



**Lotus
SCHOOL**

Thrive and learn



Headteacher Recruitment Pack

CONTENTS

Welcome	3
About Us.....	5
Our Ethos	5
Our Trust	6
Staff Benefits	7
Job Description	8
Person Specification	11
How to Apply	12
Selection Process.....	12
Safer Recruitment	15
Next Steps.....	15

WELCOME

I am delighted that you have expressed an interest in the post of Headteacher at Lotus School. I hope that after considering all the information you will make an application.

Lotus School was opened in September 2020 and makes up part of Champion Education Trust, a multi academy trust that was formed in October 2019.

Our mission is to improve the life chances of all of our young people within our supportive family of schools, providing opportunities to allow young people to achieve beyond expectation, regardless of background, need or prior attainment.

We are determined and passionate to ensure that all of our staff are supported and trained to make a first class provision for all of our young people. Our leaders are encouraged and supported to work at local, regional and national levels to enable our Trust to keep abreast of the most current thinking and research in our profession.

Champion Education Trust has four key values that embody our ethos:

- Family and community; a sense of belonging and contribution
- Respect and celebration of differences
- Partnerships and working as a team
- Ambition and striving to do your best

The Headteacher at Lotus will translate our vision of the school into a development plan and implement it successfully. We are on an improvement journey at Lotus, which is recognised by Ofsted, and we are looking for a strong leader who has the vision and experience to lead the school onto its next phase. They will be passionate about helping every pupil to achieve their ambition, whilst leaving no child behind and will hold safeguarding central to all the systems, processes and strategies at school.

I hope you are excited by the prospect of this post. If you require further information or have any questions about the role please contact Lidia Gardner, Executive Headteacher, via email at lgardner@championtrust.co.uk or Diane Atkinson, Chief Executive Officer, on tel: 07896783865 or email datkinson@championtrust.co.uk.

Wishing you every success on the submission of your application.

Kind Regards



Dot Thomson
Chair Of Champion Education Trust



ABOUT US

Lotus School opened during lockdown in September 2020 and was purpose built to accommodate students with an Education, Health and Care Plan for Social, Emotional and Mental Health (SEMH) as their primary need. It was carefully designed to ensure that students who had struggled accessing mainstream education are fully supported to succeed.

It caters for students from 11-16 and all students have access to a number of curriculum pathways which deliver all core subjects, meaningful qualifications and therapeutic interventions that help them to develop and re-engage with school life. The school currently has 50 students and 25 staff.

The school was inspected by Ofsted in December 2022 and was placed into special measures, being rated 'inadequate' in all aspects of its teaching and learning. Since then significant work has been undertaken to turn the school around and at its first monitoring visit in July 2023, the inspector noted that we should be very proud of the progress we have made. She was very confident that as a Trust and leadership team, we have taken decisive action, focusing on the right things in the right order and that we know what our priorities are going forward. We are expecting a return visit very shortly and feel confident that they will recognise that even more progress has been made.

OUR ETHOS & VALUES

“At Lotus we will help you to accept your past, build a successful future and feel happy and safe in your present”

We understand that for some children, their journey so far has been difficult, but this can change, and with patience and the right support, we believe that every student can thrive and learn. We know that good relationships are vital in helping to build a student's self-esteem and willingness to learn, and that just one 'champion' can make a real difference.

Our approach is student-centered and they are always at the forefront of everything we do, from the design of our building, to our staff, to our curriculum. We build strong and lasting relationships with the families and key adults of all students who join us as we know how important this is in securing a successful future for the young person. We also strongly believe in looking to the future and showing students that nothing in their past is too great to overcome.



OUR TRUST

Lotus School is part of Champion Education Trust, a multi academy trust that champions the disadvantaged and vulnerable, helps to break down barriers and allows students to reach their full potential. We want all students to defy expectations, remain undefeated and leave education as an outstanding person. We are dedicated to the successful future of every young person within the Trust and passionate about providing opportunities to allow young people to achieve beyond expectation by providing outstanding teaching and support, inspirational learning environments and aspirational futures. We also inspire and support all staff to excel.

Within the Trust, we also have two further schools, details of which can be found below. The schools work closely together, sharing staff and facilities where appropriate, to provide greater opportunities for students to be able to choose from a wider range of subjects and consequently thrive. There is also a central team that works across all schools, providing functions such as finance, HR and marketing.

