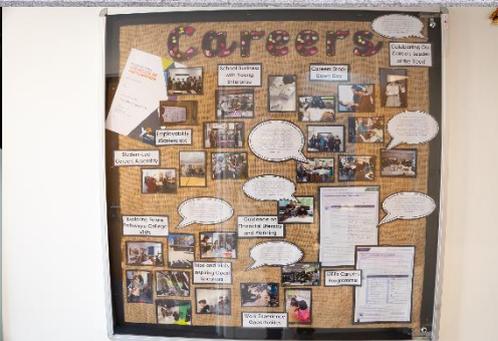




Hawkwood Group

# Headteacher Candidate Pack



**Hawkwood Group**

Yardly Lane, Antlers Hill,  
Chingford, E4 7RT

Tel: 020 289 4641

<https://hawkwoodgroup.org.uk/>



Hawkswood Group

## From our Chair of Governors

The Hawkswood site is a unique combination of Hawkswood primary PRU and SEMH provision and Hawkswood secondary Therapeutic and SEMH provision. The two schools together are set in beautiful surroundings on the edge of Epping Forest.

The governors are looking for a new headteacher who has the drive, creativity and exceptional skills needed to lead both the primary and the secondary schools which are located together on this site. The successful candidate may come from either a primary or a secondary background, what is more important to governors is that they have the leadership skills and personal attributes to lead these two very special and unique schools.

Both schools are already highly successful and therefore the governors are looking for a leader who can build upon their success and take them forward even further. At the heart of both schools and fundamental to their success is a culture of nurturing and an understanding of the needs of the students in their care. With this in mind, the governors are looking for a leader who is able to inspire staff and get their confidence, a leader who believes in the potential of young people and sets aspirational standards both academically and in all other aspects of their well-being.

The successful candidate will be someone who is visible and approachable, someone who will lead by example and work with staff to create an effective team and a secure learning environment where students of all ages will thrive.

Both Hawkswood primary and Hawkswood secondary are part of the wider Hawkswood group which includes Burnside PRU and the North Birkbeck Centre. All of the schools and centres in the group share the principles of partnership and shared learning amongst senior leaders. This is something that the governor's value and therefore we will be looking for a candidate that shares these principles and will be prepared to work in partnership across the group.



**Empower,  
Aspire,  
Achieve,**



Hawkswood Group

## From our Chair of Governors

Our schools are small but their impact is significant, we care for some of the most vulnerable young people in the local authority. It takes therefore, a special person to lead these schools and commit to achieving the highest standards that these young people deserve. If you think you are that person, if you are passionate about supporting these young people and if you are fully committed to the principles of inclusive education then we would love to hear from you by way of an application.

**We are looking for an outstanding practitioner and leader who has:**

- Experience of successful leadership in settings that provide specialist SEMH and SEND education.
- A commitment to the promotion of high standards and aspirations in teaching and learning.
- A detailed understanding of safeguarding and the ability to implement systems and practices that ensure the highest standards of safeguarding are met.
- The ability to inspire, motivate and lead a successful team of staff.
- An understanding of the value in partnership with senior leaders from other schools and institutions.
- An understanding of the challenges students with SEMH, SEND and neurodivergent needs face and the ability to adapt teaching and learning styles to address their individual requirements.
- Ambition for the schools and their students, sets high standards and has a vision and an ability to communicate that vision to all members of the school community.





Hawkswood Group

## About Hawkswood Group

We create the environment to enable each of our young people to lead an enriched, successful and happy life. Together, we focus on developing the skills, attitudes and qualities for each individual young person to move successfully along to the next stage of their life journey.

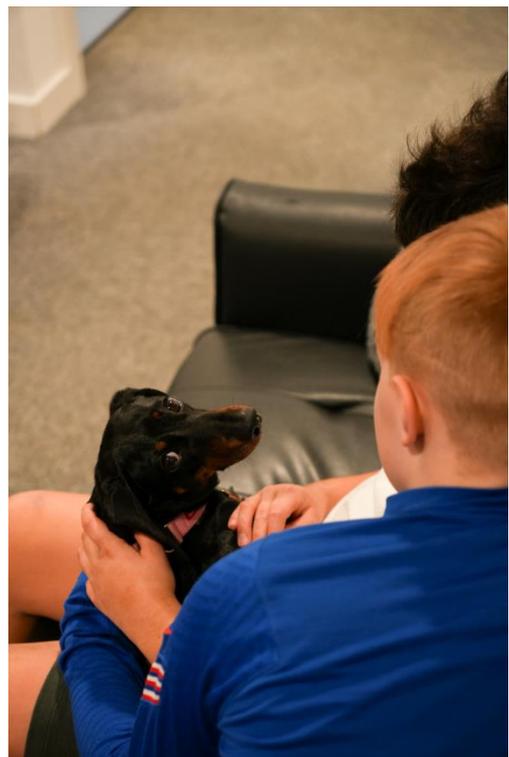
This includes a fundamental commitment to accelerating academic outcomes that reflect the best of each student's ability but with the holistic focus on enabling sustained healthy relationships. We believe that these are essential for success, future employment and maintaining strong resilient mental wellbeing. We encourage and value healthy attitudes to keeping themselves and others safe and well. The wellbeing of everyone is an equal priority, as we model our provision around the highest principles to: Empower – Aspire – Achieve.

