

Deputy Head of Foundation



Information for Applicants

May 2024

OMNIA
FOUNDATION

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Advertisement

Required for September 2024

Deputy Head of Omnia Foundation

Salary range £50,807 - £54,810

The Board of Omnia Foundation are seeking to recruit a dynamic and inspirational Deputy Head to support the Head of Foundation in leading the school in its journey.

Established in 2020 and having achieved successful status as an Independent Special School for Social, Emotional, Mental Health and Autism Spectrum Disorder, Omnia Foundation offers a unique experience for students with Special Educational Needs (SEN), for 12–16-year-old boys.

The new Deputy Head of Foundation will be passionate about changing young lives, a skilled communicator, and an ambassador for Omnia Foundation, actively promoting our vision for 'Sport for Social Change' and what we stand for in the wider community and joining us in our clear vision for developing the provision in other locations in the future.

Based in Rayleigh, Essex with close transport links to London, our current location is set within a sports and social club.

We are looking for an individual whose leadership, energy and personal skills will command the respect of all within the school and the wider community. The successful applicant will be someone whose personal values align to those of the Foundation and who will lead by example demonstrating high professional standards.

Applicants will have previous successful senior leadership experience within an educational setting.

Letter from the Proprietor



Dear Candidate,

On behalf of the Executive Board, staff and students, I would like to thank you for your interest in the post of Deputy Head of Foundation at Omnia Foundation, Rayleigh. I hope you find the contents of this recruitment pack and our website useful in finding out more about the post and the Foundation.

The Omnia Foundation was established in 2020 to become an independent special school providing a therapeutic approach to learning for KS3 and KS4 students with SEMH needs who had struggled in other settings.

We have an exciting opportunity for a new Deputy Head not only to support the Head of Foundation in leading Omnia Foundation, Rayleigh but also to work with the senior leaders, staff and students to establish an outstanding and innovative model of provision that can be replicated in other localities.

We are therefore seeking to appoint an inspirational and dynamic leader to work with our Foundation community to ensure the best possible outcomes for all students at Omnia Foundation. The successful candidate will have the experience, energy and enthusiasm to build on the existing foundations.

We are looking for someone with strong leadership and management skills, who will work with the staff in taking the Foundation to greater levels of achievement. In return for your enthusiasm and commitment, you can be assured of the support of an equally enthusiastic and committed staff and a supportive Head of Foundation and Board.

Visits to the Foundation are strongly encouraged and warmly welcomed. Please contact the Foundation to book an appointment at s.powell@omniafoundation.co.uk

On behalf of the Executive Board of the Omnia Foundation, may I thank you for your interest. We look forward to receiving your application.

Yours sincerely

David Kreyling
Proprietor

The Application Process

Thank you for your interest in this post. We strongly encourage applicants to arrange a visit to the Foundation in the first instance. Please contact s.powell@omniafoundation.co.uk to book your appointment. Please bring a copy of your CV and ID with you when you visit.

To apply and request an application pack, please forward a copy of your curriculum vitae to people@omniafoundation.co.uk

There is additional information about our school on our website at

<https://omniafoundation.co.uk/>

Applications may be considered as we receive them and we reserve the right to appoint a suitable and qualified candidate prior to the closing date.

Applicants should also include a personal statement. In addition to addressing the person specification, candidates should also clearly state their attraction to working at Omnia Foundation. It is vitally important that you understand and address the needs of our students in your statement. The completed statement should be no more than 1 side of A4 (font size 12).

In addition, using one side of A4 (font size 12), please address the following question: ***Given the fact that Omnia Foundation is a newly established Independent Special school, what would be your priorities to lead the team in your first 12 months.***

Please return the completed forms to people@omniafoundation.co.uk

The successful candidate will be required to undertake a check by the Disclosure and Barring Service.

In order to be shortlisted for this post, you will need to demonstrate, using examples in your application, that you meet the criteria listed below. Competence may be demonstrated through knowledge, experience, skills, abilities, education, training, work and other activities. In your response you should describe the activity you have chosen to demonstrate each area, describe what happened and what the outcome was.

Person Specification

Requirement	Essential	Desirable
Qualifications	<p>Qualified Teacher Status</p> <p>Suitable academic and/or professional qualifications in school leadership and management</p> <p>Strong evidence of on-going relevant continuing professional development</p>	<p>NPQH</p> <p>Evidence of postgraduate study equivalent to Masters level or higher</p> <p>SENCO Qualifications or qualification linked to working with children with SEN</p>
Experience	<p>Experience across a range of phases</p> <p>Experience of working with pupils who have social, emotional and mental health difficulties</p> <p>Experience of implementing intervention strategies to support pupils</p> <p>Competent ICT skills and knowledge particularly in support of learning</p>	<p>Proven record of success as a senior leader in a school</p> <p>Experience of nurture provision and outdoor learning</p> <p>Experience of planning and monitoring personal learning package</p> <p>Experience of liaison and co-operation with other professional agencies</p> <p>Experience of working with a therapeutic approach towards behaviour management</p>
Leadership & Management	<p>Proven leadership and management skills</p> <p>A clear vision of excellence in education</p> <p>A proven ability to improve outcomes for all students and a commitment to high standards of achievement</p>	<p>Evidence of commitment to a distributive and collaborative style of leader</p> <p>Evidence of supporting and developing leadership</p>

