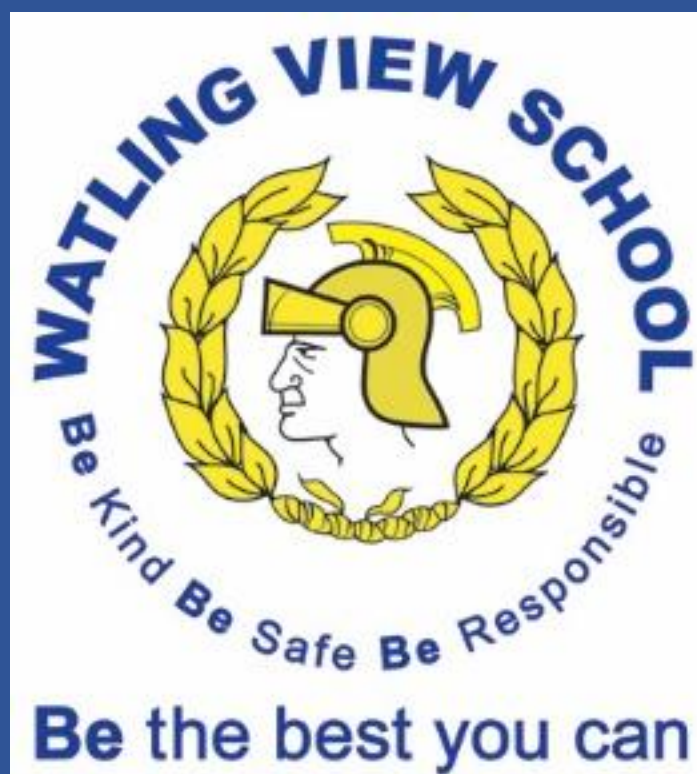


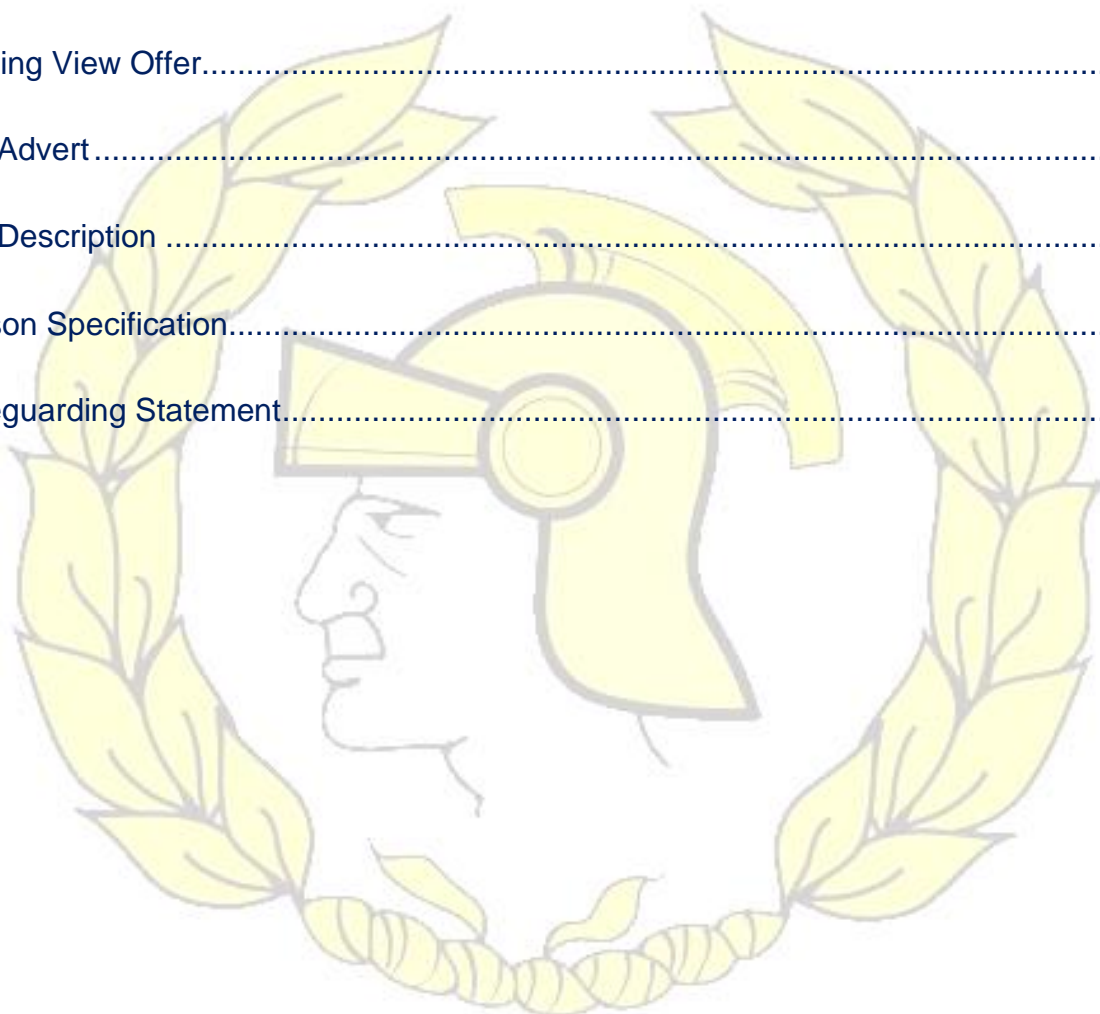
# RECRUITMENT INFORMATION PACK



**Watling View School, Watling View, St Albans, AL1 2NU**

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## Welcome from the Head Teacher

Dear Applicant

Thank you for your interest in our vacancy.

Watling View School is a maintained special school in St Albans, Hertfordshire. The school caters for 115 pupils, from 2-19 years, with a wide range of complex and profound learning difficulties. These include severe autism, complex medical conditions, physical and mobility difficulties, as well as severe developmental delay.

We are passionate about our vision, which guides us in all that we do for our pupils.

"Watling View - Be kind, Be responsible, Be the Best You Can"

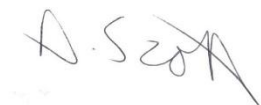
Please apply for the position using the Teach in Herts website by completing the online application via the yellow "Apply for this Job" button in the top right hand corner of the advert. Please ensure all fields are answered fully. CV's are not accepted.

Please note, all employment history must be covered on the application form and any gaps in employment must be explained.

Visits to the school are highly recommended and can be arranged by calling Jo Roberts, School Business Manager, on 01727 850560 #6.

I look forward to receiving your application.

Yours sincerely



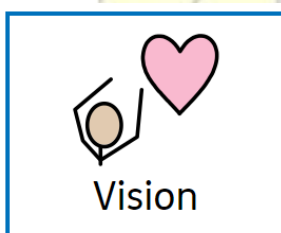
Andy Scott, Head Teacher