We work in partnership with Waltham Forest Local Authority and schools to ensure that all children, regardless of their background, have access to a great education and real choices in life, here in our locality and beyond. We believe that, with the right approach, every child has the potential to succeed – even those in the most challenging circumstances.

We are now recognised as one of the highest achieving transformational group of PRUs in the country and support others nationally to create the learning enriched environment for them to achieve our aspirational outcomes. But we have a lot more to do to ensure excellence becomes the reality for every child.

Our provision is tailored to individual needs, and we continually support every child to aspire and achieve. We are proud that our pupils perform in line with similar pupils nationally. The Hawkswood Group is firmly committed to Empower, Aspire and Achieve for all.

[hawkswoodgroup.org.uk](http://hawkswoodgroup.org.uk)





# Headteacher Job Description



<b>Position:</b>	Headteacher
<b>Reporting to:</b>	The Governing Body
<b>Job Purpose:</b>	To provide the leadership needed to ensure that all students attending Hawkswood Primary PRU and Hawkswood Secondary Therapeutic PRU receive a high-quality education that enables each of them to achieve the best possible outcomes in their learning and personal development. To ensure that every student in their care is safe, nurtured, and able to thrive within the school environment.

## Main Tasks

### Shaping the Future:

- Provide inspiring and principled leadership for the staff and students.
- Set the strategic direction for the Hawkswood group in collaboration with the other Headteachers in the group and the Hawkswood JMC.
- Monitor and evaluate the school's performance against challenging benchmarks and report the outcomes to the JMC on a regular basis.
- Provide professional guidance and monitoring for curriculum planning, learning and assessment, based on accurate self-evaluation.
- Work with staff to develop and implement innovative curriculum plans for students with SEMH needs.
- Take overall accountability for safeguarding young people and for ensuring that all staff know and understand their safeguarding responsibilities.
- Develop a culture of continuous improvement within the staff.
- Ensure policies are implemented, reviewed on a regular basis and take account of local and national requirements.
- Ensure school finances and resources are used effectively to support the aims and vision of the school.



# Headteacher Job Description



## Leading Teaching and Learning:

- Create a learning environment that promotes high quality teaching leading to effective and ambitious learning.
- Ensure there is an expectation and culture of high standards of behaviour in all areas and that staff have the necessary training and skills to support this.
- Monitor and evaluate the quality of teaching and learning, provide opportunities for teachers to evaluate their own performance and ensure there is high quality inset training provided on a regular basis.
- Ensure the curriculum provided meets statutory requirements and is tailored to the needs of students with SEMH needs.
- Ensure there are learning opportunities for students beyond the classroom and that students have opportunities for spiritual, moral, social and cultural development.

## Leading and Managing Staff

- Create a team amongst staff where there is mutual respect and a desire to provide the best quality education for the students in the school.
- Lead by example and ensure all decisions made for staff are fair and transparent.
- Ensure that staff are aware of what is expected of them, that systems of line management are clear and that line management at all levels is used effectively to both support and challenge staff as necessary.
- Ensure there is an effective system for staff performance including performance management and target setting.
- Promote a culture of continuous learning, provide regular good quality in-service training and professional development including for the induction of early careers teachers.



# Headteacher Job Description



## Managing the Organisation

### Effective Deployment of Staff and Resources

- Work with governors and senior colleagues to recruit and retain staff of the highest quality.
- Ensure all staff are deployed effectively in order to maintain and improve the quality of education.
- Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds. In addition, ensure all aspects of health and safety are implemented and reviewed regularly.
- Set appropriate priorities for expenditure and allocation of funds, which are guided by the priorities as identified in the school development plan.
- Be pro-active in looking for future developments for the school that may enhance the learning opportunities for students.

