



**Welburn Hall School  
Acting Headteacher (0.2 FTE)  
September 2024**

**Recruitment Information Pack**



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## WELCOME LETTER FROM THE CHAIR OF GOVERNORS

Dear applicant,

Thank you for your interest in this 0.2 job-share which has arisen due to the reduction of hours of our current Headteacher. I am delighted to be Chair of Governors for our wonderful community of staff, pupils and parents.

Welburn Hall is going through a period of rapid development, with increasing pupil numbers and buildings works to our main House. Since the current Headteacher has been in post, commissioned numbers have risen from 67 to 114 (current projected numbers from September 2024).

The House, which is also our residential provision will be temporarily shut from September 2023 to September 2025, to allow for very significant building works to be undertaken by the local authority. The senior leadership team, including the new Acting Headteacher will be working alongside the 0.8 Headteacher and governors to create a new vision for the school, with a new 3-year development plan. This is a huge opportunity for a candidate with ambitions to be a Headteacher.

We would encourage you to look at our [website](#) and come and visit in advance of your application and see for yourself our vibrant community. Such a visit is not part of the selection process, and whether applicants have visited will not influence the outcome.

For an informal, confidential conversation about the role please call Sarah Hunter on 07816 251271.

I hope you find the information provided useful and informative and that it will encourage you to apply. On behalf of the school and governing body, thank you again for your interest in Welburn Hall School.

Yours faithfully,

*Revd Alan Payne*  
Chair of Governors



# WELBURN HALL SCHOOL

## ABOUT US

Welburn Hall is a special school/college for children and young people aged 8 to 19 years with a wide range of special educational needs.

Set in over 20 acres of stunning countryside, Welburn Hall School is situated in the market town of Kirkbymoorside; nestled on the edge of the North York Moors National Park. With dedicated staff, fantastic facilities and beautiful buildings, we create a calm and inspiring place to learn, live and work.

As a North Yorkshire Council maintained special school, we have a strong reputation for excellence; offering a dynamic, innovative and unique learning journey for pupils aged 8 to 19 years, with a wide range of physical disabilities or learning difficulties. Welburn Hall also boasts a vibrant and successful residential 6th Form College, catering for young people between the ages of 16 and 19.

Our aim is to ensure all pupils and students have the opportunities they need to reach their full potential for academic achievement, independence and personal development. We pride ourselves in being a warm and friendly school; our staff are our greatest resource and are highly valued for the contribution and difference they make to the lives of our pupils. Our ethos and core values of respect, perseverance and excellence support this model and are lived out in the daily work of the school.



**“Thank you doesn't even cover what I can say to you all; it's about 1% of what you all deserve but I don't know how to say the other 99%, just know I would if I could find the words.”**

*A Welburn Hall School parent*

## OUR VISION & VALUES

Welburn hall school will become recognised locally and nationally as an excellent school with ambitions for life-long independence for all students.

We have three core values which embody our school community.



### RESPECT

Fairness, professionalism,  
trust, compassion and caring



### PERSEVERANCE

Can do attitude, optimism,  
challenge, courage



### EXCELLENCE

Teaching, waking hours  
curriculum, holistic progress,  
personalised learning

**“Welburn Hall School is a warm and caring school. All staff want the very best for the pupils who attend. As such, ambitions are high.”**

*Ofsted 2022*

## OUR PUPILS

We have wonderful pupils, who brighten every day and make it a blessing to work at Welburn Hall school. Our curriculum has been developed to ensure it meets the needs of all our pupils and offers a blend of formal and informal learning. We want to enable successful learners, who enjoy learning, make progress and achieve their aspirational goals.

As pupils progress and transition into adulthood, we want to develop confident individuals who can live safe, healthy and fulfilling lives as independently as possible and are responsible citizens, who can make a positive contribution to society and their communities. Our prospectus can be found [here](#).

## OUR STAFF

The work we do here and the development of our school would be impossible without our staff, who are an amazing team of dedicated and highly skilled people.

We are very proud of what we've achieved so far on our journey and we are supported by an incredibly able and involved governing body.

Further information on our Governors can be found [here](#).

