

## **APPLICATION INFORMATION**

### **HEAD OF SCHOOL L 15-19**

BURTON PUPIL REFERRAL UNIT  
CHURCH HILL STREET  
BURTON ON TRENT  
STAFFORDSHIRE  
DE15 0HR

TEL: 01283 247986

CONTACT: [office@burtonpu.staffs.sch.uk](mailto:office@burtonpu.staffs.sch.uk)

WEBSITE: [www.burtonpru.staffs.sch.uk](http://www.burtonpru.staffs.sch.uk)

Visits to our school are very much welcome – please call to make an appointment to visit and meet myself, my team of staff and students.

*Please phone the school on 01283 247986 or email [office@burtonpru.staffs.sch.uk](mailto:office@burtonpru.staffs.sch.uk) to arrange a visit or to discuss the role further.*

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Job Description  
and Person Spec BPI

- **Application Form R6:**



3-R6-Application-Form---Teaching-Staff-(U

- **PEAQ:**



Pre-Employment-Health-Assessment-Quest

- **Recruitment Monitoring Form:**



RecruitmentMonitoringForm%20(1).doc

February 2024

Dear Applicant

Thank you very much for your interest in Burton Pupil Referral Unit (BPRU) and in the post of **Head of School**. I hope that this information will help you decide whether this would be the appropriate next step for you in your career as well as being the next stage of the BPRU's development to becoming an excellent Pupil Referral Unit. **The successful candidate will be fully responsible for the operational leadership of BPRU working closely with the Executive Headteacher as well as the Federation SLT team.**

Burton Pupil Referral Unit is federated with Kettlebrook Short Stay School in Tamworth. This post has become available due to the promotion of the current Head of School. BPRU has its main site in Winhill, Burton upon Trent, with two satellite sites – one in Burton town centre and one in Uttoxeter. We have great students who are proud to be a part of their school; who want to make progress and achieve the success that they deserve. BPRU has a highly dedicated and caring team of staff who fully support the inclusive, child-centred trauma informed school that is the basis of our School and Federation ethos.

BPRU is successful in enabling our students to succeed by overcoming barriers to learning and building resilience. We provide a supportive and secure environment that allows all students the opportunity to flourish both socially and academically. We have a very committed, dedicated, well qualified and well-trained body of staff who work together as a team. They are innovative, enthusiastic and loyal to the school and its ethos. We work closely with our schools in East Staffordshire District and within the Local Authority of Staffordshire. BPRU continues to be rated as Good by Ofsted and works closely with Kettlebrook Short Stay School.

As a school, we are constantly looking to improve the quality of provision for all our students on and off site. We work in close partnership with all the schools in the East Staffordshire district and many different agencies. We have a complex programme of learning opportunities for 55 students. BPRU will take students who have been permanently excluded or are at risk of this. The majority of our students have a social, emotional or behavioural difficulty. As a group of experienced staff, we are dedicated to giving each student strategies to help them build resilience and become active citizens within society.

We aim for our Year 11 students to leave BPRU with greater self-esteem, confidence and a range of quality examination results with positive Post 16 destinations of their choice. BPRU works in partnership with alternative providers to ensure that a bespoke academic curriculum, using a holistic approach, is delivered by quality staff to all students.

The successful candidate will join a very friendly, supportive and highly committed professional team of staff and a dedicated Management Committee.

I would like to invite you to visit BPRU prior to any application (but realise that this might not be achievable with your current pressures of work). You can always contact me at school to discuss any aspects of this post.

Should you decide to apply for this post then please complete:

- the Staffordshire application form R6;
- Letter of application outlining your leadership and managerial attributes and experience that you feel prepare you for this role and please outline why you want to lead, with the EHE, Burton Pupil Referral Unit;
- PEAQ form;
- Recruitment Monitoring Form;

Return your completed form to [admin@kettlebrook.staffs.sch.uk](mailto:admin@kettlebrook.staffs.sch.uk) by 12 noon on Wednesday, 13<sup>th</sup> March 2024

Thank you in advance for your time and commitment in applying for this post – we do appreciate the work that you will have put into your application. We are looking forward in receiving your completed application form.