An outward looking, inclusive school for children with special educational needs. The school caters for a wide range of different needs but the majority of students' main identified need is associated with language and cognition difficulties.

The school provides excellent teaching and support for students aged between 11-19 through an inspiring curriculum, enriched by latest technology. This enables students to overcome an array of learning difficulties to become successful young people prepared to move into adulthood.

The school currently has 133 students and 60 staff.



Crosshill
SCHOOL

Prepare and flourish



Blackburn Central
HIGH SCHOOL

Aspire and achieve

A popular, thriving secondary school based in Blackburn. It prides itself on knowing and caring for all of its students, whilst having high expectations and ambitions for all. Positive relationships between staff and students are key to the school's success in ensuring students aspire and achieve in both their academic and personal development.

The school has been recognised for its inclusive approach to education, where diversity is not just tolerated but is celebrated and both students and staff have won national recognition for the work that they have done to promote inclusion.

The school currently has 955 students and 143 staff.



Champion
EDUCATION TRUST

A family of Schools

BENEFITS OF WORKING FOR THE TRUST

At Champion Education Trust we pride ourselves on being an employer that continually invests in our employees as we know that it is our staff who will ensure that we meet our vision. As such, each role comes with a wealth of job related benefits, such as:

Cycle to Work Scheme

Our cycle to work scheme enables employees to purchase a brand new bike and accessories and then spread the cost over 12 months or more through salary sacrifice. With tax and NI savings, you can save between 25%-39% on the cost of your bike.

Tech Salary Sacrifice Scheme

Our tech scheme enables employees to buy the latest technology through a salary sacrifice scheme. Whether it's a new laptop you want or maybe an iPad, employees spread the cost of their purchases and make NI savings of up to 12%.

Employee Assistance Programme

Our programme is run by Health Assured and provides a support line for staff to access a range of practical and emotional help 24/7. This includes counselling, financial, legal and practical support from qualified professionals. There is also access to an online health and wellbeing resource, as well as face to face counselling as required.

Flexible and Hybrid Working

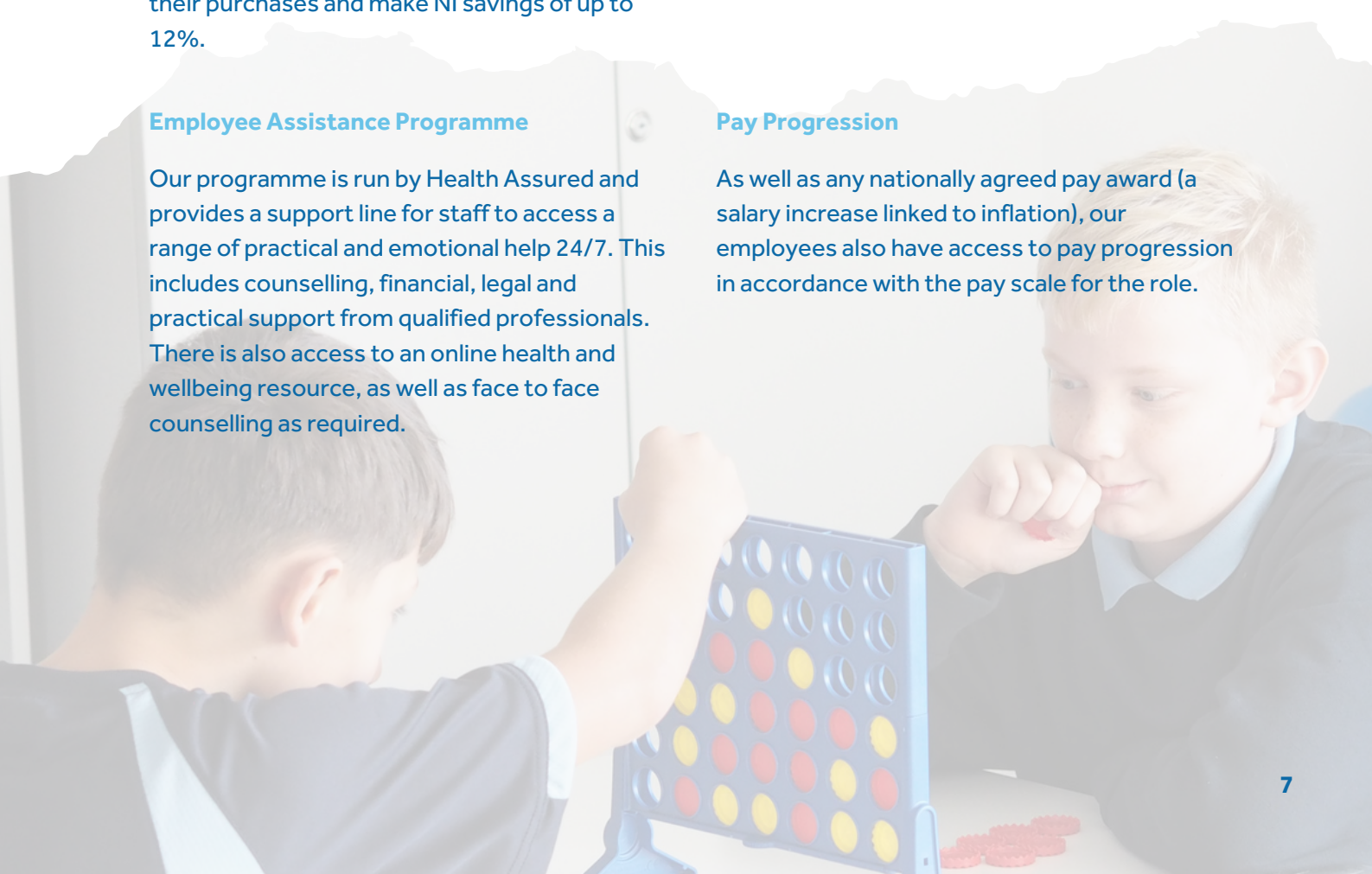
We actively promote the use of flexible and hybrid working and have a policy in place that all of our schools follow. We have found that a flexible and responsive attitude to working enables us to attract and retain a high quality workforce.