**“Staff, both teaching and non-teaching, know their pupils well. Strong bonds have been forged between staff and pupils. Relationships are at the heart of the school...Staff expect pupils to achieve, which they do. Not least, this is because pupils are understood, treated and respected as individuals”**

*Ofsted 2022*

## STAFFING STRUCTURE

SLT	Headteacher 1.0 FTE Line Manager L29	Deputy Head 1.0 FTE Line Manager L18	Behaviour & Safeguarding Mgr 0.4 FTE Line Mgr Grade N	Site Manager 1.0 FTE Line Manager Grade H	Operations Manager 0.9 FTE Line Manager Grade JK								
TEACHERS	1 FTE UPS 3	1 FTE Grade 5	1 FTE Grade 5	1 FTE UPS 1	0.6 FTE Grade 6	1 FTE Grade 3	1.0 FTE Grade 2	1 FTE UPS 2	0.6 FTE Grade 6	0.4 FTE UPS 2	1 FTE Grade 5	1 FTE UPS 2	1 FTE Grade 2
TEACHING SUPPORT	ATA 1 FTE Grade G	ATA 1 FTE Grade G	ATA 1 FTE Grade G	ATA 1 FTE Grade G	ATA 1 FTE Grade G	ATA 1 FTE Grade G	ATA 1 FTE Grade G	ATA 1 FTE Grade G	ATA 1 FTE Grade G	ATA 0.6 FTE Grade G	ATA 1 FTE Grade G	ATA 1 FTE Grade G	ATA 1 FTE Grade G
	GTA Apprentice 1.0 FTE	GTA 1.0 FTE	GTA 0.6 FTE	GTA 1.0 FTE	GTA 0.6 FTE ATA 0.2 FTE	GTA Apprentice 1.0 FTE	GTA 0.8 FTE	GTA 1.0 FTE	GTA 1.0 FTE	GTA 1.0 FTE	GTA 1.0 FTE	GTA 1.0 FTE	HLTA 0.6 FTE Grade H
	GTA 1.0 FTE		GTA 0.8 FTE	PCA 0.8 FTE	GTA 0.5 FTE		GTA 1.0 FTE		PCA 0.8 FTE	GTA 0.3 FTE			
						PCA Vacancy 0.8 FTE							
SUPPORT STAFF	Snr Administrator 1.0 FTE	School Administrator 1.0 FTE	Asst Site Manager 0.6 FTE										

## APPLICATION PROCESS

The closing date for all applications is **23:59, Sunday 14<sup>th</sup> April 2024**

Interviews will be held **Tuesday 23<sup>rd</sup> and Wednesday 24<sup>th</sup> April 2024**.

**Please apply online via the NYC Jobs Page.**

If you experience any issues with the application process, please email [NYES.Resourcing@northyorks.gov.uk](mailto:NYES.Resourcing@northyorks.gov.uk). Please contact us should you require an application in a different format.

An email will be sent to candidates with details of the shortlisting outcome.

### Queries

Informal chats are welcomed. For queries or to arrange a visit, please contact:

**Sarah Hunter via [Sarah.Hunter@northyorks.gov.uk](mailto:Sarah.Hunter@northyorks.gov.uk) or on 07816 251271**

We actively welcome you to contact us to chat through the role and talk informally about the school/post and how working here will make a real difference to the children and young people in the area.

### References

When completing your application, please provide two employment references.

### Safeguarding

*We are committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity. We are also committed to safeguarding and promoting the welfare of children, young people and adults. We have a robust [child protection policy](#) and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment.*

*Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.*



## **JOB DESCRIPTION**

### **Acting Headteacher at Welburn Hall School (0.2 FTE)**

#### **Statutory**

1. To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.
2. To seek to achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Board in accordance with the requirements set out in the agreed School Teachers' Pay and Conditions Document and ensure that the school is compliant with all statutory guidance and legislation.
3. To promote and safeguard the welfare of all children and young people within the School, by ensuring that the School's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and other stakeholders feel able to raise concerns and that these are addressed sensitively and effectively.

