



Woodfield School
Together we will achieve

Vice Principal

Woodfield SEMH School



Effort + Respect x Ambition = Success



Why work at Woodfield School?

On behalf of our entire school community I extend a warm welcome to Woodfield School and hope you take the opportunity to also explore our website. Please take time to learn about our wonderful students and staff and gain a full understanding of how we work together to support student development and progress at every stage of our students' education journey.

Woodfield is a Social Emotional and Mental Health (SEMH) school with the aspiration to be the very best in the country! Woodfield is at a very exciting point in its improvement journey with the impending co location of all our provisions on one site at the former Woodlands school for boys on Broad Lane. This exciting project will allow us to create bespoke specialised environments to support meeting the needs of our students alongside designing and implementing a truly aspirational curriculum for our young people.

Our Woodfield vision is for all students to make exceptional progress. That progress encompasses both rigorous academic progresses, gaining qualifications to unlock further education and employability routes and the knowledge and skills to understand and manage the social, emotional and mental health barriers faced by every individual.

We are very proud of our staff, students and wider school community. Our staff are highly skilled, and dedicated and provide a personalised approach to all students, who are supported by a team around each child approach. We foster a culture of warmth, care and empathy which is underpinned by our three school principles. Effort, Respect and Ambition (ERA) these are the non-negotiable trademark behaviours that are the expected norm in the classrooms of Woodfield for every single member of the Woodfield community.

We work in partnership with all parents, carers and external agencies and welcome regular two-way communication and feedback.

We are a rapidly improving SEMH specialist setting on an exciting journey. Our goal is to be the very best provision in the country and we will continue to strive for 'excellence in SEMH education' for all our stakeholders.

Nico De Groot - Interim Principal



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JOB DESCRIPTION

Woodfield School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Scale: L17 - 21

Responsible to: Principal

Teaching Load: 30% (6hrs approx)

Job purpose:

To lead on implementation and strategic development of one of the following key areas of school improvement; SEND safeguarding and Inclusion, Assessment data and curriculum, Alternative provision and teaching and learning, Primary site leadership and attendance.

With the Principal, create and deliver a world-class SEMH provision for the pupils of Coventry, ensuring consistency and quality of provision across all Woodfield sites.

Main Responsibilities:

- **Strategic Leadership:** Work closely with the Principal to develop and implement the school's strategic vision, ensuring continuous improvement and exceptional outcomes for pupils.
- **Teaching and Learning:** Maintain a teaching load equivalent to 6 lessons per week, serving as a model of excellent classroom practice. Support the development and implementation of high-quality teaching and learning strategies across the school.
- **Behavior and Wellbeing:** Model a consistent, nurturing, and restorative approach that supports the complex needs of pupils. Promote a positive school culture that prioritises pupil and staff wellbeing underpinned by the 'Be more Woodfield' approach and the school ERA (Effort, Respect, Ambition) principles
- **Curriculum and Assessment:** Be central in the development of the school's curriculum, ensuring it is broad, balanced, and responsive to pupil needs. Support the formulation of robust assessment practices that inform teaching and drive progress.
- **Staff Development:** Play a key role in the recruitment, induction, and professional development of staff. Facilitate opportunities for collaborative learning and the sharing of best practice. Ensure induction processes are detailed and rigorous.
- **Stakeholder Engagement:** Foster strong relationships with parents, carers, and the wider community. Represent the school at local and national events, promoting its work and championing the needs of pupils with SEMH.
- **Safeguarding and Compliance:** Ensure the school's safeguarding policies and procedures are effectively implemented, and that all statutory requirements are met.
- **Project Management:** Lead on specific school improvement projects, coordinating resources and driving change to achieve desired outcomes.

Leadership and Management:

- Make significant contributions to meetings of the Senior Leadership Team and Extended Leadership team

- Contribute to the day-to-day organisation on all sites at the school and ensure it functions efficiently and effectively
- Be a highly visible presence around the site & whole school and model expectations of staff and students
- Support the middle leaders and senior leaders to ensure all students make good or better-than-expected progress based on their starting points
- Make a significant contribution to the Governors' Monitoring Group meetings, including appropriate documentation
- Make a significant contribution to the school's self-evaluation process, including the SIDP and SEF
- Lead and line manage designated members of staff across the school.
- Ensure the website is up to date with all information and policies that are relevant to this role.
- With the Principal, ensure the effective implementation of the Pay Policy and appraisal processes.
- Participate in external networks such and share and strengthen practices
- Remain positive at all times and lead staff by example
- Keep up to date with all local and national guidance in relation to this role
- Assume any other responsibilities as reasonably be required by the Principal and deputise during any absence.

Other Responsibilities:

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role
- To adhere to published school policies and procedures
- With the Principal lead the marketing of The Woodfield brand and further develop external collaborations and opportunities.
- With the Principal support the creation of world class SEMH provision at The Woodlands site in 2026.
- To take an active role in supporting across the SSMAT which could include activities such as advising, quality-assuring, participation in cross MAT groups and CPD.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the School's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the School's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy.

Equality and Diversity

Woodfield School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Woodfield School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

Responsible to: Director/Principal/ Site Lead

Date Reviewed: November 2024

PERSON SPECIFICATION

Person Specification (essential) :

- Qualified teacher status with a relevant degree
- Significant experience in a senior leadership role, preferably within a specialist SEMH setting
- Demonstrated track record of driving school improvement and achieving exceptional outcomes for students
- Extensive knowledge and understanding of the SEND Code of Practice and best practice in supporting pupils with SEMH needs
- Excellent communication and interpersonal skills, with the ability to inspire and motivate staff and pupils
- Strong analytical and problem-solving skills, with the capacity to make data-driven decisions
- Commitment to continuous professional development and a passion for learning
- Demonstrable ability to build and maintain effective partnerships with a range of stakeholders
- Flexible and adaptable, with the resilience to thrive in a challenging educational environment

Person Specification (desirable) :

- SENDCO qualification.
- Experience of managing finances.

Last reviewed November 2024



Vice Principal

Scale	L17 - 21
Responsible to	Principal
Teaching load	30% (6hrs approx)

An opportunity to join the Woodfield team has arisen for dedicated and motivated individuals with a passion for supporting young people with special educational needs. Woodfield provides specialist SEMH education across Coventry between early years to the end of KS4. Woodfield currently comprises a Primary and Secondary provision on split sites. You would be joining the school at a very exciting time as the school looks forward to joining Sidney Stringer MAT and moving to one site provision on the Woodlands School site. At this point the school will be one of the biggest providers of SEMH provision in the country, with the goal to the very best provision in the country and recognised as such nationally.

If you would like further information, would like to organise a tour of the school or to discuss the post in more detail then please contact:

Nico De Groot – Principal at ndegroot@woodfieldschool.net

How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our Website:

www.woodfieldschool.net

Please return completed application forms to Stuart Hands - shands@woodfieldschool.net [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: **Friday 22nd November**

Interview date: **Tuesday 26th November**

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.