Pensions

You will have the option to join the Teachers Pension Scheme, which is a defined benefit scheme that provides a guaranteed income pension for teachers in England and Wales.

Pay Progression

As well as any nationally agreed pay award (a salary increase linked to inflation), our employees also have access to pay progression in accordance with the pay scale for the role.



JOB DESCRIPTION

Job title: Headteacher - Lotus School

Salary: L12-L18: £61,882-£71,729

Contract type: Full time permanent

MAIN PURPOSE:

- Translate the vision into a development plan and implement it successfully. Establish and oversee systems, processes and policies so the school can operate effectively.
- Be responsible for the internal organisation, management and control of the school. Secure and sustain effective teaching and learning throughout the school.
- Line management and appraisal of staff.
- Manage finances and resources astutely to maximise their use and value, aligned to the achievement of the school's strategy and vision.
- Provision of effective pastoral care and behaviour support.
- Sustain a learning environment to ensure inclusion, diversity and access for all staff and pupils.
- Create an outward-facing school to work with other schools, organisations and community partners to champion best practice, enhance learning and maximise inter-school liaison opportunities.
- Work with the other school leaders to share expertise and practice.
- Take the lead role on working in partnership with the Governing Body to build on the existing collaborative school vision, values and strategic plan, which embrace excellence, high standards and inclusion.

MAIN TASKS:

- Serve the students of Lotus School.
- Ensure that all activities within the school serve the vision, strategic direction and priorities outlined by the Trust and Lotus Governing Body.
- Contribute to the strategic development of the school and plan for the future in consultation with key Trust leaders.
- To lead by example in providing inspiration and motivation in delivery of the school vision.
- Develop the ethos, which secures effective teaching, successful learning and achievement by pupils. Sustain improvements in spiritual, moral, social, cultural and physical development, leading to the successful transition to prepare pupils for the opportunities and responsibilities and experience of adult life.
- Establish a culture of high expectations and staff professionalism.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
- Write the school development plan in partnership with Trust leaders.
- Build Lotus School as a specialist provision for students with SEMH.
- Plan and co-ordinate CPD to develop the professionalism and skills of the staff.
- Regularly monitor and evaluate the performance of the school and report to the Trust Leader and the Governing Body of the school.
- Ensure that policies and practices take account of national, local and school data, including inspection and the outcomes of school self-evaluation.
- Monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.
- Ensure that all those involved in the school are committed to its ethos, aims and values, are motivated to achieve them and involved in meeting long, medium and short term objectives and targets, which secure the educational success of the school.
- Maintain positive relationships with strategic partners at all levels, both within the school and in the wider community.
- Under the direction of the Trust Leader/strategic lead for SEND, lead the interface with Ofsted.

TEACHING:

- Work with key Trust leaders to secure and sustain outstanding teaching and learning throughout the school, based on evidence-informed understanding of effective teaching and how pupils learn.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Ensure teaching is underpinned by high levels of subject expertise and approaches.
- Ensure effective use is made of formative assessment.

CURRICULUM:

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise, with access to professional networks and communities.
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading.
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.
- Maintain an environment and code of behaviour that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour and discipline, which supports teachers and other staff to meet the standards set out in the professional development framework.

BEHAVIOUR:

- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy.
- Implement consistent, fair and respectful approaches to managing behaviour.
- Ensure that adults within the school model and teach the behaviour of a good citizen.

PROFESSIONAL DEVELOPMENT:

- Ensure staff have access to high-quality and sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs. Develop and maintain effective performance reviews and clear development plans for all staff.
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation, which is consistent with the approaches laid out in the standard for teachers' professional development.
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

ORGANISATIONAL DEVELOPMENT:

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Ensure staff are deployed and managed well with due attention paid to workload.
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently.
- Ensure rigorous approaches to identifying, managing and mitigating risk.

CONTINUOUS SCHOOL IMPROVEMENT:

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers that limit school effectiveness and identify priority areas for improvement.
- Develop appropriate evidence-informed strategies for improvement as part of well targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context.
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

WORKING IN PARTNERSHIP:

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.
- Commit the school to work successfully with other schools and organisations in a climate of mutual challenge and support.
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.
- Establish and nurture a senior leadership team that collaborates, shares responsibility, challenges openly and supports one another.

GOVERNANCE AND ACCOUNTABILITY:

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- Establish and sustain professional working relationships with those responsible for governance.
- Ensure that staff know and understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

The post holder will be expected to comply with all reasonable requests from the Executive Headteacher to undertake work of a similar level that is not specified in this job description.

This appointment is with the Governing Body as employers. This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the National School Teachers' Pay and Conditions Document Regulations which will apply to this post.

PERSON SPECIFICATION

NO.	CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS			
1.	Qualified teacher status award of the National Professional Qualification or other relevant professional qualification or evidence of research-based study	x	
2.	A track record of proven, successful senior leadership and management experience in a comparable setting	x	
3.	Appropriate child protection training and designated safeguarding lead training successfully undertaken	x	
4.	Experience of teaching children with SEMH	x	
5.	Leadership role impacting on inclusion and in particular, children with SEMH		x
SCHOOL CULTURE			
6.	The ability to think strategically and take the leading role in developing, building on and communicating the school's vision and strategic plan in a way that inspires and motivates the whole school community	x	
7.	Can build a diverse and effective senior leadership team that is engaged, motivated, accountable and open and shares responsibility for the leadership of the school	x	
8.	A clear understanding of and commitment to promoting and safeguarding the welfare of children, and enforcing a culture of safeguarding throughout the school community	x	
9.	The ability to lead and manage people to work towards common goals, including giving and receiving effective feedback to improve personal performance	x	
TEACHING CURRICULUM & ASSESSMENT			
10.	Proven experience of using data and insight to lead innovative whole school initiatives that have impacted significantly and positively on pupil attainment	x	
11.	A clear understanding of what makes good and outstanding teaching and the ability to develop a culture where the focus is on making a difference to young people's lives through education and learning	x	

TEACHING CURRICULUM & ASSESSMENT CONTINUED...			
12.	Substantial knowledge and experience of evidence-based curriculum leadership and development, including a clear grasp of recent changes and the opportunities that the wider curriculum provides for all pupils (including creative, self-expressive and physical activities)	x	
13.	Strategies for teaching pupils about the duties, opportunities, responsibilities and rights of citizens	x	
BEHAVIOUR			
14.	Evidence of implementing a range of effective strategies which maintain and improve exemplary behaviour standards, including pupils' learning dispositions, attendance and punctuality	x	
SPECIAL EDUCATIONAL NEEDS AND DISABILITIES			
15.	Commitment to a diverse, open, equitable and inclusive culture, that promotes equality of access, inclusion, and opportunity for both staff and children	x	
16.	Experience, skills and knowledge to ensure the school fulfils its statutory duties with regards to the SEND Code of Practice and has ambitious expectations for all pupils with additional needs and special educational needs and disabilities, alongside a culture that enables them to learn effectively	x	
PROFESSIONAL DEVELOPMENT			
17.	Proven experience of developing and empowering other leaders to improve teaching and learning practices in their phase or subject, through training, coaching and experiential learning	x	
18.	Proven experience of setting and communicating high expectations of staff, evaluating their performance and tackling any underperformance robustly and effectively	x	
ORGANISATIONAL MANAGEMENT & DEVELOPMENT			
19.	Strong financial planning and management skills with experience of making effective use of resources, including the pupil premium, to achieve the school's strategy and vision	x	
20.	A clear understanding of and knowledge of current issues in education and evidence of embracing, implementing and embedding new approaches/technologies which are relevant to teaching and learning	x	