## Watling View Mission Statement, Pupil Vision and Values



### Mission

Our mission at Watling View is to provide each and every pupil with personalised learning opportunities alongside broad and enriching learning experiences which enable all pupils to be happy, confident learners who are able to express themselves and be as independent as possible so each individual is prepared for their adult life and can be the best they can.



### Vision

At Watling View, we strive to develop confident, independent individuals by providing inspirational learning opportunities which enable individuals to reach their full potential in their social, life, communication, independence both in school and in the wider community.

Watling View will provide pupils the opportunity to thrive and develop by

- Looking at each pupil as an individual learner and provide a curriculum that is rich in individual learning opportunities.
- Providing a safe, happy and nurturing environment.
- Providing opportunities that are fun, exciting and utilise on-site and off-site learning experiences.
- Providing a warm and welcome environment in which each individual is celebrated and recognised for who they are.
- Having a curriculum that is rich and stimulating with a breadth of learning experiences and opportunities that promote pupil communication and independence.

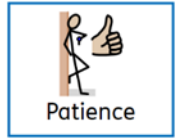
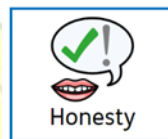
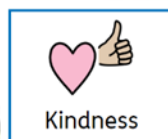
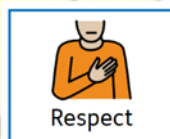
“Be Kind, Be Safe, Be Responsible, Be The Best You Can”

- Provide opportunities and teach pupils how to support their own emotional wellbeing.
- Working collaboratively with parents and professionals.



