

School Information

Castle Wood is a broad spectrum special primary school. Our pupils are aged 4-11 years old and have a range of learning difficulties – Profound and Multiple Learning Difficulties (PMLD), Severe Learning Difficulties (SLD), Moderate Learning Difficulties (MLD) and Autism Spectrum Conditions (ASC). Many of our children use a wide range of communication strategies. Our vision is 'Together, children first...' and we aim to put children at the centre of all we do. We are very proud of our excellent, innovative school and our wonderful pupils.

We are based in the North-East of Coventry in a purpose-built school, co-located with Moat House, a mainstream primary school. Our school draws pupils from across the city and has increased in size over the last 5 years. Currently we have 190 children on roll split across 21 classes and have the largest special primary cohort in Coventry. Our roll is continuing to grow. Unlike mainstream settings, our intake is not always based on specific year group numbers annually. All pupils have an EHCP. We know that Early Years principles support our pupils to learn effectively and have taken this into account when designing our curriculum and learning experiences across the school.

Our vision, "*Together, children first*", reflects our belief that everyone plays a vital role in helping our pupils realise their full potential. Our values drive everything we do at Castle Wood. The school values are honesty, integrity, trust, empathy and respect. We are proud of the positive ethos of our school underpinned by our Early Years principles across all year groups and are passionate about teaching and learning and making a difference in our children's lives.

Our school is mainly divided into key stages to support whole school management. Collaboration across school is encouraged so we maintain consistency and a sharing of knowledge and expertise. Currently we have, one Deputy Headteacher, three Assistant Headteachers, two Senior Teachers and two Faculty Leaders who work collaboratively for positive outcomes for all children. We currently employ 134 staff and are continuing to grow our staff team.

Castle Wood is a purpose-built special school and we have invested significantly over the last few years in our learning environments. We have just had a new extension and refurbishment to create a Foundation Stage unit and offices. We are conscious that the demographic of our pupils is becoming more complex and specialised. We work closely with external agencies and colleagues to ensure we are utilising a breadth of knowledge and expertise.

As a school we are innovative and always driving forward to embrace the best for our pupils, but we recognise that we are continue to work in challenging times for special education.

Special Educational Needs Data

Category of Need <i>(Based upon first primary need on EHCP)</i>	Boys	Girls	Totals - Prime Need
Severe Learning Difficulty	5	5	10
Mild/Moderate Learning	0	3	3
Profound and Multiple Learning Difficulty	8	5	13
SEMH	0	0	0
Speech, Language & Communication	56	18	74
Autistic Spectrum Condition	66	19	84
Physical	3	1	4
Other Sensory Impairment	1	0	1
Totals:	139	50	190

Application Process

Applications for this post will only be accepted using the online application form via Coventry city council recruitment portal – this must be completed in full.

The closing date for applications is Sunday 11th January 2026.

School visits are strongly encouraged and are available on Monday 15th December from 1pm onwards and Wednesday 7th January 9.15am onwards. Interested candidates are encouraged to contact Vicky Moore - People & Operations Lead on 024 7670 9060 option 4 or via email to moorev@castlewood.coventry.sch.uk to arrange a tour.

Shortlisting will take place Thursday 15th January 2026. Identified candidates will be invited shortly after this date.

Shortlisted candidates will need to be available for interview on Wednesday 28th & Thursday 27th January 2026.

We are looking for the successful candidate to start with us for the new academic year 1st September 2026 although an earlier start date may be considered.

If you have any questions relating to the application process, please do let us know.

We look forward to hearing from you.

Margaret Chapman

Chair of Governors

Job Description: Headteacher

GRADE:	L25-L31
RESPONSIBLE TO:	<i>The Board of Governors of Castle Wood</i>
RESPONSIBLE FOR:	<i>The Leadership and management of all staff at Castle Wood</i>

Main purpose

The Headteacher will have overall responsibility for the organisation and management of the whole school. The Headteacher will deliver vision, leadership and strategic direction to secure the overall effectiveness and continued improvement of the school. The Headteacher is accountable to the Board of Governors. The current School Teachers' Pay and Conditions Document sets out the range of duties and responsibilities of a Headteacher, and therefore this job description is aligned to this document.