### Leading on equality of opportunity

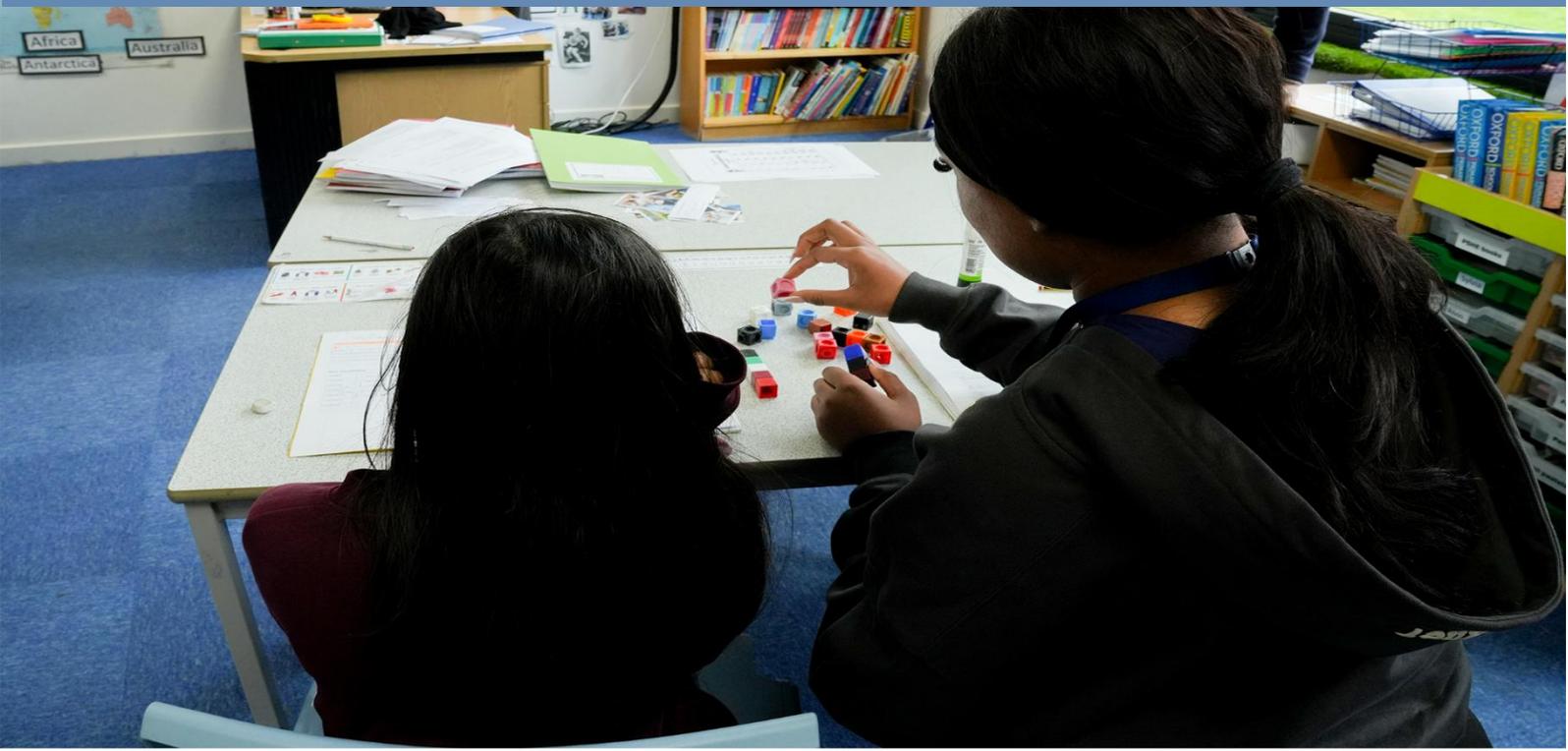
***A headteacher has overall responsibility for the implementation of equal opportunities practices and ensuring the school complies with the Equality act 2010 and the Public Sector Equality Duty (PSED)***

- Have responsibility for the creation of a culture that promotes respect, diversity and high expectations of all students regardless of background or protected characteristics.
- Monitors student progress, reviews achievement data, attendance and exclusion rates broken down by ethnicity, gender and disability and implements appropriate strategies to address any gaps.
- Provide regular reports to the JMC on equality objectives and the impact of policies.