The School's Governing Body wish a particular emphasis to be placed upon the following:

1. To meet the National Standards for Headteachers as published by the DfE.
2. To raise standards across the school with particular reference to academic performance so that all pupils achieve to the very best of their ability.
3. To lead in the provision of and delivery of excellent learning and teaching.
4. To establish a vision for school improvement and to lead the staff and Governing Board to plan, implement, review, and evaluate the impact of the School Development Plans.
5. To be accountable to the School's Governing Board on progress made against School Development Plan objectives, making recommendations as to future priorities and actions based on robust evidence-based self-evaluation.
6. To further develop and extend partnership working with a variety of stakeholders and other bodies through co-operation and collaboration.
7. To establish a reflective culture through a process of rigorous self-evaluation, including quality assurance and performance management at all levels.
8. To develop, inspire and motivate effective teams to deliver high quality education and thereby raise standards across the school.
9. To manage the school's budget to ensure efficient and effective use of resources in line with the School's objectives and priorities.
10. To ensure the school always operates within the school's policies and legislation

These duties are neither exclusive nor exhaustive and the post holder will be required to undertake other duties and responsibilities as agreed with the employer. This Job Description may be amended at any time after consultation with the post holder and will be reviewed annually.



## PERSON SPECIFICATION

The Selection Panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the following criteria within the National Standards for Headteachers.

QUALIFICATIONS AND TRAINING	Essential on appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Qualified Teacher status	X	
Further professional/academic study e.g. MA, SEND qualifications		X
Evidence of gaining or working towards NPQH or NPQEL qualification or equivalent		X
Evidence of continuous professional development used to develop self and others including recent leadership training and development	X	
SKILLS AND KNOWLEDGE	Essential on appointment	Desirable on appointment
A detailed understanding of current legislation relating to schools and of national and local education priorities	X	
Up-to-date knowledge of school improvement planning, evaluation, and quality assurance processes	X	
Knowledge of the statutory documentation and legislation applicable to the leadership and management of schools including child protection, the SEND Code of Practice, inclusion and health and safety	X	
An excellent understanding of outstanding curriculum design and implementation appropriate for the setting	X	
Knowledge of a range of effective communication strategies including for developing and maintaining high standards of attainment, behaviour, and attendance appropriate for the setting	X	
Up-to-date knowledge of research relating to education and of current and emerging Ofsted policy and practice	X	
<b>SAFEGUARDING:</b> Demonstrate a secure commitment to safeguarding and the welfare of children and young people	X	
<b>SAFEGUARDING:</b> Form and maintain appropriate relationships and personal boundaries, demonstrating and maintaining appropriate authority	X	
<b>SAFEGUARDING:</b> Secure knowledge of current statutory safeguarding guidance for schools and understanding of the strategic and operational management of safeguarding to protect the health and wellbeing of children and young people, and staff.	X	

EXPERIENCE		
	Essential on appointment	Desirable on appointment
Successful experience of workforce development, that includes performance management and the supervision of staff wellbeing and workload	X	
Experience of using data, and other contextual information insightfully to meet challenging targets	X	
Experience with whole-school organisational management, ensuring systems, processes and policies are effectively developed and implemented	X	
Evidence of communicating and working effectively with staff, governors and other key stakeholders in school and externally	X	
Experience of implementing professional development strategies for staff to ensure quality provision and outcomes for pupils	X	
Experience of an Ofsted inspection at a leadership level		X
APTITUDE		
	Essential on appointment	Desirable on appointment
The ability to develop and maintain skills to enable successful partnerships and collaborative working to improve the quality of education and outcomes for all children and young people	X	

There will be a focus on the following key competencies

COMPETENCIES	
Key Competencies identified to be assessed	Essential on appointment
Passionate Commitment to Education	X
Strategic Thinking	X
Accepts accountability and holds others to account	X
Skilful communication according to audience	X
Organisational sensitivity	X
Reflective	X

# APPLYING FOR A JOB WITH NORTH YORKSHIRE COUNCIL

## IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

### Data Protection

The information that you state on this application form will be used by the school and the Council to consider you for a job vacancy. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice at [www.northyorks.gov.uk/working-us](http://www.northyorks.gov.uk/working-us).

### Rehabilitation of Offenders

The post you are applying for requires you to have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries.

Should you be shortlisted, you will be asked to disclose full details of your criminal history prior to your interview. This includes any information deemed relevant as part of Keeping Children Safe in Education which may arise in an online search undertaken on shortlisted candidates. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

Please also see the policy statement on the Recruitment of Ex-offenders below.

### Information in Support of your Application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

### Canvassing

You must not try to influence an elected Council Member, any council employee or a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Councillor, a Council employee or a governor you must indicate this in the relevant section of the application form.

## POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDORS

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this school complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly.
2. This school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This school can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.
4. This school is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This school has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
9. This school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. This school makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.

This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment