

The Auriga Academy Trust was created in 2016 by the two special schools in Richmond Upon Thames in order to meet the increased need for special schools in the area. Clarendon and Strathmore Schools have a history of excellent practise and innovation and both have recently moved into purpose bilt facilities co-located with inclusive minded mainstream primary and secondary schools. These facilities also further enlarged our capacities, meetin glocal need. The Trust includes the Gateway Centre and Capella House was proposed by the Trust as a new Free School, opening in September 2019.

The aim of the Trust is, in collaboration with the local Childrens' Service, to offer an outstanding provision for all children with special educational needs in the area – challenging and preparing them for the next steps in their learning and aspiring for all our learners to be active contributors within and to their communities.

Whilst all schools in the Trust retain their unique character, reflecting the different needs of the children and young people who attend those schools and centres, we are committed to learning with and from each other and have posts of responsibility across the schools – exploiting opportunities to share expertise and research for the benefit of all. An annual Joint INSET Day for all staff is an opportunity to further collaborate and plan for joint activities throughout the year. We are also developing our expertise in outreach to support learners in neighbouring mainstream schools.

The immediate future of Capella House School is an exciting one and this is a truly rare leadership opportunity: moving into the newly refurbished Primary Campus with an opportunity to create an innovative and broad new Early Years provision, further increasing pupil numbers as the school grows and helping create an inclusive therapy team to support the specific needs of the Capella children and young people.

In return for providing inspired professional leadership, you will receive central support plus encouragement and guidance to develop your own career and skills within a successful, locally focussed multi-academy trust intent on collaborating for success.

I look forward to meeting you in person or online to discuss how you might contribute to our continuing development.



**Ivan Pryce**  
**CEO**  
**Auriga Academy Trust**

# Head of Capella House School Job Description

<b>Pay Scale:</b>	Leadership scale, range L21-L25
<b>CONTRACT:</b>	Permanent
<b>ACCOUNTABLE TO:</b>	CEO, the Auriga Trust and Local Governing Body
<b>LOCATIONS:</b>	<b>Primary:</b> Amyand House, Amyand Park Road, Twickenham <b>Secondary:</b> The Richmond Education and Enterprise Campus, Egerton Road, Twickenham

## **Core Purpose of the Job**

Capella House School is part of the Auriga Academy Trust, which also includes Clarendon School, the Gateway Centre and Strathmore School.

The Head of Capella House School will:

- have day-to-day responsibility for the leadership and management of both the Primary and Secondary Centres of Capella House School.
- act as the public face and main advocate of the school. to represent effectively its interests and those of the learners.
- lead Capella House to become a centre of excellence for pupils with Speech, Language and Communication Disorders.
- have responsibility for ensuring the highest possible standards of education through the delivery of a personalised and highly effective curriculum, the promotion of effective teaching and learning, the provision of outstanding care and support for learners, and a rich extra-curricular programme all of which reflect the school's development priorities.
- provide inspiring professional leadership and be responsible for the day-to-day efficient management of Capella House School, thus ensuring a high-quality education for all the pupils on roll.
- support the CEO, Auriga Academy Trust and Local Governing Body to develop outstanding provision at Capella House School and build on the existing successes of the Trust.
- ensure that effective strategies, systems and support are in place to ensure the safeguarding of children and young people in the school.
- address and meet the Headteacher Standards 2020.

## **Liaison with:**

The post-holder will be expected to:

- network and liaise with the other Head Teachers and Heads of School, AAT staff, Teaching and Associate staff, External and Community Agencies, Pupils, Parents and Governors to ensure a consistency of approach regarding standards, support, transition and high-quality learning and teaching.
- carry out their professional duties in accordance with and subject to the 'Conditions of Appointment of Head Teachers' set out in the School Teachers Pay and Conditions Document (published annually). These are over-riding requirements which cannot be amended.

