



# The **GALLERY TRUST**



A community of special schools



**Northern House  
Academy**

**Co-Head Teacher  
Northern House Academy  
Candidate Information Pack  
February 2026**

# Welcome

Thank you for your interest in the post of Co-Head Teacher at Northern House Academy.

Northern House Academy is a special school for primary age children who have been identified as having Social, Emotional and Mental Health difficulties. We currently have 93 children on roll, and all our pupils have an Education, Health and Care Plan (EHCP).

## About the role

This is a rare and exciting opportunity to join and lead an Ofsted Outstanding special school that is widely recognised for exceptional SEND practice, transformational outcomes for pupils, and a deeply inclusive, values-driven culture.

You will work alongside an experienced Head Teacher who has led the school to outstanding success, sharing strategic leadership and shaping the next chapter of excellence together.

## About The Gallery Trust

Northern House Academy is proud to be part of The Gallery Trust, a growing Special Needs Multi-Academy Trust committed to enhancing outcomes for SEND learners across Oxfordshire.

The Trust has a national reputation for excellence and plays a key role in shaping SEND strategy in the county. Currently, The Gallery Trust oversees seven academies, with plans to expand to 8 – 10 schools over the next five years.

As Head Teacher, you will work closely with the Trust's Executive Teams, who will provide expert guidance and support in areas such as strategic school improvement, finance, HR, and health and safety. This partnership will enable you to focus on what matters most — delivering outstanding teaching and learning, leading a dedicated school community, and driving improvements in SEND education.

## Join Us

If you are an ambitious and passionate leader ready to make a meaningful impact at Northern House Academy, we would love to hear from you.

On behalf of the Board of Trustees, thank you again for your interest—we look forward to your application.



*Chris Scrivener*  
*Chair of Trustees*



*Kay Willett*  
*Chief Executive Officer*

**Co-Head Teacher  
Northern House Academy  
Leadership Scale L17 – L23**

Thank you for your interest in the role of Co-Head Teacher for Curriculum and Teaching at Northern House Academy.

This is a rare and exciting opportunity to join and lead an Ofsted Outstanding special school that is widely recognised for exceptional SEND practice, transformational outcomes for pupils, and a deeply inclusive, values-driven culture.

You will work alongside an experienced Head Teacher who has led the school to outstanding success, sharing strategic leadership and shaping the next chapter of excellence together.

At Northern House Academy, learning is:

- Ambitious — with high expectations for every child
- Personalised — built around complex needs and individual strengths
- Relational — grounded in trust, safety and belonging
- Innovative — using evidence-based SEND practice

Our pupils flourish academically, socially and emotionally because curriculum design, teaching quality and wellbeing sit at the heart of everything we do.

This co-headship model offers:

- Shared strategic leadership and collaboration
- The chance to lead curriculum excellence across the academy
- Strong Trust support and professional development
- A platform to grow as a system leader in SEND education

The role is also open as a two-year secondment for Trust colleagues ready to step into senior leadership.

As part of The Gallery Trust, Northern House Academy benefits from:

- Outstanding safeguarding systems
- Strong executive leadership and governance
- A culture of collaboration across specialist schools
- Continuous professional learning and development

Together, we are committed to transforming life chances for children and young people with SEND.

We warmly encourage all prospective candidates to visit the school. Seeing our pupils learning, meeting our staff, and experiencing the culture first-hand truly brings this exceptional community to life.

If you are a passionate, ambitious leader ready to make a lasting impact in an outstanding special school, we look forward to welcoming you to Northern House Academy.

**How to apply:**

To apply for this post please submit an application form via MyNewTerm  
<https://mynewterm.com/jobs/147784/EDV-2026-NHA-42123>

**Closing Date: Monday 2nd March 12.00pm**

**A 2-day interview process is provisionally scheduled to take place on 9th and 10th March 2026.**

If you would like to visit Northern House Academy before submitting your application, please contact Kate Bartlett, School Business Manager (01865 557004) to arrange a time slot.

We are committed to ensuring that everyone feels welcome, respected, and supported throughout our recruitment process. If you have a disability, are neurodivergent, or have any additional needs that may require adjustments at any stage of your application or interview, please let us know via [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk)

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.



The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

## Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for pupils and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently seven special academies in the Trust located throughout Oxfordshire, with an additional academy opening in 2026. The Trust also provides Outreach support and training, teacher training and short breaks provision. The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.

**Job Description**  
**Co-Head Teacher, Curriculum and Teaching, Northern House Academy**  
**Leadership Spine 17 - 23**

**Reports to:** Chief Executive Officer and Deputy CEO

**Introduction:**

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the CEO. The CEO, or other Senior Manager if appropriate, will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually, and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at work policy and Dignity at work policy.

