



Application Pack

Head of Specialist Provisions

Post title	Head of Specialist Provisions
Location	Based across our specialist provisions (currently within the Barnsley locality)
Salary & Grade	Leadership 9 - 13 £57,482 - £63,430
Hours	Full Time Permanent

Waterton Academy Trust are looking to appoint an outstanding leader to the post of Head of Specialist Provisions. Ambitious and dynamic, the postholder will provide effective leadership and management, establishing high quality teaching and a culture of inclusivity, excellence, and high standards. They will also be responsible for the drive, development and growth of our provisions and will work with the Head of SEND and Inclusion to inspire, motivate and challenge this area of the Trust.

We wish to appoint positive people who want to make a difference. Achievement focused, with a strong belief in inclusivity, you will be passionate, highly driven and will help play a significant role in the next phase of the Trusts development.

Your track record will demonstrate positive impact and the ability to develop and maintain positive working relationships. You will be an outstanding SEND practitioner with senior leadership experience, leading our provisions and being a driving force for innovation and excellence.

We are looking to appoint a Head of Specialist Provisions who will:

- Be an exemplary and inspirational classroom practitioner with a proven track record of raising standards and developing a culture of excellence.
- Have extensive experience of working with children with a range of complex needs.
- Be unrelentingly ambitious for the provisions, its pupils, its staff and the wider community.
- Have experience of leading change, having implemented and embedded sustainable curriculum and/or inclusion projects and having assessed their impact.
- Have experience of mentoring and/or coaching colleagues at different stages in their career.
- Be a strategic thinker with the ability to show resilience.
- Be a champion for inclusion, safeguarding and diversity.
- Be a skilled communicator capable of developing effective professional relationships and creating partnerships as a system leader.
- Be a positive team player who wholeheartedly promotes the values and ethos of the provisions and Waterton Academy Trust.

In return we can offer:

- Mentorship and support from an experienced and inspirational Head of SEND and Inclusion, and the opportunity to work with an active and engaged Governing Body (Academy Standards Committee).
- The opportunity to work alongside a professional, hardworking and motivated team of teachers and support staff committed to developing and raising standards.
- Access to professional development and support from a wide network of colleagues within Waterton Academy Trust, including a team of skilled school improvement professionals. This would include a tailored CPD package designed to support you in your role and in your future career aspirations.
- A firm commitment to your continuing professional development, including opportunities to collaborate and contribute within the trust and the broader education system.

- A positive school community with a strong focus on staff and pupil wellbeing.
- Motivated and engaged pupils who are keen to learn.
- A comprehensive health and wellbeing package, prioritising your physical and mental health through SAS.
- An attractive pension scheme, ensuring your future financial security.
- Access to cycle to work scheme, promoting a healthy and eco-friendly commute.

Next Steps

Interested candidates are encouraged to contact Laura Thresh, Head of SEND and Inclusion, for further information via lthresh@watertonacademytrust.org

We are always happy to talk to candidates who are thinking of joining our Trust. If you would like to arrange this, please use the contact details above.

Applicants are requested to submit a completed application form which can be downloaded from the recruitment page of the trust's website www.watertonacademytrust.org

Completed applications should be emailed to hr@watertonacademytrust.org by the closing date below.

Selection Timeline

- **Closing Date:** Midday on Monday 8th April 2024
- **Shortlisting:** PM - Monday 8th April 2024
- **Interviews:** W/C 15th April 2024
- **Start Date:** September 2024 (or sooner)

Dear Applicant

I am delighted to extend a warm welcome to you as you consider applying for the role of Head of Specialist Provisions at Waterton Academy Trust. This position represents a unique and profoundly impactful opportunity for an individual who is passionate about making a difference in the lives of children with special educational needs and disabilities (SEND) to lead across some of our specialist settings.

At Waterton Academy Trust, we pride ourselves on our commitment to inclusive education and our focus on providing exceptional learning experiences for all students, particularly those in our three specialist SEND settings. Our ethos is grounded in the belief that every child deserves the opportunity to achieve their full potential, and it is this belief that drives our work every day.

The role of Head of Specialist Provisions is critical to our mission. You will be working across our current two settings, as well as future settings, collaborating with dedicated professionals, and leading initiatives that directly impact the quality of education and support we provide. Your leadership will be instrumental in shaping our strategies, fostering an environment of continuous improvement, and ensuring that our standards of excellence are upheld and advanced.