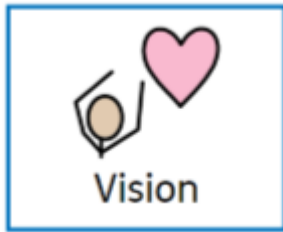
### Values

The values we have for every member of the Watling View Community are:





## Watling View Staff Vision and Achievement



Watling View will provide staff the opportunity to thrive and develop by:

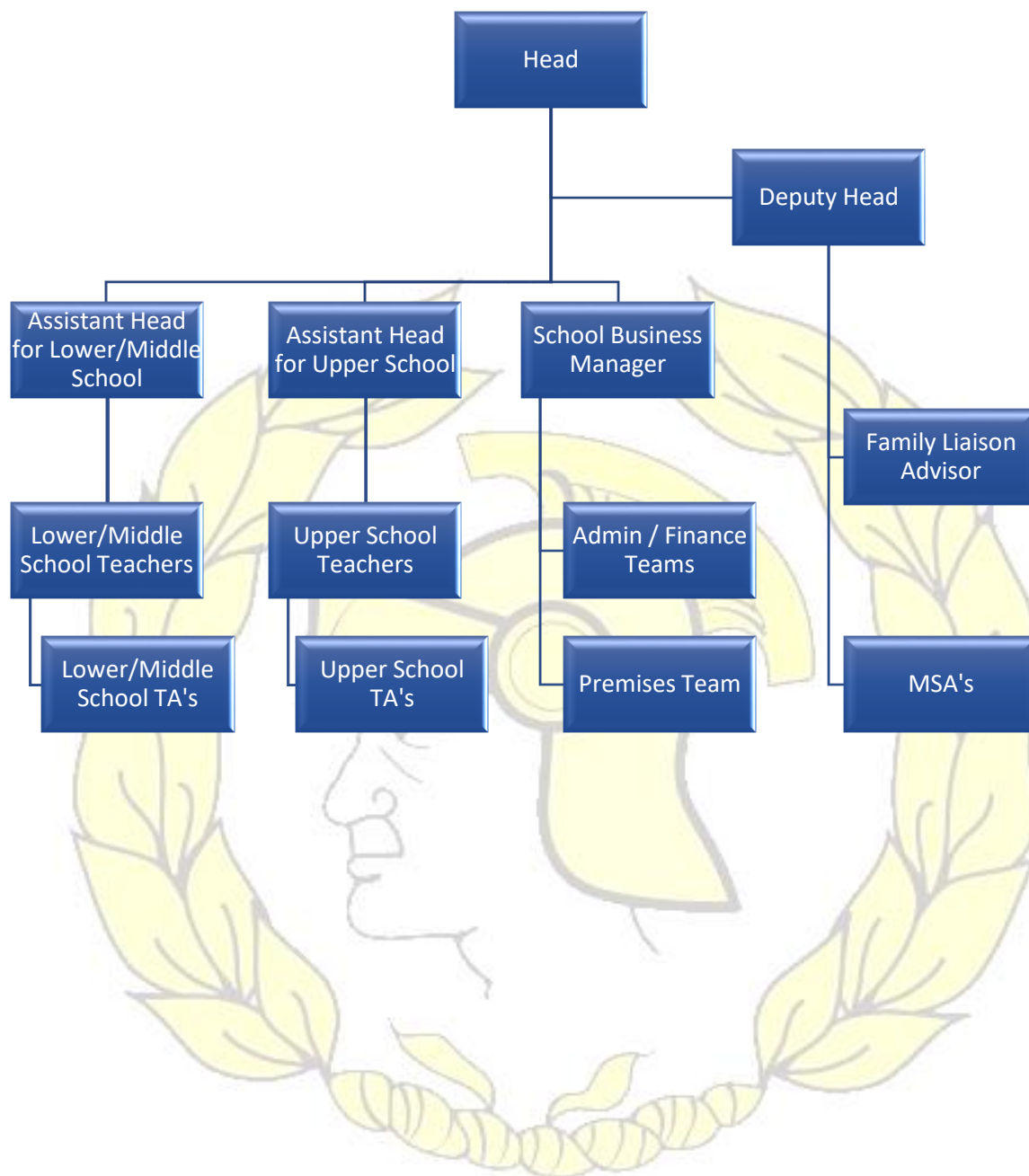
- Providing a variety of CPD which supports the continued learning and development of staff.
- Provide a safe, happy and nurturing environment.
- Hold open minded conversations with staff which support and promotes reflective thinking.
- Recognising and celebrating our diversity and uniqueness of each and every individual at Watling View.
- Listening to staff and provide opportunities for staff to try new ideas.
- Working collaboratively with all colleagues for the continued improvement of pupil outcomes.



