This post has become available due to the current post holder deciding to retire. The person appointed will have high expectations, determination and ambition and strive to assist the school leadership on its journey towards the transformation from being a good to an outstanding provision. This may include the development of the school and service into Academy status in the near future. Experience of this process may, therefore, be an advantage.

1. **The post**

Woodland Centre includes an 11 – 16 SEMH provision for up to 74 pupils; Acorns provision which is for Key Stage 2 pupils who have a variety of SEND (12 pupils in each location), located in Oswestry and Bishop’s Castle; also an emerging Oaks Provision, which is a re-engagement project for Key Stage 4 pupils who will be on roll of Woodlands but attend alternative provision to meet their individual needs. There is a clear need for a new appointee therefore to co-ordinate and oversee some aspects of these developments, and in particular to provide effective line-management for all non-teaching personnel within our various operations, which includes:

- Site Manager;
- Catering staff;
- Support staff; School, Acorns, and Oaks provision.
- Administration staff based at Woodlands Centre
- ICT Manager, Technician and Outreach Support Services; and Apprentices.

The successful candidate will also be able to:-

- demonstrate excellent financial, leadership and interpersonal management skills
- have experience of Human Resources management including the recruitment of staff
- manage sickness absence, contracts etc
- show a commitment to change and improvement
- work at both strategic and operational level
- develop excellent relationships with pupils, parents and Governors, and with groups of staff within the Centre, ensuring effective and purposeful liaison in order to manage, develop, lead, co-ordinate, monitor and evaluate practice.

- provide support to the Head of Centre, SLT and Governors, including membership of the SLT and the minuting of its meetings
- attend and minute meetings / committee meetings as appropriate
- lead and manage aspects of school Health & Safety and safeguarding procedures
- source and secure grants and funding in support of our financial security and potential development of service in support of some of the most vulnerable and disadvantaged pupils in Shropshire
- lead and manage Premises, Technicians & Admin staff
Woodlands is a purpose built SEMH school and currently has 74 pupils, the pupils are split into 4 Key Stage 3 groups and three Key stage 4 groups, with a maximum of 8 pupils in each group. Currently the year 7 group are taught mainly by a primary trained teacher, with a nurturing approach, with a TA in their own base to ease their transition into school and ensure they have specialist teaching aimed at enabling them to make progress at the appropriate pace. We expect our pupils to achieve at GCSE’s where appropriate and other qualifications dependant upon need.

All pupils in school, including Acorns and Oaks provision are supported by an Education, Health & Care Plan. Their primary identified need being Social, emotional & Mental Health needs. However, pupils may have additional medical, cognitive or learning needs, including ASC. Learning is based upon a flexible application of the national curriculum, supplemented by additional opportunities and enrichment activities, including some vocational learning (extended work experience for example) for some pupils in Year 11. Pupils supported by Outreach have additional needs for which their current host school requires additional advice and input. Our Outreach Team are held in extremely high regard in the county, containing specialists who provide support to pupils, parents and staff in mainstream schools with regard to behaviour, Autistic Spectrum Condition and Learning Difficulties. Additionally, we now also provide ICT support for a small number of schools and our reputation for quality has increased the demand for this aspect of our outreach support and hence the need for an apprentice.

The well-resourced school is set in its own attractive grounds just outside the small town of Wem in North Shropshire and is run by Shropshire Local Authority, who in partnership with the school, parents and other agencies determines which pupils will attend.

The staff team within the Centre is experienced, supportive and skilful in dealing with pupils who have previously been disadvantaged in accessing the curriculum, and although the environment is a very tough one, there is a low staff turnover. We support staff in securing additional training both within school and externally, and as a consequence several colleagues, notably TAs, have enhanced their skills and career aspirations. It is anticipated that the established Acorns provision in Oswestry and the developing provision in Bishop’s castle will be supported administratively from our Centre in Wem.

We have a genuinely strong record in terms of staff gaining accreditation which has enabled them to move on. Recently TAs have managed to become a qualified teacher as a result of support and development provided by the school. Two other TAs are currently also engaged in this process. There is also a clear process for the professional development for all TAs which the school supports, and the extent of individual participation is dependent on their aspirations. This may be a further opportunity for development as the governors seek to diversify and develop outreach provision. Candidates who may have expertise in securing additional grant funding for development, specifically in aspects of our Outreach provision and attracting externally accredited courses would be valuable.
3  **Potential candidates**

We appreciate applications from a wide variety of relevant sources and backgrounds, and although we view directly relevant experience positively, we would not preclude any suitable applicant. We will provide an induction enabling successful applicants to become confident regarding their functioning, the details of which can be discussed at or subsequent to a successful interview.

We would expect all applicants to:

- Have a financial, management, leadership personnel, business, or administrative background in industry, public services or education
- Be assertive yet supportive and collaborative, self-directed and confident in developing a new post in its detail and operation
- Be comfortable in supporting and developing further the work and careers of colleagues, the majority of whom have been with us for many years
- Strategically contribute to the further development of our Centre, through staff and resource development
- Hold, or be working towards a recognised professional qualification (Management or Business Degree or equivalent NVQ Level 4), or a specific school related Business Management Qualification relevant professional qualification (DSBM, CSBM, ADSBM).

4  **The process**

4.1  **Application**

Please complete only a Shropshire County application form, available for download at [www.woodlandscentre.org](http://www.woodlandscentre.org). Please send us a hard copy of your application form, completing all sections appropriate, which must be received by 12 NOON MONDAY 26TH MARCH 2018.

You should ensure your application reflects the specific requirements of the position you are applying for.

If you are not able to fully demonstrate your suitability or desire to work at *Woodlands* on the application form, then please also send a brief accompanying letter stating the reasons you are interested in working at Woodlands, making clear the experiences, skills and plans you have regarding your career that you feel are most relevant to us. This does not have to be a long letter, and must be less than 2 sides of A4. We will not accept CV’s or applications received after the deadline.

We will contact all shortlisted candidates by telephone but it may not be possible to do so with unsuccessful applications as the number of applications typically received would preclude us from being able to do this. We will however write to all applicants.

4.2  **Task**

A suitable short task will be set to assess competence in certain aspects of the role.
4.3 Presentation

A 15 minute presentation will be followed by informal questions to explore issues and points made in that presentation.

4.4 Formal interview

The panel will meet following the morning and decide which candidates will be invited for formal interview which will last no more than half an hour. The decision will be based on:

- the original application received
- references if received
- feedback from the morning task and presentation

Candidates going forward for interview will be given an interview schedule at lunchtime; usually this is based on those with furthest to travel being interviewed first.

Lunch will be provided by school for all candidates whether invited to stay for interview or not.

5 Schedule

Open day Monday 19th March with (Robin Wilson Head of Centre). Please make an appointment by telephone.

Application deadline Monday 26th March @ 12 NOON*

Shortlisting Monday 26th March

Selection day Wednesday 18th April

*Please ensure that we have received your application, and do not assume posting as a guarantee of receipt by us.

Finally

We strongly urge you to visit us to find out more about the Centre and the role we have created. To aid this we have reserved a day to enable you to come and see us (see above). Please speak to Jackie or Christine in the school office to arrange an appointment for this date. If for any reason you are unable to make this, then please contact the office to arrange a more convenient time, preferably during the school day so that you can experience school with pupils in it although this is not crucial as you will not be working with pupils specifically. By making sure you visit you will be in a position to know whether you want to work here or not prior to finding this out on the selection day. If you would like any further information or clarification then please contact Robin Wilson (Head of Centre).

We are committed to ‘safer recruitment’ and must point out that this post is exempt from the Rehabilitation of Offenders Act 1974 and as such we will enquire with referees in relation to ‘any concerns’ they may have relating to candidates and to any information they have regarding convictions, whether you consider them to be spent or not. We will also seek full disclosure regarding this information from you at the point of application.
The vacancy is available from June 1\textsuperscript{st} 2018.