Thank you for considering taking the next step in your career with Waterton Academy Trust. I look forward to the possibility of you joining our team and contributing to our shared vision of creating a more inclusive and empowering educational landscape.

Thank you for your interest in joining our team.



Dave Dickinson OBE
Chief Executive Officer

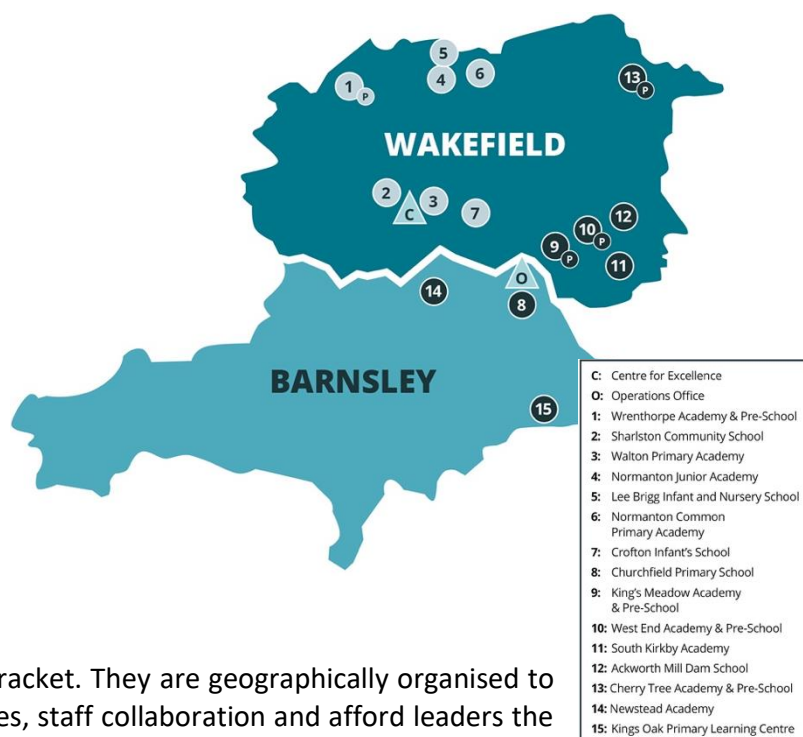


About Us

The Trust was established in July 2014, with Walton Primary Academy being the founding member. Over the last ten years, the trust has grown appropriately and strategically, not only in size, but also in the diversity of offer. By the end of 2024, the trust is projected to achieve a milestone with over 4,000 pupils enrolled, a team of more than 550 staff members, and a turnover in the region of £23million.

The trust operates across two key partnership areas, Barnsley, and Wakefield, and we believe is looked upon as a strong organisation and a valued and constant collaborator within the system.

All our schools fall into the primary age range bracket. They are geographically organised to promote opportunities to engage in hub activities, staff collaboration and afford leaders the ability to support, scrutinise and challenge at a more nuanced level.



An innovative approach to supporting our LA partners in Barnsley has resulted in the trust opening our first independent special academy in September 2023. Early indications are that these developments have been a great success, adding much needed capacity to the local offer and strengthening our relationships with LA partners.

In order to support our communities and ensure that our children get the best of starts to their education journeys, the trust has now opened four pre-school settings and has plans to open more in the coming years. We also have one new school in the process of joining the trust – Kings Oak Primary Learning Centre.

Academy Name	Joined	Type	PAN	LA	Hub
Walton Primary Academy	Sept 2014	Primary	315	Wakefield	West
Normanton Common Primary Academy	March 2015	Primary	315	Wakefield	West
Normanton Junior Academy	Aug 2015	Junior	360	Wakefield	West
Lee Brigg Infant & Nursery School	Oct 2015	Infant	135	Wakefield	West
Crofton Infant School	Dec 2015	Infant	180	Wakefield	West
Sharlston Community School	July 2016	Primary	315	Wakefield	West
Wrenthorpe Academy	April 2017	Primary	315	Wakefield	West
Cherry Tree Academy	April 2017	Primary	315	Wakefield	East
South Kirkby Academy	Sept 2016	Junior	240	Wakefield	East
Ackworth Mill Dam School	July 2017	Primary	210	Wakefield	East
Kings Meadow Academy	July 2018	Primary	315	Wakefield	East
West End Academy	July 2018	Primary	210	Wakefield	East
Churchfield Primary School	Dec 2019	Primary	420	Barnsley	East
Newstead Academy (Special)	Sept 2023	Special	35	Barnsley	East

Our Vision, Values and KPIs

The trust prides itself on its shared vision and values, and truly believes them to be embedded across the organisation. All schools interested in joining the trust are encouraged to examine the vision and values and ensure that they align with the ones that they hold.



