'create'.

Confident

Respectful

Equitable

Advocacy

Teamworking

Enabling

Quality Standards and Reputation



Every OHC&AT pupil and student receives exceptional provision.

Innovation and Specialism



Creative approaches to meeting complex needs are distributed across the organisation to maximise opportunities.

Development and Growth



We are responsive to local and regional need and have a clear moral purpose that impels us to generate a positive impact where we believe we can do so.

System Leadership



The collective thoughts and experiences of leaders and governance at all levels of the organisation are harnessed to enable.

Nurturing Talent



Investing in our staff, governance and volunteers to promote and liberate their talent, grow expertise, attend to their wellbeing and enable them to make the difference.

Key Strategic Priorities for 2019-2022

Job Description

Principal Grafham Grange School

Purpose of the post

Provide the professional leadership of the school to achieve outstanding success.

Key responsibility areas

- Strategic leadership and management
- Leadership and management of pupils'/students' attainment and progress
- Leadership and management of staff
- Leadership and management of the curriculum
- Leadership of learning and teaching and attitudes to learning
- Strategic Leadership of safeguarding and child protection
- Financial and resources leadership and management
- Management and control of risk
- Management of resources and premises
- Leadership and management of the Academy within its community

Strategic direction and development

The Principal will:

- Develop and communicate a clear strategic vision in close collaboration with all key stakeholders
- Motivate and empower others to carry the vision and values of the Academy forward
- To implement, manage and resource OHC&AT policies and to develop school based policy/procedures consistent with OHC&AT guidelines.
- Recruit pupils/students and staff, ensure the statutory requirements, the decisions of the Trust and its Local Governing Body and the needs of the pupils/students, their parents/carers and the community are met
- Manage a complex organisation effectively and ensure the successful implementation of developmental, and sometimes radical, change
- Work in harmony with the sponsor, governors, local schools and Academies and other partners as appropriate
- Ensure compliance with legislation and school and trust policies
- Promote equality, diversity and inclusion
- To support colleagues with the development of a programme of integration and inclusion in line with other partner schools

Teaching, learning and pupils/students

The Principal will:

- Meet the substance of the requirements of the National Curriculum
- Provide a motivational, broad and relevant curriculum underpinned by e-learning technologies
- Ensure pupils/students receive learning and support in compliance with their statements or Education, Health and Care Plans
- Ensure that the curriculum appropriately matches the diverse and individual needs of all pupils/students
- Achieve a sense of harmony through the effective management of pupil/student behaviour and attitudes to learning
- Involve pupils/students in the decision-making processes in the Academy by developing policies and practices that treat pupils/students as partners in the learning process
- Lead and manage pastoral care, pupil/student welfare, safeguarding (including e-safety) and anti-bullying procedures effectively
- Maintain effective assessment, recording and reporting systems of pupil/student progress, ensuring evidence is appropriate for supporting improvements and for Ofsted
- Maintain high expectations for pupil/student achievement especially where there is social deprivation
- Monitor and evaluate the curriculum for both quality and value for money
- Ensure high levels of consistent pupil/student attendance to promote high achievement
- Promote the Academy's commitment to child protection and safeguarding



Job Description, Principal cont...

Leading and managing staff

The Principal will:

- Lead on the recruitment and selection of teaching and support staff
- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels
- Optimise the contribution of all staff to ensure excellent quality of education and learning, to improve the quality of education
- Manage performance and lead on appraisal, utilising all staff by ensuring their professional development
- Create and maintain good working relationships among all members of the Academy community
- Promote the Academy ethos in which the highest achievements are expected from all members of the Academy community



Efficient and effective use of resources

The Principal will:

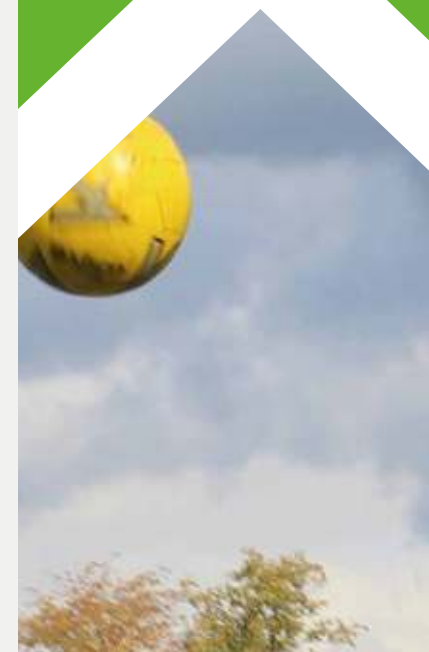
- Work directly with OHC&AT's Finance Director and consult with the Local Governing Body on the formulation of the annual budget in order that the Academy secures its objectives
- Plan, manage and monitor the curriculum within the agreed budget, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control
- Ensure effective use of funding streams, to ensure impact on learning and achievement
- Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements
- Ensure that the allocation and use of accommodation provides a positive learning environment that promotes the highest achievement for all
- Monitor and evaluate overall provision for value for money
- Seek to ensure adequate physical and learning resources for the Academy



