



Thank you for your interest in working with the Raedwald Trust.

This information pack should contain everything you need to know about working with us and the post of **Head of Pathway** at the Raedwald Trust.

The Raedwald Trust is a partnership of Alternative Provisions and bespoke pathways serving children and young people requiring a different route to success. The Trust is established to deliver its core purpose devolved by parliament: the advancement of education in the public interest. Committed to the 7 Principles of Public Life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership), the Raedwald Trust uses compliance to drive a culture of ethics and probity. Through this approach, the Raedwald Trust is able to unleash greatness by enabling bold, imaginative and innovative learning.

You can find further information about the Raedwald Trust at www.raedwaldtrust.com

We always welcome visits from potential applicants. Please get in touch with Laura Leeder, Trust PA (email: lleder@raedwaldtrust.org, tel: 01473 550472) if you would like to arrange a visit or need any further information.

The closing date for applications is 12th July 2024

Please email completed application forms to Laura Leeder at lleder@raedwaldtrust.org

Interviews will be held w/c 15th July 2024

Included in this pack is:

- A welcome from Angela Ransby, CEO of the Raedwald Trust
- A job description
- A person specification
- The Raedwald Trust Safer Recruitment & Selection Process

Welcome from our CEO

Thank you for your interest in applying to work for the Raedwald Trust.

The Raedwald Trust is a thriving, inspirational Trust situated in the heart of communities across Suffolk and delivers exceptional education to pupils of all ages who require personalised bespoke education pathways.

I have a genuine interest and enthusiasm for learning and I am passionate about education and working with young people. Making a difference in the lives of young people is what brought me into this profession. It is my belief that all pupils should be successful in schools and that schools should serve the needs of their communities. Staff, governors and trustees at the Raedwald Trust are ambitious for every pupil, and this is evident in the day-to-day life of the Trust.

Learning and Teaching is at the heart of all we do. We believe that the Raedwald Trust should be a centre of excellence with high expectations, positive pupil attitudes, good behaviour and a clear focus on raising standards and ensuring progress for all. We do our utmost to create a culture where every pupil feels valued and where every member of staff is committed to pupils achieving their very best. This is achieved by fostering an ethos firmly rooted in social justice, civic values and lifelong learning.

The Raedwald Trust values its staff as professionals and we provide them with access to a wide range of CPD and training opportunities. We are committed to safeguarding and promoting the welfare of children and we expect all of our staff to share this commitment.

Job Description: Head of Pathway (essential car user)	
Post title:	Head of Pathway
Pay range:	L8 - L11
Line manager:	Head Teacher
Supervisory responsibilities:	Staff deployed within the school
Teaching Commitment	0.5
Key Purpose of the post:	
<ul style="list-style-type: none"> • Under the leadership and direction of the Head Teacher play a major role in: <ul style="list-style-type: none"> ○ formulating the aims, objectives of the team and establishing the policies through which they are to be achieved ○ being responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement ○ proactively managing staff and resources • Take on the responsibilities of the Head Teacher as agreed and appropriate in their absence • Have an impact on personal, social, emotional and educational progress of the pupils educated at the provision • Under the direction of the HEG, to work effectively as a member of the Trust Wide Team in supporting other staff and contributing to school and trust improvement • Have responsibility and accountability for the school, ensuring curriculum continuity, consistency, balance, match and progression across the settings where appropriate • Carry out the professional duties of a teacher as required • With the Head Teacher, take responsibility for safeguarding issues in collaboration with trust staff as appropriate and with Designed Safeguarding Officers for the school/trust • Take responsibility for promoting and safeguarding the welfare of children, young people and staff employed at the school within the Raedwald Trust • Line manage and deploy staff in order to secure best outcomes for pupils and best value for money 	
Specific roles/responsibilities of the post:	
<p>These include:</p> <ul style="list-style-type: none"> • Operational day to day management of the school's provision including timetable responsibility • Managing partnerships/relationships with the school's MDT • Ensuring high quality provision/TLA delivery across the centre • Ensure all staff follow Raedwald Trust policies and agreed practices • Implement agreed school policy and practice • Lead on quality assurance mechanisms across the school with regards to pupil and parent voice • Lead on managing relationships with parents and their families in order to improve outcomes for their child(ren) in the school 	
Duties and responsibilities	
Shaping the Future	<ul style="list-style-type: none"> a. Support the Head Teacher in establishing an ambitious vision and ethos for the future of school and Raedwald Trust. b. Play a major role in the team improvement by participating in the Leadership Team activities, taking responsibility for the actions and self-evaluation planning process, through agreed priorities. c. Play a major role in the service improvement by participating in the Multi-Disciplinary Team activities through agreed priorities. d. Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate. e. Lead by example to motivate and work with others. f. In partnership with the Head Teacher and trust team, lead by example when implementing and managing change initiatives. g. Promote a culture of inclusion within the Raedwald Trust community where all views are valued and taken into account.
Leading teaching and learning	<ul style="list-style-type: none"> a. Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the team. b. Assist with the development and delivery of training and support for staff in the areas of teaching and learning.