Our Pupils

The trust operates in some of the most underprivileged areas in the region, and indeed in the country. Some of our schools are situated in areas of high deprivation. As a trust we value and prioritise pupil voice, pupil health and well-being, as well as curriculum enrichment across the trust. By placing pupils' voices at the forefront of our work, we ensure that their unique perspectives, needs, and concerns are not only heard but also integrated into the decision-making process, fostering a sense of ownership and empowerment.

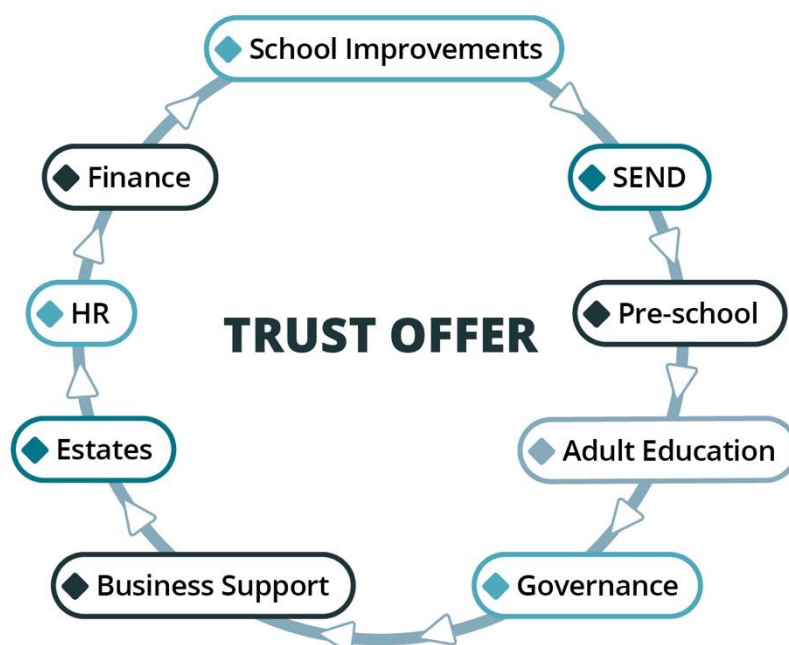
We provide a range of opportunities for children to participate in activities designed to enhance their experience of education in a Waterton school. This includes our elected Children's Parliament, who meet with the CEO and Headteachers to discuss their priorities for improvement. They received a letter of commendation from the former Prime Minister, Theresa May, for their outstanding work. Creativity is fostered through our arts network. Our roaming art gallery and our annual Waterton's Got Talent event offer all our schools the opportunity to showcase the work and talents of their pupils. This fosters creativity, and also engages parents and carers in celebrating the work of pupils across the trust. To promote healthy lifestyles, children are given multiple opportunities to compete in sporting events, including an annual gathering of all schools at our MATlympics event. Healthy lifestyles and nutrition are also promoted and encouraged through our Waterton Young Chef of the Year. Such experiences not only enrich our pupils' academic journeys but also contribute to their personal and social development.

Our aim is to ensure that every pupil in a Waterton school feels the benefit of being part of the trust, with their learning and experience of school being our number one priority. A snapshot of recent initiatives can be seen below.



Trust Offer

As a trust, Waterton has statutory and ethical obligations in relation to supporting our academies, and we look to meet these through the delivery of our Trust Offer. The trust has invested significantly in creating a substantial central team, and it is through this team and key external partners that the trust offer is delivered.



To support its aims and meet its obligations, the trust provides each of its academies with access to the same trust offer. The offer is categorised into two main areas, the **operations offer** and **educational offer**. Access to the trust offer is an entitlement regardless of current Ofsted rating, financial position, size, or provision status. The level of support provided is tailored according to current need, however the entire offer remains accessible to all academies at all times.

At the heart of our offer is our commitment to ensure our academies can concentrate on their primary role of delivering outstanding teaching and learning through evidence-based practice. Our offer therefore looks wherever possible to drive school improvement through CPD, challenge and support, whilst simultaneously removing the business-based burdens that prevent headteachers and senior leaders from being in the classroom or involved in school improvement work.



