



'Improving the quality of family life'

Deputy Head teacher Application Pack

We are seeking to appoint an experienced, innovative and aspirational, future headteacher looking to improve the lives of pupil's families and staff, in a rapidly growing school for pupils with Autism.

About Snowflake School

Snowflake School is an outstanding, independent special school for pupils aged 4-16 who have a diagnosis of Autism. Our teaching is underpinned by Skinners ABA/VB approach. We require a Deputy who has a strong educational background, including proven leadership experience and experience of successfully working with pupils who have Special Needs (preferably Autism). We are in an exciting period, having just opened a new secondary site in November. A leader who is creative, positive, with the drive to see the bigger picture both for the school and themselves would be perfect. We would like a Deputy to assist Snowflake School in achieving its full potential so we are able to ensure our pupils and staff achieve theirs, **someone who will work alongside the existing Head teacher for the next 12-18 months and become their successor.**

About the job

The successful candidate will work collaboratively with the Head teacher and the Assistant Head of each site, to develop appropriate, individualised learning pathways for all our pupils, whilst also providing clear, authentic leadership across the whole school and our multi-disciplinary team; establishing and embedding the school's values, aims and objectives and ensuring high levels of quality and compliance.



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Head Teacher: Mrs Kerry Sternstein
Chair of Trustees: Faryaneh Akhavan,
UK Registered Charity No 1110687

Registered as a limited company in England & Wales No 5873616



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What we are looking for?

We are looking for an experienced *Special School Leader*, hungry for self – development, who has aspirations for future headship. We are looking for someone with *strong leadership skills and vision* to build on our strong community and growing school. We are looking for someone with the *drive to empower* our pupils and staff to be the best they possibly can be. We are looking for someone with a *positive work ethic and a hands on approach* and extensive *experience of safeguarding* and child protection. We are looking for someone with *significant experience* working with Autism, who wants to contribute in *improving the lives* of our families and most of all we are looking for someone who shares our values of **Safety, Understanding, Patience, Enthusiasm and Respect.**

Why join us?

We offer small, friendly, professional and inclusive environments and the chance to be part of the Super Snowflake Team, who work hard together and support each other and where no two days are ever the same. As all Snowflakes are unique, so we recognize and celebrate uniqueness and individuality with bespoke learning programmes for both pupils and staff to pursue their educational, personal and professional goals. We offer high quality, in school training, professional development and support, including ABA supervision, coaching, teacher training support and access to a range of external opportunities. You will have an opportunity to enrich the lives of pupils with autism and make a positive difference. We run a staff well-being programme, including free breakfast, snacks, tea coffee, biscuits and regular treats.



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Application process and dates

Applications are invited online. An application form is attached to this information or you can find one on our website. www.snowflakeschool.org.uk . A full application form must be completed with all employment dates accurate and gaps accounted for. Offers will be subject to fully enhanced DBS checks. Visits to both sites are strongly encouraged, prior to application. To arrange a visit please contact Cheryl Ashley (Office Manager) office@snowflakeschool.org.uk or call 02073703232.

Closing Date :30th June 2021 at 3pm

Interview dates: 8th & 9th July 2021

Start date: negotiable

How to apply:

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Snowflake School is an equal opportunity employer and is committed to safeguarding and promoting the welfare of pupils and expects all staff to share this commitment. The appointment is subject to all relevant checks such as references and a satisfactory enhanced DBS disclosure.

To apply for this role, please complete a Snowflake School application form available alongside this advertisement. Each application is shortlisted against the Job Description and Person Specification included in the pack, so please ensure you complete the application form in its entirety, providing sufficient information and a supporting statement in relation to these documents. The form is designed in line with safer recruitment practices and allows us to determine your potential suitability for the role and carry out appropriate pre-employment checks. If shortlisted, you will be invited to interview. This will be with at least two members of Senior Management who will discuss the role in more detail and carry out an interview to assess your experience and skill set as well as your overall suitability.



You may be required to undertake further tasks dependent on the role applied for.

For those candidates shortlisted, we will request references in advance of any interviews so ask that you specify on the application form (where requested) if you do not permit us to apply for these prior to offer.