	<p>c. Assist with the development and delivery of training and support for staff.</p> <p>d. Assist with the development and review of agreed aspects of the curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils.</p> <p>e. Assist the leadership team in managing the team through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented.</p> <p>f. Support the leadership team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the team, to ensure a consistently high quality.</p> <p>g. Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the team.</p> <p>h. Ensure robust evaluation of Raedwald Trust performance indicators, progress data and actions to secure improvements comparable to appropriate national standards.</p> <p>i. Ensure through leading by example the active involvement of pupils and staff in their own learning.</p>
Developing self and others	<p>a. Support the development of collaborative approaches to learning within the school team and beyond.</p> <p>b. Support the induction of school staff new to Raedwald Trust and those being trained within the team as appropriate.</p> <p>c. Participate in the selection and appointment of teaching and support staff as appropriate.</p> <p>d. Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.</p> <p>e. Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting in the teaching base.</p> <p>f. Take responsibility and accountability for attendance of pupils and strategies for improving attendance where appropriate.</p> <p>g. Work with the leadership team in ensuring an appropriate programme of professional development for staff, in line with the team improvement plan and performance management including coaching and mentoring as appropriate.</p> <p>h. Lead the annual appraisal process for all identified staff.</p> <p>i. Participate in the teacher's performance management process.</p>
Managing the organisation	<p>a. Contribute to regular reviews of the Raedwald Trust systems to ensure statutory requirements are being met.</p> <p>b. Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication.</p> <p>c. As appropriate and under the leadership of the Head Teacher, undertake activities related to professional, personnel/HR issues.</p> <p>d. Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability according to Raedwald Trust procedures.</p> <p>e. Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the team.</p> <p>f. Liaise effectively with the other Heads of School to ensure consistency and sustainability of provision across the settings.</p> <p>g. Be a proactive and effective member of leadership teams in contributing to team improvement.</p> <p>h. Contribute to the day-to-day effective organisation and running of Raedwald Trust.</p> <p>i. Undertake any professional duties, reasonably delegated by the Head Teacher.</p>
Securing accountability	<p>a. Support the Head Teacher, Leadership Team staff and staff in fulfilling their responsibilities with regard to Raedwald Trust performance.</p> <p>b. Contribute to the reporting of the team's performance to the Raedwald Trust stakeholders.</p> <p>c. Promote and protect the health and safety welfare of pupils and staff.</p>

	<p>d. Take responsibility for promoting and safeguarding the welfare of children and young people within Raedwald Trust.</p>
Strengthening community	<p>a. Assist the leadership team in developing the policies and practice, which promote inclusion, equality and the extended services that Raedwald Trust offers.</p> <p>b. Develop and maintain contact with all specialist support services and other agencies and schools as appropriate.</p> <p>c. Promote positive relationships and work with staff in other schools, colleges, teams, and external agencies.</p> <p>d. Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.</p> <p>e. Attend meetings with provision staff, schools, parents and carers as appropriate to ensure positive outcomes for all parties.</p> <p>f. Strengthen partnership and community working.</p>
<p>In addition to the specific responsibilities outlined above, the Head of School, as a senior leader within the school, will be expected to:</p>	
<ul style="list-style-type: none"> • Treat people fairly, equitably, and with dignity and respect to create and maintain a positive school culture • Support the aims and ethos of the school • Set a good example in terms of dress, punctuality and attendance • Take on any additional responsibilities which might from time to time be agreed with the Head Teacher • Build strong links with parents and carers • Uphold the school's behaviour code • Participate in and where appropriate lead staff training • Attend and where appropriate lead team, SLT and staff meetings • Develop strong links with governors, LA support teams, outside agencies, and neighbouring schools • Take appropriate responsibility for own health, safety and welfare 	