WORKING IN PARTNERSHIP			
21.	A commitment to building and maintaining effective and positive relationships with stakeholders, including pupils, parents, carers, governors, trustees, staff, including the central team, the wider community and other schools, and use them to solve problems and achieve common goals	x	
22.	Experience or a willingness to work with a Governing Board and Board of Trustees with an ability to develop a strong, appreciative and challenging partnership with these stakeholders	x	
23.	Understanding of employment law, equal opportunities legislation, appraisal regulations and external relations		x
PERSONAL ATTRIBUTES AND SKILLS			
24.	Deals effectively with pressure; is calm and level-headed, and remains optimistic, persistent and resilient, even under adversity	x	
25.	Self-motivated with a high level of organisational skills and the ability to prioritise and delegate workload effectively	x	
26.	Able to listen and to reflect, think creatively, solve problems and make decisions based on sound judgement; and can accept and learn from their own mistakes	x	
27.	Excellent verbal and written communication skills and proven ability to listen to, understand and work effectively with a wide range of challenging stakeholders	x	
28.	Commitment to the development of the school as a centre of excellence in the community in a way which builds partnerships and community consensus on values and beliefs, in keeping with the diverse nature of the school	x	
29.	Commitment to collaboration and networking with others within and beyond the school	x	

HOW TO APPLY

All applications must be sent electronically to Kay Naylor at knaylor@championtrust.co.uk.

Applications must be completed on a Champion Education Trust application form found on our website at www.championtrust.co.uk. No other style of application will be accepted. A maximum of four pages can be completed for your letter of application using font Calibri size 11.

The timescales below will be followed:

- Closing date for applications is 12 noon on Monday 19 February 2024.
- Shortlisting will take place on the afternoon of Monday 19 February 2024.
- Interviews will be held on either Wednesday 21 February or Thursday 22 February 2024.