You must also provide appropriate qualifications and identity documents at interview to enable us to complete safer recruitment checks.

These include:

- Enhanced DBS check – will be applying for one of these on your behalf if you are successful if you do not have a current DBS (i.e. dated within two years or on the Update Service).
- Children's barred list check.
- Prohibited from Teaching /Leadership check.
- A minimum of two references, covering your last five years of employment or education history.
- Identity checks including right to work in the UK. You must provide 3 documents to cover the following:
 - Photographic Identification, e.g. passport or driving license.
 - Proof of right to work in the UK, e.g. current UK passport, UK Visa or UK Birth Certificate
 - Proof of current address, e.g. a current driving license or bank statement / utility bill dated within three months or council tax statement dated within twelve months.

If you cannot provide documents to satisfy above, please contact the office (by emailing: office@snowflakeschool.org.uk) who will be able to advise you on other documents that can be used.

Following the interview process, the successful candidate will be offered the role subject to the outcome of the vetting checks. We look forward to receiving your application.



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Job description

Deputy Head teacher

Hours: Monday – Friday 8.30-4.00pm + 8.30-5.00pm Tuesday

Flexibility regarding hours may be required – Term time only

Reporting to: The head teacher

Location: Snowflake School (split across both sites)

Salary Range: Negotiable (Depending on previous experience, qualifications and salary)

Job context

Snowflake School is an outstanding Independent school in London, with sites both in Earls Court, (Primary age pupils) and Acton (Secondary aged pupils). The school was registered in September 2008. Snowflake School provides day education for pupils between the ages of 4 and 16 years of age with Autistic Spectrum Disorders. Currently there are 36 pupils on roll. There is a staffing ratio of 1:1 which supports the methodology of the Verbal Behavior and Applied Behaviour Analysis approach to delivering a broad, balanced curriculum to enable our pupils to be as independent as possible. Snowflake school opened the second site for pupils aged 11-16 in November 2020.

Main purpose of the job

To work with the Head Teacher and the Snowflake Leadership Group leading the school in providing an outstanding quality education service for pupils with autism, in accordance with our policies, procedures and practices and following the Independent School Standards. To ensure that their ethos reflects the agreed aims, values and principles and thereby promoting general progress and securing high standards of teaching, learning and well-being across the school.

Main duties and responsibilities include

Leadership of Snowflake School

- To comply with good safeguarding procedures and principles as detailed by policy and practice locally and nationally.
- To monitor progress and targets to ensure each individual pupil is able to achieve planned outcomes.
- To work as a key member of the Snowflake Leadership Group and the multi- professional team to secure high standards in all aspects of life in the school.
- To maintain effective links with external colleagues.
- To work positively with families, carers, and all other stakeholders.
- To ensure that appropriate standards are maintained, especially in relation to education, and well-being and safety.
- To adhere to the Special Needs Code of Practice and all other relevant legislation.
- To carry out teaching / lunch cover duties as agreed with the Head Teacher.
- To model and promote positive attitude and good practice in all areas.
- To support the Head Teacher in effective deployment of staff and resources.
- To attend trustee meetings



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Quality of Education

- To work collaboratively with the MPT in order to refine a curriculum model that incorporates all aspects of the teaching and learning.
- To build links with the local community in order to support the 14 plus and transition curriculum.

Staff

- To assist in the recruitment, training and ongoing development of staff.
- To undertake agreed delegated managerial responsibilities on an ongoing basis, in support of the Line Manager, for example, supervisions, PDR reviews, probation reviews, return to work meetings and manage sickness and absenteeism, involvement in disciplinary, capability, grievance and any other people management procedures in accordance with school policy.
- To deputize for the Head Teacher in either site as required.
- To represent Snowflake School as required.
- To raise awareness of Snowflake Schools' policies and procedures and the ISS to staff members.
- To provide regular coaching/supervision and monitoring of PDRs according to Snowflake School policy.
- To delegate responsibilities as required
- To ensure staff uphold values and standards of behavior in accordance with Snowflake School policies.