Person Specification: Raedwald Trust (RT) Head of Pathway	
Training & Qualifications	
Degree level qualification	Desirable
Qualified Teacher Status	Essential
Access to personal transport	Essential
Evidence in participation in recent CPD and commitment to further professional development relating to curriculum/learning and teaching	Desirable
Skills	
Ability to inspire and motivate children	Essential
Ability to assess children, use AfL effectively and plan accordingly; differentiating work to meet each child's needs	Essential
Ability to promote disciplined behavior throughout the class and school; and to have a positive approach to behavior management	Essential
Strong inter-personal skills to develop pupil and parental relationships	Essential
Work effectively as a member of a team	Essential
Excellent communication skills with the ability to communicate effectively (both orally and in writing) to a variety of audiences	Essential
Use ICT to enhance children's learning as well as for planning, developing the curriculum and communicating	Essential
Ability to identify own learning needs	Essential
Excellent organisational skills	Essential
Ability to prioritise, work under pressure and to meet strict deadlines	Essential
Evidence of outstanding lesson observations	Desirable
Show evidence of commitment to taking an active part in school life, including out of school hours activities	Desirable
Knowledge	
Effective teaching and learning styles	Essential
The theory and practice of providing effectively for the individual needs of all children	Essential
Understanding the core subject curriculum guidance, and principles and developments of the National Curriculum	Essential
The monitoring, assessment, recording, tracking and reporting of pupil's progress	Essential
The statutory requirements of legislation concerning Equal Opportunities, Health and Safety, SEN and Child Protection	Essential
Experience	
Experience of and ability to assess, collate and report on complex cases relating to pupils' educational needs	Essential
Experience of multi-agency and partnership working	Essential
Broad experience of working on issues relating to vulnerable children and young people with SEMH and complex learning needs	Essential
Effective and systematic behavior management – experience of using de-escalation techniques in an educational setting; experience of maintaining clear boundaries	Essential
Experience of supporting all aspects of inclusion to successfully meet the needs of pupils with complex special educational, social and emotional needs	Essential
Knowledge of SEND processes including Education, Health and Care Plans and annual review process	Essential
Understanding of current developments regarding the National Curriculum	Desirable
Understanding the positive links necessary within a school, and in turn with all its stakeholders	Desirable
Experience of working effectively in partnership with parents	Desirable
Experience of leading a subject area, with ability to show whole school improvement	Desirable

Aptitude & Attitude	
Commitment to safeguarding and protecting the welfare of children	Essential
Ability to work independently on own initiative and also to contribute as part of a management team	Essential
Willingness and ability to be flexible in duties and hours worked	Essential
Ability to get on well with a wide variety of people, be tactful and ensure confidentiality	Essential
An interest in issues relating to teaching & learning	Essential
Smart and professional appearance	Essential

Raedwald Trust Safer Recruitment and Selection

The Raedwald Trust is fully committed to safeguarding and promoting the welfare of children and young people.

Please read our Safeguarding and Child Protection Policies on our website here <https://www.raedwaldtrust.com/about-raedwald-trust/raedwald-trust-policies/>

We implement robust recruitment procedures to ensure the highest standards of safer recruitment are met. We carry out checks when appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

Shortlisting

Only those candidates meeting the essential criteria set out in the person specification will be considered for interview. As part of our safer recruitment and selection process, we operate a strict pre-employment checking procedure which successful applicants will be required to undergo. These include:

- Disclosure - all RT employees will be required to undertake an enhanced DBS check before they start.
- Qualification – all applicants will be required to bring original certificates for any qualifications that are specific to the role that they are applying for.
- References – applications are required to provide a minimum of two references, one of whom must be your most recent/current employer. References must cover all employment and/or voluntary work in the past five year period.
- Eligibility to work in the UK – RT has a legal obligation to check documentation to confirm that all potential employees are eligible to work in the UK.
- Medical questionnaire – all RT employees are required to complete a medical questionnaire.
- Online searches (social media)

As an equal opportunities employer, the Raedwald Trust is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Raedwald Trust.