Person Specification

Requirement	Essential	Desirable
<p>Leadership & Management (continued)</p>	<p>Experience of and a strong commitment to the protection and safeguarding of young people</p> <p>A commitment to supporting the mental health and wellbeing of students and staff</p> <p>A proven record of the management of change which has significantly improved outcomes</p> <p>Understanding of strategic improvement planning and subsequent budget planning</p> <p>Experience of working effectively to support the Executive Board (or equivalent) and a clear understanding of their strategic role</p> <p>Ability to create, implement and evaluate robust and measurable improvement plans</p> <p>Evidence of good working relationships with parents and the wider school community to enhance opportunities for young people</p>	
<p>Knowledge & Skills</p>	<p>Demonstrable knowledge of current curricular and educational issues and relevant legislation</p> <p>Commitment to inclusion, SEND and equality of access for all children to all aspects of educational provision including extra-curricular activities</p> <p>Clear understanding of what is effective teaching and learning and what makes a successful curriculum</p> <p>Clear knowledge and understanding of assessment and monitoring procedures and ability to implement these</p>	<p>Knowledge of the Independent School Standard (ISS) Ofsted framework</p> <p>Innovative, creative and responsive approach to learning and teaching</p> <p>A commitment to developing learning beyond the classroom</p> <p>Experience in the use of nurture and outdoor learning or able and committed to developing these skills in a short amount of time</p>

Person Specification

Requirement	Essential	Desirable
<p>Knowledge & Skills</p>	<p>Ability to work with pupils in escalation, and strategies help aid de-escalation</p> <p>Knowledge of current Health and Safety Regulations and the assessment of risk</p> <p>Ability to demonstrate an understanding of “behaviour” as communication and able to implement a range of empathic strategies to support the development of positive behaviour</p>	
<p>Personal Qualities</p>	<p>Natural leadership qualities, combining humility with a sense of credibility and presence</p> <p>The ability to handle and resolve complex situations with energy, enthusiasm and a positive outlook</p> <p>The ability to motivate and inspire</p> <p>To be positive, sensitive, resilient, enthusiastic, trustworthy, respectful of confidentiality and promote a good image of the school in the wider community</p> <p>Powers of diplomacy and persuasion A commitment to the whole school philosophy and a desire to continually strive for improvement</p> <p>Willingness to undertake an enhanced Disclosure & Barring Service check and an Asylum & Immigration check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.</p> <p>Willingness to take on the core value of the foundation in every aspect of their work</p>	<p>Have a full driving licence and a vehicle available for work purposes including the transportation of students</p>

NOTE TO APPLICANTS: You will only be shortlisted from the details on your application form if you demonstrate that you meet all the essential criteria. If a large number of applications are received, only those who also meet the desirable criteria will be shortlisted.

Job Description

Job Title	Deputy Head of Foundation – Curriculum and Qualifications
Salary	
Reports to	Head of Foundation
Liaison with	SLT; all staff
Core Purpose	<p>To support the Head of Foundation in</p> <ul style="list-style-type: none"> • efficient and effective operations management, including compliance with legislation relevant to independent schools and wider education issues • optimising operational processes within their foundation • monitoring the policy framework designed by the Executive Board • driving change and transformational initiatives in line with the foundation development plan • improving and challenging underperformance within their foundation • fostering partnership growth, growing and enriching the curriculum and opportunities for students within their foundation • building and maintaining strong relationships with students and their home settings • leadership & management of Curriculum and Qualifications <p>To deputise in the absence of the Head of Foundation for all their duties and decision-making responsibilities</p>
Duties	<ul style="list-style-type: none"> • To undertake the duties of the Deputy Designated Safeguarding Lead • To help develop a tangible safeguarding culture, which includes whistleblowing • To investigate, as appropriate, Critical Incidents and concerns around conduct • To ensure that students are receiving a high quality education through design, implementation, delivery and monitoring of a broad and balanced curriculum • To ensure that students achieve the qualifications of which they are capable • To develop and expand the range of qualifications available at different levels • To be responsible for the management of qualifications from registering students to ensuring that examinations are planned and conducted in line with the foundation's Examinations Policy • To liaise with qualifications partners, most notably Creative Sport & Leisure and Transcend • Provide strategic direction and support to teaching staff in curriculum planning, delivery, and assessment, promoting a culture of innovation, collaboration, and continuous improvement. • Play an active role in staff development and training initiatives related to curriculum and qualifications, fostering a culture of professional growth, reflection, and excellence among teaching staff. • To deliver effective line management according to the Performance Management targets set, monitoring of progress and reporting against those targets to the Head of Foundation • To support the Head of Foundation in building and maintaining a culture of mutual support and open dialogue within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other • Working with the Head of Foundation, to ensure that staff feel valued and are recognised for the quality of their performance