**Core Purpose:**

- To sustain the school's ethos and strategic direction
- To work in close partnership as a Co-Head Teacher, ensuring a joined-up and consistent approach to leadership of the academy
- To work collaboratively with the Trust Executive Teams to support strategic oversight and development, and the operational management of the school. Acting as an SLT link with the central Trust team
- To be responsible for the quality of education, including all aspects of teaching and learning.
- To refine, embed, and further develop an ambitious, inclusive, and values-led curriculum that meets the diverse needs of Northern House Academy ensuring it remains coherently sequenced, personalised, and responsive to the complex profiles of the children we serve.
- To articulate to stakeholders the vision, ethos and values of the Gallery Trust through leadership of Northern House Academy
- To be accountable for the progress and achievement of students with the academic curriculum
- To work as a Co Headship, in partnership with the Chief Executive Officer, leadership team of Northern House Academy, and the Trust Executive Teams to implement the agreed policies and practices of the Gallery Trust
- To ensure a secure and safe learning environment that promotes the welfare and Safeguarding of students and staff, and fulfils statutory and Trust policies and practice
- To fulfil all the professional duties as laid out in the School Teachers Pay and Conditions documents and the National Standards of Excellence for Headteachers.

- To take on the role of Deputy Designated Safeguarding Lead

### **Responsibilities:**

#### **Shaping the Future**

The Co-Head Teacher will ensure that his/her leadership demonstrates commitment to promoting and developing the existing good practice at Northern House Academy.

- Articulate and promote the school's agreed educational vision and values
- Share this vision and values with all members of the school community, securing their understanding and commitment and creating a shared culture
- Ensure planning, policies, and procedures consistently promote excellence, reflect the academy's ethos, and sustain high-quality practice across all areas of provision.

#### **Leading Learning and Teaching**

The Co-Head Teacher will lead a learning community which promotes positive attitudes to learning amongst students and staff and achieves excellence across all school activities.

- Leading and monitoring planning, teaching and learning across the school including the quality of education
- Demonstrate the principles and practice of effective teaching and learning
- Ensure a consistent and continuous school wide focus on student achievement which reflects the agreed vision and values, monitoring progress
- Analyse and use data to inform strategies for improvement
- Leading curriculum design, intent, implementation and impact
- Ensure that learning is at the centre of strategic planning and resource management
- Establish creative, responsive, and effective approaches to learning and teaching, embedded in a culture and ethos of challenge and support where all students engage with learning, have high expectations and can achieve success
- Overseeing the Annual Review of Education, Health and Care Plans
- Overseeing student consultations including admissions, additional funding, visits and responses, universal pathway
- Implement an effective assessment framework
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Monitoring and reporting on pupil progress

#### **Developing self and working with others**

The Co-Head Teacher's relationships with students, parents/carers and staff should demonstrate a belief in their unique contribution as individuals, valued and respected by all. They will recognise and act upon their own potential for growth and that of others.

- Treat all people fairly, equally and with respect to create and maintain a positive culture in line with the school's agreed vision and values
- Build a collaborative learning culture within the school community and actively engage with other schools, both within and outside the Trust

- Maintain effective strategies and procedures for staff induction, professional development and appraisal
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, including clear delegation of tasks and responsibilities
- Develop and maintain a culture of high expectations and aspirations for yourself and for others, celebrating the achievements of staff and taking appropriate action when performance is unsatisfactory through a consistent appraisal process and continued professional development
- Participate in arrangements for review of your own performance, reflecting on your personal contribution to school achievements and taking account of feedback from others
- Have regard for the well-being of yourself and others, managing your workload to promote a healthy work-life balance and encouraging and enabling others to do likewise.

### **Managing the Organisation**

The Co-Head Teachers, in partnership with the Executive Teams, including the Directors of Education, are responsible for ensuring that key principles and priorities for the school are identified and achieved.

- Support the Co-Head Teacher with the day to day running of the school
- Support the school's values, and enable the management systems and processes to work effectively in line with legal requirements
- School calendar oversight ensuring good lines of communication
- Produce and implement evidence-based improvement plans for the development of the school and its facilities
- With the Executive Teams, manage the school's financial and human resources effectively and efficiently
- Managing the school's organisational structure, proposing any improvements to the Trust central team
- Recruit, retain and deploy staff appropriately, managing their workload to enable achievement of the vision and goals of the school, in particular, Teachers and Teaching Assistants
- Manage and organise the school's environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and the school community
- Local school policy review and development which aligns with the school values

### **Securing Accountability**

The Co-Head Teacher is accountable for the performance of the school in relation to the quality of education and will be supported by the Trust's Executive Teams and the leadership team of Northern House Academy.