To achieve our mission and vision staff will:

- Work together for the common goals of our pupils and school.
- Be focussed on the pupils.
- Have a can do attitude.
- Be a positive role model for the pupils and school.
- Treat each other with respect and value each other.
- Set high aspirations for our pupils.
- Treat each other with respect and value individuality and differences.
- Look to seek solutions to any problems positively and professionally.
- Celebrate the success of our pupils and each other.

## Organisation Structure



## Watling View Offer

### We are very proud of our:

- Extraordinary pupils
- Innovative, dedicated staff
- Excellent support and encouragement from Governors and the Senior Leadership Team
- Varied and superb quality professional development (CPD)
- School community that continually strives to improve
- Ethos of focusing on positive learning behaviour and high expectations for all pupils and staff

### We can offer you:



Up to 115 amazing children and young people



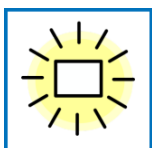
A warm, positive environment



A supportive team



A school that continuously seeks opportunities to improve



A new starter induction programme



Membership to Herts Rewards, our employee benefits scheme including discounts and cashback for high street shops and online shopping



Subscription to our comprehensive Healthcare and Wellbeing package



High quality, varied and ongoing professional development programme (CPD)



Extensive sick pay from the 1st day of absence (after 6 months service)





Generous pension provision



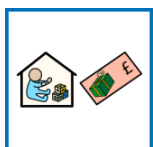
Cycle to Work salary sacrifice scheme



Clear annual calendar and timetables



Free annual flu jab



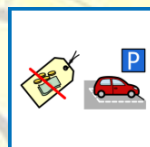
Optional Childcare Vouchers scheme



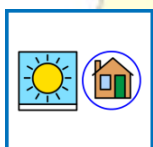
Free school Christmas lunch



Annual appraisal programme



Free on-site car park



Annual Occasional Day



Various staff social events during the academic year



Long Service Awards

## Job Advert

### Assistant Headteacher – Maternity Cover

Contract Term: Maternity

Start Date: April 2026

Contract Type: 0.6

Salary: L7

Watling View is seeking to appoint an Assistant Headteacher to cover maternity leave. The successful candidate will be someone who will inspire, enthuse and motivate our pupils and staff to help the school achieve its vision.

This position will be part of the school's Senior Leadership Team and play a key role in the within the areas of responsibility linked to this position (exact areas to be discussed with the successful candidate). The successful candidate will be an excellent teacher who can ensure the development and progress of pupils at Watling View.

#### The successful candidate will be

- Experienced in supporting young people with SEND
- Someone who has demonstrated successful leadership within an area of school development
- A leader who can communicate with key stakeholders about the areas they lead on.
- Able to take personal and professional responsibility to lead and develop this area.
- Able to articulate and implement a clear vision for the education of pupils at Watling View
- Able to work as part of the Senior Leadership Team to help drive forward school improvement
- Able to demonstrate successful school leadership that has brought about improved outcomes for pupils
- Committed to upholding the vision and values of Watling View and passionate about the education and safeguarding of young people with SEND

#### Application:

Visits to the school prior to application are **highly recommended**. Please call Jo Roberts 01727 850560 #6 to arrange an appointment. You can visit our website [www.watlingview.herts.sch.uk](http://www.watlingview.herts.sch.uk).

This position is for maternity cover only. The position will terminate when the existing post holder returns to work after their maternity leave.

Please contact the school office for further information and to talk to the Head Teacher. Applications can be made online at [www.mynewterm.com](http://www.mynewterm.com) or [www.teachinherts.com](http://www.teachinherts.com). Please do not send CV's as they will not be considered.

## Job Description

### Main Purposes

To promote the vision, mission and aims of Watling View by working with the Headteacher and other members of the Senior Leadership Team to provide strategic leadership and direction in a department and other areas of school improvement ensuring high quality education for pupils at Watling View.