Job Description (continued)

<p>Duties</p>	<ul style="list-style-type: none"> • Working with the Head of Foundation, to hold staff to account for their performance and conduct and manage capability procedures as appropriate • To support coaching and professional development where practice is identified as requiring improvement • To support the Head of Foundation in managing operational risk, especially Ofsted and local authority stakeholders • To support the Head of Foundation in analysing and evaluating systems within their foundation to ensure efficiency • With the Head of Foundation, to design, implement and develop the right behaviours according to the key area of improvement or change • To support the Head of Foundation in identifying organisational targets and goals from available data • To support the implementation and monitoring of the policies that underpin the strategic vision of the organisation • To support brand management and the creation of reputation by delivering an education of the highest quality • To continuously live out the values of the organisation, helping to shape culture through leading by example • To build and maintain partnerships beyond the foundation, working with home settings, the local community and any and all agencies involved in the care of the foundation's young people
<p>General</p>	<ul style="list-style-type: none"> • To participate in the performance management process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • To ensure that all duties and services provided are in accordance with the Foundation's Equal Opportunities Policy • The Executive Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of Foundation to carry out appropriate duties within the context of the job, skills and grade

Key information about Omnia Foundation

We believe in investing in people. As professionals in the teaching and training professions, we strive to provide a better future for the children, young people and home settings we work with. Success for us means unleashing the potential of each individual so they can grow, develop and reach the potential of which they are capable. Our values are grounded in our determination to be the change we want to see in the world, through passion, commitment and integrity. We strive to plant a seed of kindness and compassion in a generation that will produce resilience and hope and enable them to aspire and achieve productive and fulfilled lives. Our success is measured in the lives we changed.

At the Omnia Foundation, we create a secure and safe environment that encourages communication, self-belief, mutual respect and success. We provide a rich and balanced curriculum that develops every child, allowing them to achieve their true potential. We have high expectations of our students and build a secure and happy atmosphere in which students can learn effectively.

Successful candidates will be expected to embrace the **OMNIA FOUNDATION VALUES FRAMEWORK: OPEN-MINDED, MOTIVATED, NOBLE, INDEPENDENT, ACHIEVERS**

BENEFITS PACKAGE - To demonstrate our commitment to you, we have developed a total rewards package:

- Group pension plan
- Access to internal wellbeing support
- Competitive annual leave entitlement
- Healthcare Cash Plan, including discounted gym memberships and retail discounts
- Life Assurance
- Continuous Professional Development incl. formal qualifications and paid professional membership

We support, develop and invest in our people, together creating a culture where people love to work.

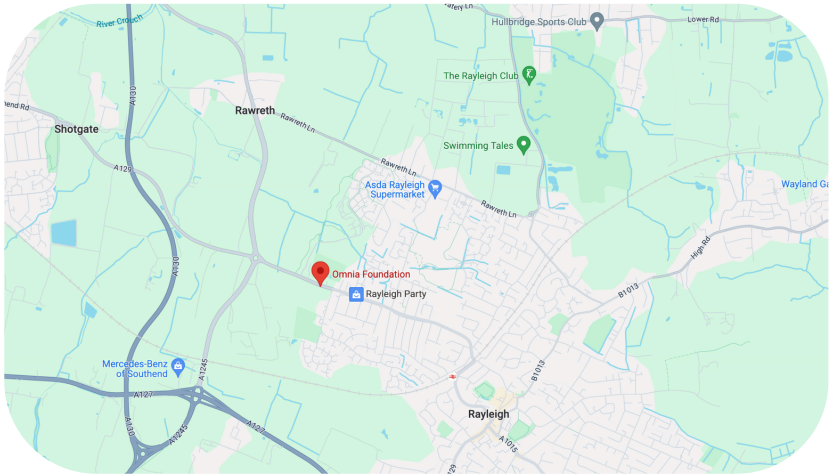
Statement of Child Protection- Note to applicants.

Visits to the school are strongly advised. For an informal discussion about the post, and to arrange a visit please contact s.powell@omniafoundation.co.uk

We are committed to safeguarding and protecting the welfare of our students and expect all staff to share this commitment. An Enhanced Disclosure and Barring Service Certificate will be required for all posts within the company. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

Please be aware that as part of our Safer Recruitment process we will be conducting online searches on all applicants invited for interview. This is not part of the shortlisting process itself, but any causes for concern will be explored further at interview stage. It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see our website for our policies on Child Protection and Safeguarding. Applications may be considered as we receive them and we reserve the right to interview and appoint a suitably qualified candidate prior to the closing date. Omnia Foundation will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. Omnia Foundation will then share your data with former employers to obtain references for you, and the Disclosure and Barring Service to obtain necessary criminal record checks.

Location Map and Address



Address:

Omnia Foundation, Rayleigh Town Sports & Social Club, London Road, Rayleigh, Essex SS6 9DT

Tel:

01268 385 997

Email:

admin@omniafoundation.co.uk