General

- To ensure Snowflake School operates within agreed budgets.
- To exercise vigilance in respect to Health and Safety and promptly report all hazards and /or remedying them where appropriate. Undertake all duties in a manner calculated to minimize or avoid unnecessary risks, personally or to others.
- To operate at all times in accordance with Snowflake School's policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Behaviour Policies.
- To participate in all training and take responsibility for own professional development.
- To participate in team meetings, supervisions and annual reviews
- To work to promote Snowflake School as a valued organisation within its community and promote a culture where individuals conduct themselves at all times in a manner that reinforces this image.
- To ensure that all actions are in the interest of Snowflake School pupils, staff and families.
- To carry out any other reasonable and relevant duties as requested by the Head teacher or The Trustees.

Snowflake School is committed to safeguarding and promoting the welfare of pupils and expects all staff to share this commitment. The job description details responsibilities but does not direct any particular priorities or amount of time to be spent carrying out the duties. This will be determined according to the candidates area of experience.



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Deputy Head teacher Person Specification (start date negotiable)

Guidance notes:

Will be taken into account for short listing applicants = √

How identified

A = Application Form, I = Interview

Qualifications	1. A degree and Qualified Teacher Status.	√	A,
	2. Additional qualifications within a relevant field of study.	√	A,
	3. National Professional Qualification for Headship or willingness to undertake further relevant leadership qualification.	√	A,
Experience	4. Successful teaching experience across 4-16 age range.	√	A
	5. Successful teaching experience of pupils with autism and complex needs.	√	A, I
	6. Experience of working in a multi-cultural setting.	√	A, I
	7. Excellent knowledge of the National Curriculum, relevant external accreditation and their application to pupils with Autism.	√	A, I
	8. Understanding of using ABA and/or VB approach.	√	A, I
	9. Experience of working with a range of associated professionals and external agencies.	√	A, I
	10. Experience of coaching staff	√	A, I
Ethos	11. A willingness to contribute to the Snowflake vision "to improve the quality of family life."	√	A, I
	12. A willingness to promote Snowflake Schools' SUPER values.	√	A, I
Strategic Direction and School Development	13. Ability to motivate a team and individuals in providing inspiring and purposeful leadership for Snowflake School.	√	A, I
	14. Demonstrate thorough understanding of child protection and safeguarding issues and of the relevant legislation, school policies and procedures and a commitment to the safety and well-being of children; ensuring that the school meets all statutory responsibilities.	√	A, I
	15. Ability to implement positive change.	√	A, I
	16. Work with the SLG, head teacher and chair of trustees to provide detailed reports to trustees which allow trustees to hold leaders to account.	√	A, I



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	17. Ability to formulate aims, policies and plans and monitor, evaluate and review the impact of these.		A, I
	18. Demonstrate sound knowledge of current educational developments.	✓	A, I
Standards	19 Experience of Ofsted procedures/inspection and the ISS.	✓	A, I
	20. Experience of school improvement leadership.		
Teaching and Learning	21. Ability to understand the principles of effective teaching and learning.	✓	A, I
	22. Experience of developing and reviewing a highly personalised and differentiated curriculum.	✓	A, I
	23. Ability to collect, analyse and use data on pupils' progress.	✓	A, I
	24. Experience of promoting the personal, social, moral, cultural and spiritual development of pupils.	✓	A, I
Relationship with Parents and the Wider Community	25. Ability to maintain effective partnerships with parents and outside agencies.	✓	A, I
Deployment of Staff and Resources	26. Ability to manage budgets effectively and ensuring cost efficiency.	✓	A
	27. Experience of managing staff.	✓	A
	28. Experience of recruiting, selecting and deploying staff.	✓	A
Knowledge and skills, personal effectiveness	29. A thorough understanding of child protection and safeguarding issues and of the relevant legislation, school policies and procedures and a commitment to the safety and well-being of children.	✓	A, I
	30. A proven commitment to the principles and the practice of the Equality Act 2010.	✓	A, I
	31. Ability to manage time well and work under pressure to deadlines.	✓	A, I
	32. Excellent interpersonal, communication and presentation skills; both written and oral.	✓	A, I
	33. Effective ICT skills.	✓	A, I
	34. Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas.		I
	35. Demonstrate enthusiasm for, and commitment to, the role; along with reliability, integrity and a passion for education.		I