As a member of the Senior Leadership Team (SLT):

- To provide professional leadership to secure sustained improvements in the school's performance in partnership with staff, pupils, parents, governors, the LA and the community.
- To provide an environment for teaching and learning that empowers both pupils and staff to achieve their fullest potential.
- Raise standards in teaching and learning across the school.
- Lead on the development of whole school policy and improvement priorities as determined by the Headteacher and Leadership Team.
- To undertake any professional duty of the Headteacher which may be delegated, in accordance with the pay and conditions document.
- To undertake in the absence of the Head and to the extent required by the Governing Body, the professional duties of the Headteacher including the deployment of staff to ensure their effective contribution to pupil learning.
- To lead on identified areas of whole school improvement.
- To lead and manage a department and staff developing a framework of mentoring, coaching and peer support.
- To lead, manage, and develop the provision for pupils in a department including but not limited to aspects of curriculum and assessment including transition arrangements.
- To lead and manage an area of the curriculum.
- Contribute to the whole school improvement plan and school evaluation procedures, including implementing a department development plan to secure continuous school improvement.
- To be responsible for the effective use and monitoring of particular budgets as directed by the Headteacher
- To liaise and report to Governors on specific areas of development
- Monitor evaluate and review the effectiveness of the school policies and procedures

### Qualities and knowledge

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils you educate and support at Watling View.



- Demonstrate professional personal behaviour, positive relationships and attitudes towards the pupils and staff of Watling View, and towards parents, governors and members of the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around you.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- Communicate the school's vision and support the strategic leadership, empowering all pupils and staff to excel.

### **Pupils and staff**

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Ensure holistic pupil development across the department through successful multi-disciplinary working.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold staff to account for their professional conduct and practice addressing under-performance, supporting staff to improve and valuing excellent practice.
- To lead and manage teachers, teaching assistants and mid-day meal supervisors throughout the department, including contributing to the appraisal cycle.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- To participate in staff recruitment and selection processes and the management of human resource / employment issues arising including staff well-being