## **Key Responsibilities**

## **Strategy and Direction**

- working within the Trust, build a school culture that celebrates the rich and diverse communities served by the school and of the global community;
- support the CEO, Trustees and Governors in ensuring the vision of the Auriga Academy Trust is clearly articulated, shared, understood and acted upon effectively by all stakeholders.
- working with the CEO and Auriga Academy Trust partners to create and sustain the trust-wide ethos whilst developing and celebrating the individual identity of Capella House School
- in partnership with the CEO, develop a 5 year strategic plan and annual School Development Plan for Capella House School, taking into account the vision of the Trust, local, regional and national priorities and ensuring sustained school improvement.
- in partnership with the CEO, oversee the development and implementation of a marketing strategy to ensure that Capella House School is known, valued and understood within the parental and wider SEND community.
- assist the CEO, Trustees and Governors, in opening of Capella House School Primary Campus and the school's expansion on both sites until full, in line with DfE, ESFA and Trust agreements.
- undertake any relevant professional duties delegated by the CEO

## **Leading Learning and Teaching**

- establish very high expectations of pupil achievement and ensure that these expectations are met, effectively using a broad range of assessment methods to monitor the progress of every learner.
- in partnership with the CEO and other Heads, develop the effective use of moderation both internally and with external partners to ensure that judgements are robust.
- ensure a diverse and inclusive curriculum is in place which (while following statutory guidance) is responsive to the needs of individual pupils.
- ensure that the provision of therapy (particularly Speech, Language and Communication Therapy and Occupational Therapy) is effective in meeting the needs of all pupils.
- monitor and implement policies which ensure outstanding practice and are understood and implemented by all stakeholders.
- assess, monitor, evaluate and report on the quality of planning, teaching and of learning outcomes, promoting improvement strategies as necessary.
- where required undertake a teaching commitment

## **Staff Management and Development**

- act as a mentor and line manager to senior staff, supporting them in their roles through the provision of advice and guidance, developing their leadership skills and addressing succession planning
- coach, mentor and motivate staff to build constructive working relationships, a culture of commitment and aspiration and an expectation of high standards
- work with the CEO and Leadership team to recruit and retain a high quality staff team.

- ensure the rigorous and effective implementation of the Trust's systems of quality assurance, appraisal and professional development, including challenging underperformance and staff absence where necessary.

### **Managing The Organisation**

- fulfil all statutory duties, in relation to the curriculum, safeguarding and child protection, ensuring compliance with all relevant legislation.
- ensure the effective deployment of staff and resources across both sites and, where appropriate, within the Trust.
- support consistent approaches to maintaining and improving levels of good behaviour. Assist the CEO & FD in ensuring budgets are effectively managed and that the school delivers value for money. monitor its effectiveness and ensure compliance with regulations.
- manage organisational change effectively.
- be responsible for improvement of the school – ensuring action plans are in place and monitored vigorously.
- ensure all pupil documentation, including EHCP annual reports, reviews and plans are of a high quality, are consistent with Trust expectations and meet statutory frameworks
- ensure a consistent approach to maintaining and improving levels of attendance.
- ensure the day-to-day management structures, systems and processes work effectively in line with key priorities.
- work collaboratively with the CEO, Headship Team and middle managers to ensure school improvement is sustained and to deliver quality outcomes for pupils.
- ensure safe working practices are adopted by staff.

### **Accountability**

- be accountable to the CEO for the clearly defined and agreed responsibilities/ accountabilities relating to the day-to-day leadership and management of the school as delegated by the CEO.
- play a key role in designing and maintaining a self-evaluation framework which clearly identifies strengths and areas for development, in order to inform the school improvement agenda and maintain high standards.
- ensure that all staff read, agree and sign the Trust Code of Conduct, and that individual staff's accountabilities to the Head of School are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- present timely, coherent and accurate accounts of the school's performance to a range of audiences including the Auriga Academy Trust, Governors, parents and carers and the local community.

### **Community**

- collaborate effectively with other agencies and community organisations to provide for the academic, health, social, emotional, spiritual, moral and cultural well-being of children and their families.
- develop and maintain effective partnerships with other organisations, including those within the Trust, co-located schools, other local schools, Achieving for Children and other local authorities.

- promote and model good relationships with parents/carers which are based on partnership to support and improve children's achievement and promote parenting skills generally.