Core Purpose

The core purpose of the Headteacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To succeed, the Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Headteacher must establish a safe culture that promotes excellence, equality and high expectations of all pupils.

The Headteacher is the leading professional in the school, accountable to the Governing Board. The Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet the aims and objectives.

The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement; raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The Headteacher, working with and through others, will secure the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, other schools, other services and agencies for children and families, community organisations, the local authority and higher education institutions. Through such partnerships and other activities, the Headteacher plays a key role in contributing to the development of the education system as a whole and collaborates with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment, which is engaging and fulfilling for all pupils.

The current School Teachers' Pay and Conditions Document sets out the range of duties and responsibilities of a Head Teacher, and therefore this job description is aligned to this document.

Leadership

- Embraces the vision and values as in collaboration with the Governors and ensures that these underpin all activities and inform all relationships
- Defines and implements the school's vision and strategy so that it is understood, agreed and acted upon across the school community including staff, parents and pupils
- Identifies priorities and targets for ensuring that all pupils achieve high standards and make good progress, increases teachers' effectiveness and secures continuous school improvement
- Strategically plans for future needs and the further development of the school

- Challenges, supports, motivates and develops all staff to raise their performance by setting effective performance objectives
- Leads by example, is personally visible and observably committed to the school. Demonstrates a leadership approach which is focused, flexible, caring and inclusive
- Has responsibility to engage, develop and grow all staff

Teaching and Learning

- Develops and agrees a curriculum policy to meet statutory and pupil requirements that supports the school's aims and needs
- Implements highly effective strategies to support and challenge teachers to achieve effective exceptional teaching and learning outcomes
- Operates systems for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using data and setting targets for achievement of all pupils
- Promotes excellence in teaching and learning, using the latest evidence base, ensuring a continuous focus on pupils' achievement and the development of the whole child
- Ensures that learning is enjoyable and active as well as challenging
- Ensures that a varied and rich educational experience is available for all pupils, including a variety of extra-curricular opportunities
- Ensures effective and appropriate pastoral support is available to pupils and families
- Ensures there are systems for and appropriate action in relation to individual pupil progress and achievement, maintaining high ambitions for all pupils
- Through measurement and analysis, identifies and acts on areas of development in relation to all aspects of school improvement

Relationships

- Demonstrates inclusiveness and respect in dealings with pupils, staff and others within the school community
- Promotes personal responsibility, rewards excellence and deals appropriately with underperformance
- Ensures a high standard of professional development for all staff
- Demonstrates personal resilience and self-awareness
- Creates conditions for pupils, staff and the school community to speak up and be heard if they have concerns or ideas for improvement
- Demonstrates the personal capability to coach for high performance and develop coaching within school management as standard
- Demonstrates relevant consultation and cooperation around change affecting the school

School Improvement

- Demonstrates a constant drive for school improvement
- Is aware of and responsive to developments in educational policy, techniques, leadership and management practice
- Ensures the successful delivery of the values, vision, ethos, strategy and objectives
- Creates school systems and structures in support of outcomes and priorities
- Monitors the performance of school policies and amends as appropriate to support school improvement or compliance with laws, regulations or educational policies
- Uses data to create insights for the governing board, staff and parents/carers as to how to support school improvement
- Promotes collaboration and the exchange of ideas within school and across the local authority
- Creates, implements and monitors school improvement plans

Management

- Works with the school leadership team and the Board of Governors to set an annual budget consistent with school priorities
- Is accountable for recruiting, developing and retaining staff of the highest quality
- Plans for and deploys all staff effectively to improve the quality of outcomes
- Monitors and manages school budgets to secure the long-term future of the school
- Ensures the school sets and maintains high standards for health, safety and well-being
- Reports openly and honestly to the Board of Governors on the performance of the school
- Manages the effective application of the school pay and performance policy
- Works collaboratively with unions or other employee representatives where required to do so
- Works in partnership with the local education authority, local schools and other agencies
- Upholds the school's obligations for safeguarding pupils
- Ensures the school operates best value principles in purchasing goods and services and the allocation of school capital expenditure

Community

- Promotes community engagement including pupils, staff, parents/carers, local residents and community organisations
- Creates and maintains an effective partnership with parents/carers using a range of approaches and media
- Promotes an honest and positive image of the school, supporting parent choice and providing information through the school website as well as developing our social media presence
- Maintains positive relationships with other schools to support the smooth transitions of pupils from and to a range of settings
- Develops the school as an integral part of the local community by engaging in community celebrations and other events as appropriate

The post holder must comply with Coventry City Council's and the schools health and safety policy.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars.