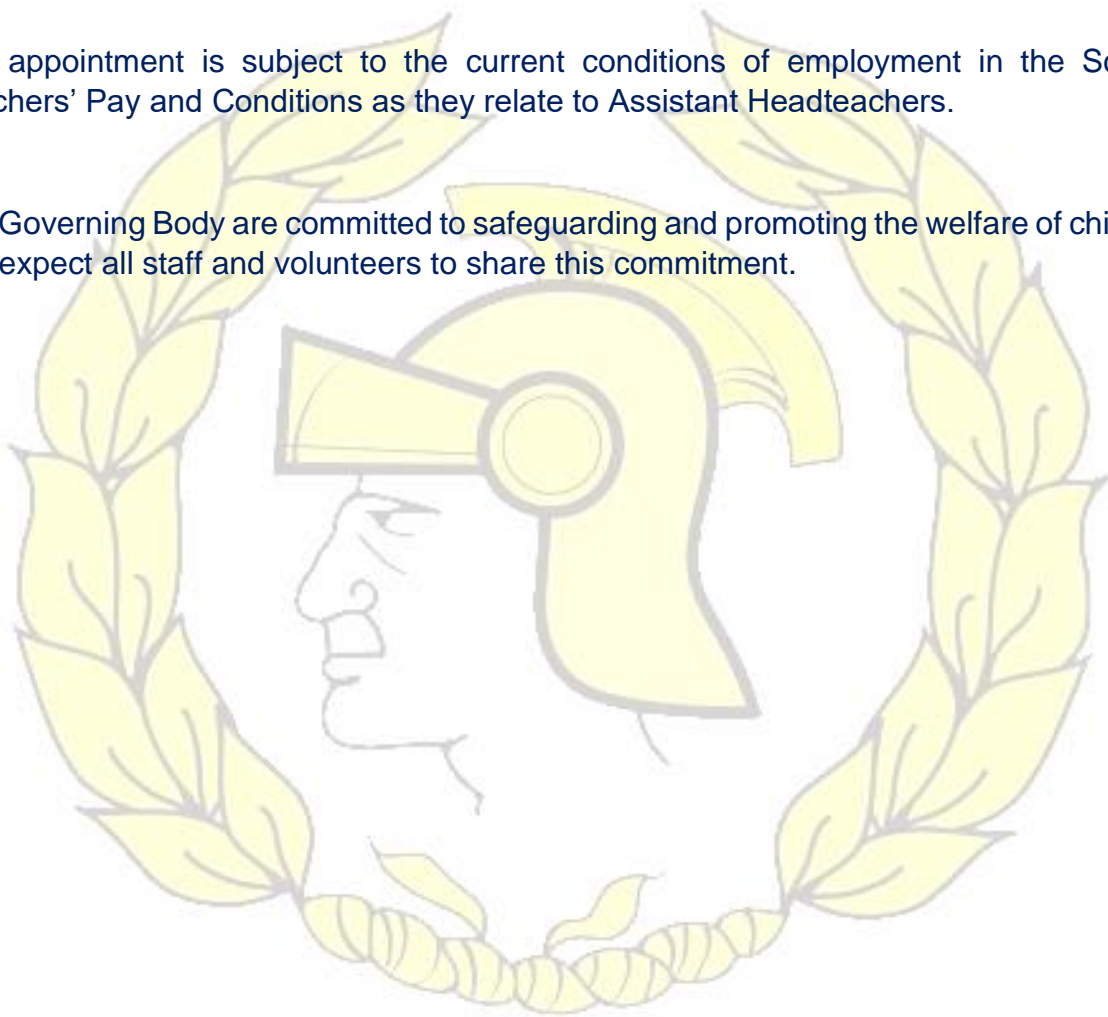
## Teaching Commitment

- To have a teaching timetable providing a model of excellent practice including the planning and assessment of learning activities

Staff are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified within this job description. This job description is current at the date shown, but it will be reviewed regularly, to reflect changes in the job commensurate with the job title, purpose and grade and in response to school improvement priorities.

The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions as they relate to Assistant Headteachers.

The Governing Body are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.