# Head of Capella House School Person Specification

A Application I Interview R References

<b>Qualifications &amp; Training</b>			
1.	Qualified Teacher Status	A	E
2.	Further relevant professional or academic study	A, I	D
3.	Training in delivery of specific teaching and learning strategies e.g. TEACCH, SLCN specific etc	A, I	D
4.	Commitment to undertake NPQH or similar level leadership study within two years of commencing (if not already awarded);	A, I	E
<b>Experience, Knowledge &amp; Understanding</b>			
5.	Substantial recent experience of Leadership in a special school or SEND setting.	A, I, R	E
6.	Experience of working in a growing/ new school	A, I	D
7.	Substantial recent experience of working with pupils with speech, language and communication difficulties and autism, and in working effectively with therapists and other professionals to address these needs.	A, I, R	E
8.	Experience of working with learners of all age ranges 5-16	A, I, R	E
9.	Recent experience as Designated Safeguarding Lead	A, I, R	D
10.	An understanding of the whole curriculum that meets the needs and aspirations of pupils aged 4-16 with SLCN, Social Communication Difficulties and those with ASD.	A, I, R	E
11.	Experience supporting pupils with challenging behaviours, and knowledge of positive interventions and strategies to help pupils manage and prevent behaviours that disrupt learning;	A, I, R	E
12.	An understanding of and commitment to promoting the role played by parents in raising standards and the importance of working with parents and other members of the wider school community;	A, I, R	E
13.	Experience of following rigorous, fair and transparent procedures for managing the performance of all staff, including under-performance	A, I, R	E
14.	Experience of leading annual review meetings, ensuring outcomes are accurately recorded and contributing to the update of EHCPs	A, I, R	E
15.	Experience of leading and managing change effectively including resolving conflict and demonstrating personal resilience	A, I, R	E
16.	Training and experience in Coaching and Mentoring	A, I	D
17.	Experience of leading inclusive learning, collaborating with mainstream primary and/or secondary schools;	A, I	D
18.	Experience of developing effective relationships with fellow professionals and colleagues in other services to improve academic, health and social outcomes for all pupils	A, I, R	E

<b>Skills and Abilities</b>			
<i>Applicants will need to show their ability to....</i>			
19.	Inspire and lead by example, demonstrating positive relationships and attitudes with pupils, staff, parents, governors and/or Trustees and other partners	A, I, R	E
20.	Demonstrate excellent written and oral communication skills relevant to a range of audiences and including the effective use of technology	A, I	E

21.	Demonstrate a creative and innovative approach, effectively focussing on finding solutions to issues	A, I, R	E
22.	By demanding ambitious standards for all, demonstrate an ability to overcome disadvantage and advance equality, instilling a strong sense of accountability in staff for the impact of their work on outcomes and holding them to account for their professional conduct and practice	A, I, R	E
23.	In consultation with the CEO and FD, manage the delegated School budget and resources effectively	A, I, R	E
24.	Enable Governors and Trustees to fulfil their responsibilities by providing information as requested, actively participating in Board and committee meetings and ensuring that the school is able to account for all aspects of performance	A, I	E
25.	Develop robust self-evaluation processes (including analysing and interpreting pupil/school performance data) that enable areas for improvement to be clearly identified.	A, I	E
26.	In consultation with the CEO, develop, implement, monitor and review an evidence based School Development Plan to ensure rapid and sustained improvement and that Trust and school priorities and objectives are met.	A, I, R	E



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Website: [www.capellahouse.org.uk](http://www.capellahouse.org.uk)  
Headteacher, Don Blaylock

## Recruitment of Head of Capella House School. The Application Process

Thank you for your interest in this post. Please find the following documents included in the recruitment pack:

- Person Specification and Job Description
- Application Form
- Recruitment monitoring Form (part of the application form)

There is additional information about our School on our website at [www.capellahouse.org.uk](http://www.capellahouse.org.uk)

More information about the Auriga Academy Trust can be found at <https://www.aurigaacademytrust.org.uk>

### Key Dates

The closing date for applications is noon on Wednesday 28<sup>th</sup> January 2021.

Please send your completed application form by email to [info@capellahouse.org.uk](mailto:info@capellahouse.org.uk) for the "Attention of the CEO".

*Whilst we would like to invite potential applicants to visit the school the current Government restrictions may prohibit this. If you would like to discuss the post with the CEO of the Auriga Academy Trust please contact him via to school to arrange a meeting.*

Shortlisting will take place on Friday 29<sup>th</sup> January 2021 and successful candidates will be informed on that day.

Interviews will take place on Thursday 4<sup>th</sup> February with final interviews for a smaller number of candidates taking place on the morning of Friday 5<sup>th</sup> February 2021.

References will be required prior to interview. Please ensure that you provide an email address for your referees and ensure that they are expecting a request.

To apply please complete the application form provided ensuring that all sections are completed. The personal statement, in addition to addressing the relevant parts of the person specification, should also clearly state your attraction to working at Capella House.

Prior to being offered employment the successful candidate will be required to provide a DBS and medical clearance will need to be received.

Andy Whiteside  
**Chair of Governors**  
**Capella House**



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