The trust offer provides a range of services delivered or procured centrally in order to provide our academies with the best possible value. Central support is provided in the key areas of Safeguarding, Governance, School Improvement, Finance, HR, IT, H&S, Estates Management and Data Protection. In addition, schools will have access to legal advice and marketing initiatives as required. The delivery of the core offer brings with it a cost that is incorporated into each academy's operational budget and is an integral part of not only the Waterton funding model, but more importantly the school improvement model.

Our SEND Offer

To read about our impact in 2022-23, please read our annual report to stakeholders available on the trust website.



We have made key developments in our SEND offer since the appointment of our Head of SEND and Inclusion. Inclusion and inclusive practices have always been at the forefront of our approach but adding this post to our existing structure has ensured that a tight focus and continuous cycle of development drives us forwards. The Head of SEND and Inclusion is responsible for ensuring that children across all our academies are effectively supported to ensure that they thrive and achieve their full potential. This includes ensuring that early identification of needs is in place and that high quality provision meets individual and group needs within this cycle. In addition to this workforce development across all levels is a key focus. Our professional development networks ensure that collaboration is the key. We have partnered with key stakeholders within the field of SEND and Inclusion to support our development. Part of this approach is a package of development led by the Head of SEND and Inclusion and David Bartram OBE.

A key development in this approach has been our development of our specialist settings. This work has been advanced significantly by our Inclusion Manager who is based at Churchfield Primary school. Our first specialist SEN unit is based at this setting and has shaped the model for our specialist settings. Our Churchfield setting caters for children in FS2 and KS1 who have communication and interaction needs. This is a 13 place unit and is led by our Inclusion manager.

In September 2023 we opened Newstead Academy, our first specialist school. Newstead caters for KS1 and KS2 and is a 25 place setting. This setting also caters for children with communication and interaction needs. We are extremely proud of our work in this area and the high-quality offer that our pupils receive. We are keen to drive this forward even further through our constant cycle of evaluation, reflection, and improvements.

We have a keen interest in developing this offer wider to work with our partnership Local Authorities to offer placements for children who require the environment that our settings provide. Due to this, and further planned expansion we are now looking to appoint a Head of Specialist Provisions to work across our current and future specialist sites across our partnership areas. This role will be key to help build our provisions further and lead strategically across the sites.

Job Description – Head of Specialist Provision

Job Title:	Head of Specialist Provision
Reporting to:	Head of SEND and Inclusion
Grade:	L9-13

Key job purpose	<p>The Head of Specialist Provision at Waterton Academy Trust plays a pivotal role in leading our special educational needs and disabilities (SEND) provision across various settings. This role demands a combination of strategic leadership through clear vision and drive for our specialist settings, a sound understanding of SEND particularly SEMH and C&I, operational management, and a deep commitment to inclusive education. The ideal candidate will have a proven track record in SEND education and a passion for making a significant impact in the lives of children with diverse learning needs. You will have a clear understanding of the four areas of need, with a strong understanding of communication and interaction needs and how to effectively meet these. Additionally, you will have a clear understanding of curriculum development and how to implement this.</p>
Key responsibilities	<ul style="list-style-type: none"> • Leadership and Management: Lead and manage SEND provision across the Trust's settings, ensuring high standards of education and care. Work effectively with our ASC and provide clear and regular updates. Provide mentorship and professional development opportunities for staff. Manage the role of Deputy Head of Specialist Provision to ensure continual improvement of standards and practice. • Strategic Development: Contribute to the strategic planning and policy development for SEND provision. Ensure equity and clarity of offer across provisions. • Teaching and Learning: Implement innovative approaches to enhance teaching and learning experiences for SEND pupils. Provide regular and thorough QA and monitoring activities to further improve and enhance the quality of teaching and learning. Lead assessment practices across the settings ensuring accuracy of assessments used and application of information gained. • Curriculum: Develop and drive forwards the current curriculum to ensure a clear focus on all curriculum areas but also development of PfA and independence strands. Ensure that the curriculum delivers appropriate challenge and is adaptable to individual need. • Quality Assurance: Monitor and evaluate the effectiveness of SEND provision. Implement continuous improvement processes to ensure compliance with legal and educational requirements. • Stakeholder Engagement: Foster positive relationships with parents, carers, and the wider community. • Financial Management: Manage the school budget ensuring funds are spent efficiently and in ways that impact positively on pupils and their development
Expectations of All Employees	<ul style="list-style-type: none"> • Contribute to and uphold the overall vision and ethos of Waterton Academy Trust. • Recognise own strengths and areas of expertise and use these to inspire, advise and support others. • Promote teamwork, working in partnership to ensure effective working relations. • Treat all users of the Academies within the MAT with courtesy and consideration. • Be aware and comply with all Waterton and Academy Policies at all times. • To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.