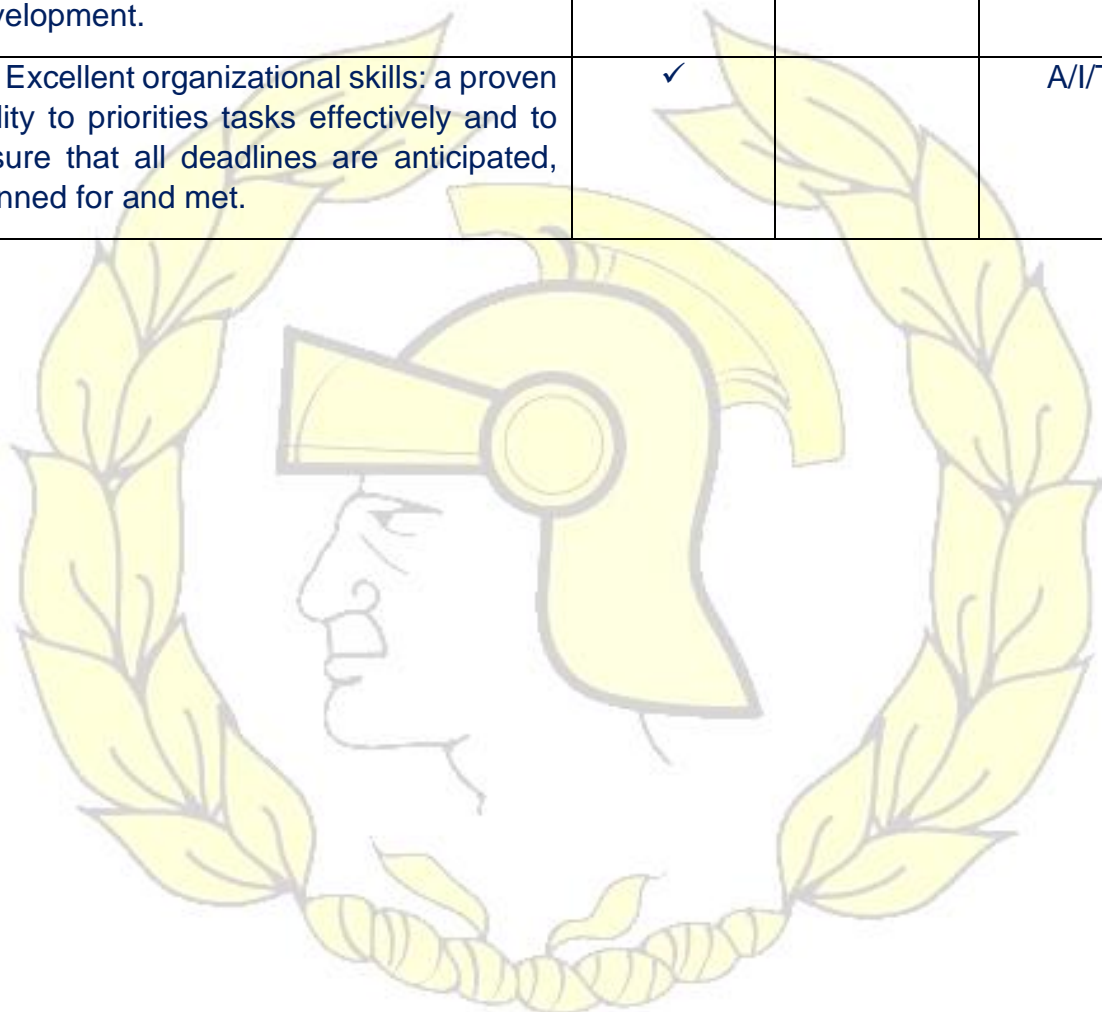
## Person Specification

*A: application I: interview T: task*

	Essential	Desirable	Method of Assessment
<b>1.QUALIFICATIONS</b>			
1.1 Qualified teacher status	✓		A
1.2 Recent and relevant in service training courses and qualifications	✓		A
1.3 Recognised leadership study and/or qualification		✓	A
<b>2. EXPERIENCE</b>			
2.1 Experience of successful teaching of pupils with complex needs (which may include pupils with moderate learning difficulties, profound and multiple learning difficulties, severe learning difficulties, autistic spectrum disorder).	✓		A/I
2.2 Experience of performing a leadership role in a school.	✓		A/I
2.3 Evidence of substantial and successful school improvement.	✓		A/I
2.4 Evidence of having been involved in curriculum planning and development at a whole school level.	✓		A/I
2.5 Experience of working within a multi-agency context to support pupils with learning difficulties.	✓		A/I
2.6 Experience of use of pupils' data and assessment to drive improvement	✓		A/I
<b>3. KNOWLEDGE AND UNDERSTANDING</b>			
3.1 Thorough knowledge and understanding of a range of approaches to teaching and learning as well as curricular issues for pupils with a range of learning needs.	✓		A/I/T

3.2 A knowledge of school self review and evaluation processes.	✓		A/I
3.3 Up to date knowledge of current education legislation, national initiatives and strategies and how they impact on schools.	✓		A/I/T
3.4 An understanding of cultural and social diversity and its impact on teaching and learning.	✓		A/I
3.5 Commitment to equality of opportunity and inclusive education for all children.	✓		A/I
3.6 Knowledge of the effective use of ICT to enhance learning and teaching for pupils with complex needs.		✓	A/I
3.7 An understanding of ‘safeguarding’ as applied to a school for pupils with complex learning needs.	✓		A/I
3.8 A knowledge and understanding of curriculum in a SLD school.		✓	A/I
<b>4. SKILLS IN LEADERSHIP AND MANAGEMENT</b>			
4.1 Ability to communicate clearly and effectively in speech and in writing to a variety of audiences including pupils, parents, governors and the wider community.	✓		A/I/T
4.2 Ability to develop and maintain effective relationships with pupils, staff, parents, agencies working with the school and the wider community.	✓		A/I
4.3 Ability to positively influence people and successfully work with members of the school community while promoting the school’s ethos and values.	✓		A/I
4.4 Ability to be an enthusiastic leader who is able to demonstrate the ability to motivate others.	✓		A/I
4.5 Proven ability to identify problems/needs and construct solutions.	✓		A/I/T

<b>5. PERSONAL QUALITIES</b>			
5.1 Enthusiasm and determination.	✓		A/I
5.2 Ability to work under pressure and to recognize and manage stress.	✓		A/I/T
5.3 Positive attitude to new challenges.	✓		A/I/T
5.4 The ability to work sensitively and flexibly.	✓		A/I
5.5 Commitment to ongoing professional development.	✓		A/I
5.6 Excellent organizational skills: a proven ability to priorities tasks effectively and to ensure that all deadlines are anticipated, planned for and met.	✓		A/I/T



## Safeguarding Statement

Watling View is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Appointment to this post is subject to satisfactory clearance of enhanced Disclosure and Barring Service (DBS) checks, including the barred list, as well as all other pre-appointment checks, including social media, in accordance with Keeping Children Safe in Education (2025). Online searches will be carried out at part of due diligence during the recruitment process.