- Work in partnership with the Trust's Executive Teams, drawing upon their expertise and experience to support the operational management of the school

- Work with the Local Academy Board, enabling it to meet its responsibilities by giving objective professional advice and regular accounts of the school's progress
- Develop systematic and rigorous procedures for school self-evaluation which are appropriate and enable collaboration, sharing knowledge and understanding, celebrating success, and using the outcomes of evaluation to further improve the school
- Ensure that all available data is used to identify strengths and weaknesses of the school and to inform planning for improvement
- Ensure that individual staff accountabilities are defined, understood and agreed and are subject to review and evaluation
- Develop and present a coherent, understandable, and accurate account of the school's performance to a range of audiences and stakeholders.

### **Strengthening Community**

The Co-Head Teachers are responsible for communicating the vision of the school to the local and wider community and beyond.

- Support the Co-Head Teacher to ensure that effective strategies, systems and support are in place to ensure the safeguarding of children and young people in the school and co-operate and work with relevant agencies for the protection of children
- Act as the public face and main advocate of the school and the Trust
- Enable students to develop an understanding of their responsibility to others and provide the means for them to respond positively to this
- Support the implementation of positive strategies for promoting understanding that everyone is equal, and in particular for challenging racial and other prejudices and for dealing with harassment
- Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development
- Seek opportunities to invite stakeholders (parents and carers, community figures, businesses and other organisations) into the school to enhance and enrich the school and its students
- Engage in dialogue with all stakeholders to build partnership and understanding of shared values, beliefs and responsibilities, reflecting on and taking account of their views.

### **Other**

The range of responsibilities listed above is not exhaustive and is subject to change at the direction of the CEO. This job description is subject to annual review.

The Co-Head Teacher is required to meet the general requirements of the post as specified in the School Teachers' Pay and Conditions Document and Headteachers Standards (Part 1 & 2).

The Gallery Trust is committed to safeguarding and promoting the welfare of children and young people. Headteachers must ensure that the highest priority is given to safeguarding children and young people. The successful candidate will be required to undergo an

Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, satisfactory references, health clearance and NCTL and Enhanced Disclosure and Barring Check.

The Co-Head Teacher works for The Gallery Trust and will be based at Northern House Academy. However, the Trust reserves the right, in exceptional circumstances, to deploy staff to different locations depending on the needs of the overall Trust.

## SELECTION CRITERIA

### Co-Head Teacher, Northern House Academy

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>Qualified to work and teach in the UK</li> <li>Qualified Teacher Status (QTS)</li> </ul>	<ul style="list-style-type: none"> <li>NPQH achieved or in progress: Qualified to degree level or equivalent</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Successful leadership and management at a senior level in education</li> <li>Successful teaching experience in a SEND school</li> <li>Experience of having led, at a senior level, significant changes or improvements in a school</li> <li>Extensive knowledge of safeguarding procedures</li> </ul>	<ul style="list-style-type: none"> <li>Successful leadership and management at a senior level in a special school</li> </ul>
Strategic Leadership	<ul style="list-style-type: none"> <li>Ability to provide clear educational vision and direction</li> <li>Ability to inspire and motivate all stakeholders</li> <li>Evidence of developing effective strategies for school improvement</li> <li>Ability to work in partnership with stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Working at a senior level in school improvement planning</li> </ul>
Leading Teaching and Learning	<ul style="list-style-type: none"> <li>Understand the principles of effective teaching and learning for children with a range of special needs</li> <li>Successful experience of monitoring, evaluating and improving the quality of teaching and learning</li> <li>Understanding the role and impact of assessment</li> <li>Secure knowledge of statutory requirements relating to curriculum and assessment</li> <li>Experience of leading curriculum innovation</li> </ul>	

Leading and Managing Staff	<ul style="list-style-type: none"> <li>Ability to lead, manage and motivate across the school community</li> <li>Ability to establish positive working relationships</li> <li>Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams</li> <li>Successful experience of identifying the need for, and leading, in-service training</li> <li>Experience of dealing with HR issues</li> </ul>	<ul style="list-style-type: none"> <li>Significant experience of taking a lead role in performance management of staff including leading lesson observations</li> </ul>
Managing Resources	<ul style="list-style-type: none"> <li>Ability to manage, monitor and review available resources, ensuring value for money</li> </ul>	<ul style="list-style-type: none"> <li>Successful experience of managing budgets</li> </ul>
Personal Skills and Qualities	<ul style="list-style-type: none"> <li>Strong commitment to raising standards</li> <li>High expectations of self and others</li> <li>Ability to establish and maintain positive relationships, including with parents</li> <li>Ability to remain positive and enthusiastic, including when under pressure</li> <li>Good communication skills</li> <li>Effective computing skills for both teaching and management</li> </ul>	

February 2026