Accountability

The Principal will:

- Work directly with OHC&AT's Finance Director and consult with the Local Governing Body on the formulation of the annual budget in order that the Academy secures its objectives
- Plan, manage and monitor the curriculum within the agreed budget, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control
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Principal Grafham Grange School Person Specification

ESSENTIAL ON APPOINTMENT	DESIRABLE, BUT COULD BE GAINED AFTER APPOINTMENT
1. Qualifications	
<ul style="list-style-type: none"> Qualified Teacher Status 	<ul style="list-style-type: none"> An advanced qualification in the education of pupils/ students with additional and/or complex needs NPQSL NPQH
2. Teaching Experience	
<ul style="list-style-type: none"> Substantial and recent experience of teaching pupils/ students with special needs, including SEMH and autism, to a high standard Experience of working effectively with young people who present with a range of challenging behaviour 	
3. Professional Skills	
<ul style="list-style-type: none"> Proven ability to demonstrate and lead outstanding classroom practice, including innovative curriculum development Proven ability to use assessment effectively to inform pupil/ student progress and to analyse data to help the target setting process Evidence of successful inter-agency and multi-agency partnership working, including with parents/carers 	
4. Leadership and Management	
<ul style="list-style-type: none"> Evidence of successful and recent experience in a senior leadership and management role in a school setting Evidence of successful joint strategic leadership with a governing body Proven ability in building and leading a staff team, including a dynamic Senior Leadership Team Evidence of successful experience in developing initiatives and managing substantial cultural and operational change Evidence of highly effective leadership of school improvement planning and school self evaluation processes, including appraisal, formal monitoring and reporting to governors Evidence of effective delegation and distribution of leadership to staff and effective follow-up to ensure tasks are completed to a high standard Ability to analyse situations, prioritise and to help to implement realistic, sometimes innovative, solutions in a timely manner Proven ability to robustly tackle staff under-performance 	<p>Evidence of innovative and creative work with parents and carers.</p> <p>Recent experience of Ofsted inspections and/or monitoring visits.</p>

ESSENTIAL ON APPOINTMENT	DESIRABLE, BUT COULD BE GAINED AFTER APPOINTMENT
5. Knowledge	
<ul style="list-style-type: none"> Knowledge and experience of current good practice and developments in special education and mainstream provision, including Ofsted frameworks and requirements Knowledge of how National Curriculum Programmes of Study can guide curriculum planning, including managing the transition to a revised, refreshed and creative curriculum Knowledge of arrangements for Y11 attainment and how pupil/student progress can be effectively demonstrated following the removal of National Curriculum levels Knowledge and understanding of the opportunities provided by various post-16 pathways and destinations, including the FE sector, traineeships and apprenticeships Knowledge of successful practice in relation to the teaching of pupils/students with SEMH and/or ASD Knowledge of how to promote independence and advocacy skills in children and young people with a range of special needs Knowledge of how to provide effective pastoral support for different groups of pupils/ students, including deep knowledge of positive behaviour support and effective approaches to supporting young people's emotional wellbeing and mental health Knowledge of current best practice and initiatives in relation to Safeguarding and Child Protection, including the most recent and high profile national agendas. Commitment to own continuing professional development 	<p>Particular strengths and/or interests in certain curricula areas</p> <p>An active interest in educational research.</p>
6. Personal Skills	
<p>Proven ability to:</p> <ul style="list-style-type: none"> Develop and communicate a clear strategic vision for school improvement allied to a well-articulated plan of action Generate enthusiasm for new ideas in both pupils/students and staff, and inspire others with confidence and professional autonomy Communicate effectively to a range of different audiences, orally and in writing Resolve conflict through active listening and negotiation, and problem solving, demonstrating a flexible approach and a willingness to listen to others Provide advice and guidance to families in a positive and clear manner Remain calm when working under pressure Prioritise effectively and manage a varied and complex workload to a consistently high standard 	
7. Philosophy	
<ul style="list-style-type: none"> Expectation of high achievement for all pupils/students, regardless of ability, need or starting points Evidence of understanding and commitment to equality of opportunity and diversity Respect for, and understanding of, pupils'/students' individual differences and how these may impact on their learning and progress Commitment to parent/carer partnership in education and pastoral support and developing links between school, home and the community Understanding and commitment to Child Protection, Safeguarding and emotional wellbeing 	

The Appointment Process

For an informal discussion about the role,
candidates are invited to contact:

Beverley Davidson

on **0203 897 7001**

bdavidson@orchardhill.ac.uk

to arrange a time to speak to our Deputy CEO/Executive Principal,
Laurie Cornwell

To apply for the role please use the Quick Apply option on the
TES portal.

If you have any queries, please contact **jobs@orchardhill.ac.uk**.

Please note that CV applications
will not be considered

Application deadline:

15th January 2022

Interviews on: **20th and 21st January 2022**

Grafham Grange School and Orchard Hill College and Academy Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.



www.ohcat.org

www.grafhamgrangeschool.org

