

The Edith Borthwick School



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Applicant Brochure - Headteacher

The Edith Borthwick School

Enabling everyone to reach and go beyond their potential.

At The Edith Borthwick School.

We

ACHIEVE

ACCEPT DIFFERENCES
RESPECT
STAY SAFE
ARE POSITIVE
SHOW PASSION
TRUST
HAVE FUN

About The Edith Borthwick School

Type of School:
PMLD, SLD, ASD

Location:
Braintree, Essex

Age Range:
3-19

Number on Roll:
235

Co-Educational



We are a highly successful community all age special school for students aged 3-19 years old with severe and complex learning difficulties including autism. The original Edith Borthwick School was purpose built in Bocking in 1976, and was designated a 'New Model Special School' by Essex Local Authority in 2006. In September 2015 we moved to our brand new, purpose built school in Braintree which offers superb facilities. We currently have 235 learners on roll.

A key feature of our school is the provision of a high quality education programme tailored specifically for individual needs. Meeting individual needs follows a route of Education Health Care Planning, with personalised plans engaging with a wide range of supporting agencies.

The school has an extended workforce with a large dedicated staff team who constantly strive to ensure that each learner reaches and goes beyond their potential. Our wide range of specialist staff and facilities ensures that appropriate support and guidance is available for all learners across the full curriculum/age range.

Where appropriate, Parents/Carers are equally well supported with a strong team of Family Workers, who provide close working between home and school, and ensure that there is underpinning support to enable joined up learning programmes covering both social and academic aspects.

We take great pride in our learning community and value the excellent quality of relationships between all members. If you are interested in the role, I would encourage you to come and visit and I know that you will find happy students, and a most welcoming environment.

Maggie Loveday
Headteacher



Position Details

Job Details

HEADTEACHER (L29-36) Required January 2026

This is a fantastic opportunity to continue your leadership journey in a well led, collaborative and supportive environment. The Edith Borthwick School is a large, vibrant 3-19 special school where we have a broad and exciting curriculum. In 2015 we moved into a brand new building and we have a strong reputation within the community. We have high expectations of both students and staff and consider this to be an exciting place to work and develop, where creativity and innovation are nurtured. We really know our students, and focus on them as individuals. Pastoral systems are strong and we value a curriculum offer and activities that educate the whole child.

The new Headteacher will lead the Senior Leadership Team and community. The successful candidate must have experience as an energetic and outstanding practitioner who can support, enthuse and inspire others.

The successful candidate will:

- Have high expectations of themselves, staff and the learners in their care
- Be able to lead and motivate staff, supporting colleagues in the improvement of teaching and learning
- Have the ability to further develop a clear vision of continued excellence with the current leadership team.
- Have strong leadership and management skills either as an existing Head or someone who has extensive leadership in a large special school.
- Have excellent communication and organisational skills.

return we can offer:

- Truly amazing learners
- Experience rich, enthusiastic and caring ethos
- Friendly and supportive staff team
- Opportunities to have a positive impact on learners' progress
- Dedicated leadership time

Visit us and find out more about this exciting opportunity.

Our School is committed to safeguarding and promoting the welfare of children and this post will be subject to an Enhanced DBS.

Our Learners:

We have the pleasure of working with 235 young people aged 3-19 with a variety of learning difficulties, ranging from those with profound and multiple learning disabilities (PMLD), to severe learning disabilities (SLD). Lots of our learners have communication and sensory difficulties, meaning that we need to support them in exemplary fashion. They are wonderfully unique and we learn from them everyday.

Our Vision:

To enable everyone to reach and go beyond their potential.



Job Description

Job title: Headteacher,

Contract type: Full time, fixed term for 2 years

Reporting to: Board of Governors

Responsible for: Strategic overview and progress of the school

Main purpose

The headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively planned and implemented
- Monitor progress towards achieving the school's aims and objectives and ensure positive impact
- Allocate financial resources appropriately, efficiently and effectively

Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's learners

Duties and responsibilities

School culture and behaviour

The headteacher will:

- Create a culture where learners experience a positive and enriching school life
- Uphold educational standards in order to prepare learners from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from learners, built on rules and routines that are understood by staff and learners and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy



Job Description

Teaching, curriculum and assessment

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing learners' knowledge and understanding of the curriculum

Additional and special educational needs (SEN) and disabilities

The headteacher will:

- Promote a culture and practices that enable all learners to access the curriculum
- Have ambitious expectations for all learners with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Managing the school

The headteacher will:

- Ensure staff and learners' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk

Professional development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations



Person Specification

Criteria	Qualities
Qualifications	<p>Qualified teacher status</p> <p>Degree</p> <p>Professional development in preparation for a leadership role</p>
Experience	<p>Successful Leadership and management experience in a school</p> <p>Teaching experience in a special school, or with learners with SEND</p> <p>Involvement in school self-evaluation and development planning</p> <p>Line management experience</p> <p>Experience and a good understanding of effective safeguarding practice.</p> <p>Experience of supporting learners who can exhibit challenging behaviour</p>
Skills and knowledge	<p>Data analysis skills and the ability to use data to set targets and identify weaknesses</p> <p>Understanding of high-quality teaching, and the ability to model this for others and support others to improve</p> <p>Understanding of school finances and financial management</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships</p> <p>Ability to build and develop a culture of positivity and resilience.</p>
Personal qualities	<p>Authentic and values driven</p> <p>Commitment to uphold the 7 principles of life (the Nolan principles) at all times</p> <p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>A values driven, proactive professional committed to working as part of a team of dedicated staff.</p> <p>Ability to work under pressure and meet deadlines.</p> <p>A sense of humour and fun!</p>





Visits to the school are strongly encouraged and can be arranged by contacting Claire Baker on 01376 529300

Or by emailing hr@edithborthwick.essex.sch.uk

Applications can be completed online through www.essexschoolsjobs.co.uk or can be download and posted or delivered by hand to Claire Baker.

Application Closes: 12/10/2025 midnight

Shortlisting : 13/10/2025

Interview: 20-21/10/2025

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Springwood Drive

Braintree

Essex

CM7 2YN

www.edithborthwick.essex.sch.uk

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