Hawkswood Group

# Headteacher Job Description



## Strengthening Community

### Accountability

- Ensure that all staff recognise that they are accountable for the success of the school and the achievements of its students.
- Provide regular, accurate, and clearly benchmarked reports on the school's performance for governors, parents, the local authority, and other relevant bodies, including Ofsted. Have a deep understanding of the school's performance and ensure the data is supported by detailed action plans, which are communicated effectively to staff, governors and other members of the school community.
- Ensure that parents and carers are well informed about the school's curriculum, its progress and attainment data and that they have reasonable access to their own child's learning, progress and attainment on a regular basis.
- Carry out such duties as may reasonably be required by the governing body.

### Safeguarding Children and Safer Recruitment

***A headteacher's duties regarding safeguarding are primarily guided by the statutory***

***“Keeping Children Safe in Education (KCSIE) framework in England. The Headteacher will ensure that:***

- Have overall responsibility for the school's safeguarding culture, its policies and day to day operations.
- Ensure there is a Designated Safeguarding Lead (DSL) appointed and that they have the appropriate time and authority to carry out the role.
- Implement a whole school approach to on-line safety with robust filtering and monitoring systems.
- Ensure safer recruitment policies are followed when recruiting staff.
- Ensure that a safe environment is maintained, policies are in place and regularly reviewed, that staff are trained and that child protection procedures are followed.



# Person Specification

Qualifications and Training	Essential	Desirable
Qualified teacher status.	*	
Degree or equivalent qualification.	*	
NPQH or Higher degree.		*
Evidence of commitment to continuing professional development.	*	
Leadership Experience		
Proven senior leadership experience in a primary or secondary school.	*	
Senior leadership experience in a SEMH setting, a special school, pupil referral unit or alternative provision.		*
Experience of whole school leadership including managing a budget.	*	
Teaching and Learning		
Evidence of substantial and successful teaching experience.	*	
Have an ambitious, yet realistic vision for teaching and learning that is communicated to the whole school community.	*	
Have proven experience of working with teachers to develop strategies to improve teaching and learning and develop staff expertise.	*	
Have an in-depth knowledge of the educational agenda at national level and how it affects special schools.	*	
Have an understanding of student behaviour and strategies that are designed to support both students and staff to ensure positive behaviour within the classroom.	*	
Have a detailed understanding of both the primary and secondary national curriculum and an ability to tailor the curriculum to the needs of students with SEMH needs.	*	
Demonstrated a proven ability to raise standards in both progress and achievement for young people with SEMH needs.	*	

*person specification continued on next page*



<b>Leadership and Strategy</b>		
Evidence of ability to think strategically.	*	
Have an ability to demonstrate high ethical standards, integrity and strong emotional intelligence to support staff well-being.	*	
Excellent communication skills that motivate and empower staff	*	
Be a visible presence and lead by example.	*	
Have the ability to remain calm and decisive when under pressure and make confident decisions in complex situations.	*	
Ability to foster a culture of respect, inclusivity and celebrate diversity.	*	
Have a detailed understanding of safeguarding and the ability to put it into practice in a systematic and rigorous way.	*	
Demonstrate a commitment to working in partnership with other schools and range of outside agencies.	*	
<b>Qualities relating to special schools</b>		
Have the ability to build a collaborative, nurturing and safe environment within the school setting.	*	
An understanding of and deep empathy for, students with specific needs including trauma informed care and therapeutic education	*	
A strong commitment to nurturing the potential of vulnerable young people.	*	
Knowledge of specific therapeutic approaches such as restorative practices and nurture groups.		*
Have a commitment to engaging with parents and carers and ensuring they are seen as equal partners in their child's education.	*	



Hawkswood Group

## How to Apply

If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact **020 8289 4651**

**Visits to the school are warmly welcomed and encouraged. Please contact our central office on 020 8289 4651 to arrange.**

**Closing date:** Monday 13<sup>th</sup> April 2026, midday

**Shortlisting:** 16<sup>th</sup> – 18<sup>th</sup> April 2026

**Interview dates:** Monday 23<sup>rd</sup> and Tuesday 24<sup>th</sup> April 2026

To apply please complete the relevant application form and email it to **recruitment@hawkswoodgroup.org.uk**

*Hawkswood Group is committed to safeguarding and promoting the welfare of children and young people and expects all those working our school to share this commitment.*

*In line with Keeping Children Safe in Education (2025) all shortlisted candidates will be subject to online searches. The successful candidate must be able to form and maintain appropriate professional boundaries with children, young people and vulnerable adults and demonstrate an understanding of the pressures associated with working with vulnerable learners.*

*Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and the current conditions of employment in the School Teachers' Pay and Conditions as they relate to headteachers.*



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