	<ul style="list-style-type: none"> • To be aware of and support difference and ensure equal opportunities for all. • To maintain a presence in local and national professional networks and through these, and other means, ensure a continuous overview of appropriate policies and developments to keep abreast of current and best practice. • To prepare policy and review papers as required and requested. • To participate in training and other learning activities and performance development as required. • To maintain confidentiality at all times in respect of Academy related matters. • Other duties commensurate with the grade of the post as directed by the CEO and DCEO.
Additional Information:	The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.
Working Conditions:	Based across current and future provisions across our partnership areas.
Characteristics of the post:	<p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>The employment checks are required:</p> <ul style="list-style-type: none"> • Evidence of entitlement to work in the U.K. • Evidence of essential qualifications – see person specification • Two satisfactory references • Confirmation of medical fitness for employment • Registration with appropriate bodies (where applicable) <p>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:</p> <p>Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</p>

Person Specification – Head of Specialist Provision

Qualifications	Essential	Desirable	Assessed
Educated to degree level or equivalent	X		AF/CQ
Qualified Teacher Status	X		AF/CQ
Evidence of further relevant qualifications in relation to SEND and Inclusion	X		AF/CQ
Experience	Essential	Desirable	Assessed
Substantial primary or specialist teaching experience	X		AF
Experience of working at a leadership level, Assistant Headteacher as a minimum	X		AF/P
Experience of leading teaching and learning or curriculum within a primary- mainstream or specialist setting	X		AF/I
Experience of driving an improvement area with evidence of positive impact	X		AF/I
A history of strong commitment to inclusion with high expectations for all learners	X		AF/P
Experience of supporting staff to impact positively on pupil outcomes and experiences	X		AF/P
Experience of working with children with communication and interaction difficulties	X		AF/P
Experience of working with children with SEMH needs	X		AF/P
Experience of using approaches such as TEACCH, Attention Autism, AAC, PECS, Makaton.	X		AF/P/OT
Abilities, Skills, and Knowledge	Essential	Desirable	Assessed
A wide and current knowledge of approaches to meeting the SEND needs of all learners within a setting (primary/ specialist)	X		AF/P
Up to date knowledge of specialised curriculum for children with SEMH/ communication and interaction needs	X		AF/P/OT
Ability to lead whole school improvements, identifying development areas and steps to achieve these	X		AF/P/OT
Ability to identify required improvements to teaching environments and support staff to address these	X		AF/P/OT
Ability to effectively monitor the impact of teaching and learning and identify next steps	X		AF/OT/P
Understand the key role that external agencies play in developing provision and practice and foster good relationships with these	X		AF/P/OT
Understand the pivotal role parents play in supporting their child's education and ensure parental relationships are strong	X		AF/P/OT
Ability to model and share best practice and ways of delivery	X		AF/P/OT
An understanding of successful assessment methods and approaches within a specialist setting		X	AF/P/OT
An understanding of 'unconditional positive regard' and how to instil this culture within a setting		X	AF/I
Ability to successfully plan and manage the school environment on a day to day basis	X		AF
Ability to successfully plan and manage budgets		X	AF/I
Personal qualities	Essential	Desirable	Assessed
Visible and approachable, empathetic and enjoys engaging with children, staff, parents, and the wider community	X		R

A commitment to the vision, guiding principles and strategic goals of the trust	X		AF/I/R
Commitment to the safeguarding of vulnerable young people and adults	X		R
A strong belief in inclusivity and a passion for the education of children	X		AF/I/R
High level of personal integrity and the ability to hold confidential information at all times	X		AF/I/R
An understanding of health and safety requirements of a working environment and willing to fully implement all aspects	X		AF/I
An understanding of equal opportunities issues and willing to positively promote equality, diversity, and inclusion within an educational context.	X		AF/I

AF: Application Form

CQ: Certificates/Qualifications

OT: Occupational Task

I: Interview

R: Reference

P: Presentation

Waterton Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. The trust has policies and procedures relating to safeguarding and child protection available on request.

Waterton Academy Trust follows safer recruitment processes which all applicants will be subject to. This includes the interview process containing questions about the safeguarding of children and the disclosure of criminal records and other vetting checks.

An enhanced DBS check is required for the successful candidates, this process is completed by an online third-party company. All successful candidates are required to join the DBS update service with an annual cost of £13.

The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of the interview.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request.

Waterton Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.