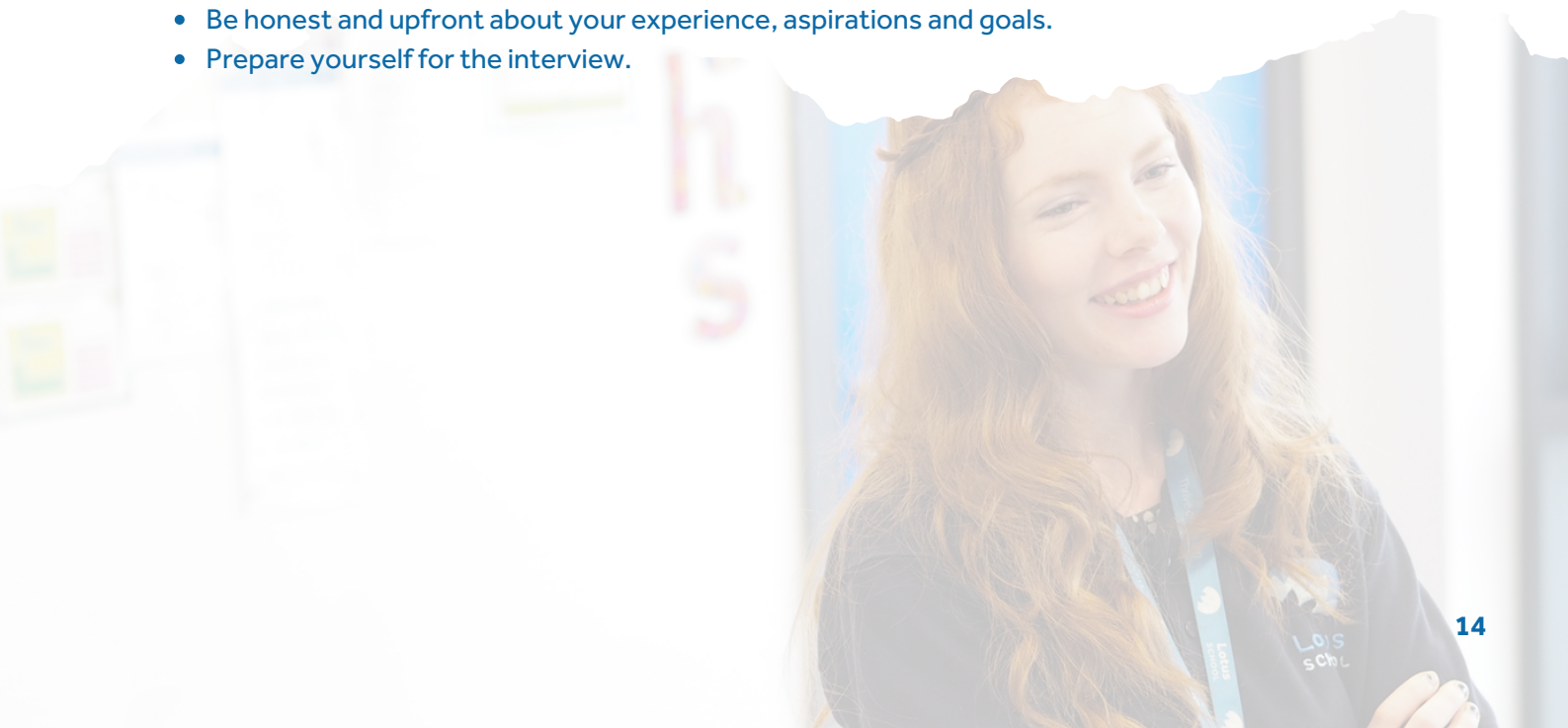
SELECTION PROCESS

We undergo a rigorous application and candidate selection process and will ensure that we:

- Provide you with clear, timely and accurate information.
- Give you the opportunity to ask us any questions you may have.
- Respond to those questions promptly.
- Adopt a consistent and fair assessment process.
- Make sure that you have all the documentation and details you need for your interview.
- Provide you with a full insight about what it's like to work for the Trust.
- Ensure all offers are equitable and fair .

In return, we would ask that you:

- Provide open and accurate information when submitting your application.
- Be honest and upfront about your experience, aspirations and goals.
- Prepare yourself for the interview.



SAFER RECRUITMENT IN EDUCATION

Champion Education Trust is committed to safeguarding and promoting the welfare of our children. In turn we expect all of our staff and volunteers to share this commitment. We therefore have a number of stages that we go through as part of the application process and these are detailed below. In terms of safeguarding:

- We have several policies and procedures that reinforce our safeguarding commitment, including a child protection policy, which can be viewed on our website.
- It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.
- We fully support the Government's Prevent Agenda to counter radicalism and extremism.
- References - a minimum of two references will be requested on your application form and contacted prior to interview.
- Interviews - A minimum of one member of the interview panel will have completed Safer Recruitment Training and we will explore understanding of safeguarding children.
- Pre-employment checks - An enhanced DBS check is required for successful applicants. If necessary, prohibition, overseas and section 128 checks will be completed.
- As part of the recruitment process, and in line with KCSIE, we will complete an online search on any shortlisted candidate.
- You can view our child protection and safeguarding policy on our website at <http://championtrust.co.uk/about-us/policies-documents>.

NEXT STEPS

All applicants for vacant posts will receive a job description, which will include the safeguarding responsibilities of that role, plus a person specification, which will include reference to the candidate's suitability to work with children. You will also be required to complete an application form, giving detailed information about your suitability for the role, plus an explanation for any gaps in your employment history. Also, as part of the application process:

- You will have an opportunity to talk to either the Executive Headteacher of Lotus or the Chief Executive of the Trust. Contact details can be found on page three.
- All applications will be fairly considered by a shortlisting panel. Both successful and unsuccessful candidates will be notified.
- The interview process will be fair and transparent and you will be informed in advance of what is expected of you.
- Champion Education Trust is committed to ensuring equality, therefore if you require any reasonable adjustments to be made as part of the recruitment process please let us know.



Lotus
SCHOOL

Thrive and learn

www.lotusschool.co.uk