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

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Castle Wood is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

Notes:

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Person Specification:

CRITERIA	ESSENTIAL QUALITIES
Qualifications & Professional Development	<ul style="list-style-type: none">o Qualified Teacher Status with an Honours degree or equivalento Demonstrates a focus on continuous professional development relating to school leadership and management and curriculum / teaching and learningo Someone who is passionate about the development of others and has experience of developing effective school leadership teamso Someone who has knowledge of Early Years principles and the SEND code of practice
Knowledge and Experience	<ul style="list-style-type: none">o Significant teaching experience, preferably in SEN and Early Yearso Substantial leadership experience, for example, previous Headship, Deputy Headship or considerable senior leadership experienceo Experience of working within a special school settingo Experience of working within a diverse and inclusive communityo You will be able to continue to build and maintain good relationships with children, staff and communities. Networking skills and utilisation of technologies available to celebrate diversity and achievements of children, staff and school is keyo Ability to maximise revenue generation as managing finances is a key part of the roleo You will have outstanding presence in the school and community along with strong resilience, cohesive decision making and effective time management
Skills, Qualities & Abilities	<p>As an experienced school leader, we know you already have strong teaching skills and high expectations of pupils' learning and attainment. For us, how we do things is important as what you do.</p> <ul style="list-style-type: none">o You need to be approachable with warmth and empathy towards otherso You will have the ability to build on our work raising standards across the school. These standards include progress and attainment, behaviour management and developing a culture of respect and openness
Teaching & Learning	<ul style="list-style-type: none">o At Castle Wood we value equality and inclusion in all aspects of school life, and we would expect the Headteacher to present these characteristics in their leadership and teaching methods. You will have detailed knowledge and experience of the range of teaching and learning strategies. This will help to ensure we meet the needs of all pupils.o You must have a secure understanding of assessment strategies, be able to help others and inform teaching and learningo Experience of effective monitoring and evaluation of teaching and learning as well as the ability to devise and implement subsequent improvement plans are imperative.o A clear understanding of the characteristics of an effective learning environment and the key elements of successful behaviour managemento Secure knowledge of statutory requirements relating to the curriculum and assessment

Leading & Managing Staff	<ul style="list-style-type: none"> o Experience of working in and leading teams, with a great ability to engage team members, delegate work, manage performance and encourage personal development o It is important you have a strong vision and can communicate this clearly with the ability to enthuse and motivate others o Lead by example o Ability to build excellent relationships with all staff, ensuring that they have access to advice and training, appropriate to their needs o Ability to build good relationships with the governors to enable them to fulfil whole school responsibilities along with experience of effective budget planning and resource deployment
Accountability	<ul style="list-style-type: none"> o You will be accountable for providing clear information to a number of stakeholders including staff, parents, governors, pupils and the local community. You will therefore need to possess excellent communication skills o An individual who can balance challenges and support whilst ensuring successful improvement strategies and driving performance will excel in this role
Strategic Leadership	<ul style="list-style-type: none"> o Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement o Strong ability to analyse data, develop strategic plans, set targets and monitor / evaluate progress towards these o You will have knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and achievement of all pupils, particularly for a special setting o You must also have a sound understanding of promoting and safeguarding the welfare of pupils and staff along with experience of, and commitment to, developing links with parents, other schools, agencies and wider community. o You must also ensure health and safety of all staff, children, parents/carers and visitors
References	<ul style="list-style-type: none"> o Unequivocal recommendation in personal references

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: _____

Date: _____

Post holder's signature: _____

Date: _____

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