Yours sincerely



**Sarah Bamber**  
**Head of School**

**Kirsty Rogers**  
**Executive Headteacher**

**John Brodie**  
**Chair of Management Committee**

**PERMANENT POST**  
**HEAD OF SCHOOL**  
L15-19  
From September 2024 onwards

[www.burtonpru.staffs.sch.uk](http://www.burtonpru.staffs.sch.uk)

Due to the current post holder being promoted, we are looking to appoint a Head of School to be fully responsible for the operational leadership and management of Burton PRU (BPRU).

Burton PRU is a Local Authority Pupil Referral Unit (PRU) – it is recognised as a fully inclusive school that empowers our students to make positive changes and achieve positive outcomes onto the next phase of their education. Burton PRU is judged by Ofsted as a good school. We are committed to providing the best holistic education to each of our students who have been or are at risk of being permanently excluded.

We wish to appoint a new Head of School, who will report to the Executive Headteacher. You will have overall responsibility for the smooth running of the school with responsibility for the culture, ethos and behaviour and attitudes across Burton PRU's three sites.

You will need to have a range of leadership styles and experience in managing staff and students. Your educational philosophy will need to be based around trauma informed approaches, with relational and restorative practice at the forefront.

You will work closely with the Executive Headteacher and BPRU's Senior Leadership Team to shape and deliver the mission, vision and values of our school and across the Federation. You will articulate high expectations; quality assure teaching and develop staff through high quality rigorous performance management process.

You will consult and work with the Executive Headteacher, our Management Committee of Governors, all the staff, parents and carers, Local District High Schools & other professional organisations.

- You will have a strong academic track record to degree level and above
- You will have Qualified Teacher Status (QTS)
- You will have quality experience of working at a senior leadership level in mainstream, SEND or Alternative Provision
- You will have evidence of Continuous Professional Development and demonstrate a willingness to further your development your practice

**Burton PRU is committed to safeguarding and promoting the welfare of children and young people and expects that all staff and volunteers share this commitment. Enhanced DBS disclosure is required for the appointment to this post with 2 outstanding references.**

Please complete the application form and highlight the areas requested in your letter of application. Please note, CVs will not be considered.

**ADVERTISEMENT DATES:** week beginning Monday, 26<sup>th</sup> February 2024  
**CLOSING DATE:** Wednesday, 13<sup>th</sup> March 2024 by 12 noon  
**INTERVIEW DAY:** 20<sup>th</sup> & 21<sup>st</sup> March 2024

This will be a two-day interview process which will include a tour of the school; an informal chat with the Executive Headteacher, Head of School and other staff; student facing tasks; desk top tasks; a presentation and the formal interview with the interview panel.

**RETURN COMPLETED APPLICATION FORMS TO:**  
[admin@kettlebrook.staffs.sch.uk](mailto:admin@kettlebrook.staffs.sch.uk) by 12 noon on Wednesday, 13<sup>th</sup> March 2024

*It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children*

**FURTHER INFORMATION ABOUT BURTON PUPIL REFERRAL UNIT**

**BACKGROUND**

Burton Pupil Referral Unit (BPRU) has 3 bases in East Staffordshire, the main base is located in Winhill, (near the A444 / A38 / M42) IN College in Burton and Uttoxeter in Staffordshire.

The PRU has gradually increased in size overtime with bases in both Burton and Uttoxeter. Staffordshire LA has 6 PRUs/ short stay schools, of which Burton PRU and Kettlebrook Short Stay School (Tamworth) are the first to become federated (April 2018). We have been based in Winhill for over 15 years with sites in Burton town centre and Uttoxeter to support students.

BPRU is a GOOD school OFSTED - July 2019.

**PURPOSE:**

BPRU is for those students (who reside in East Staffordshire) who need an alternative curriculum that is delivered in a different way to that of the mainstream secondary and middle schools who make referrals to our school. Students are taken on a dual roll basis when at risk of exclusion or as single roll students following a permanent exclusion.

BPRU works very closely with each of the schools and many external professional agencies. We play an active role in the Send and Inclusion Hubs across the District.

As a pupil referral unit, BPRU works with the most vulnerable students in East Staffordshire who usually have numerous external agencies working with them at home. As a school we spend a lot of time working in conjunction with the following agencies: Educational Psychologist; SEND team; Educational Welfare; Police; Youth Offending Service; Parent Support Workers; CAMHS; School Nurse; Social Services etc.

BPRU is about getting students (and their families) back on track socially and academically. The school ethos is:

***Building Positivity, Resilience & Understanding***

**STAFFING:**

There are 16 staff who all work together as a team over the week to provide the most appropriate education as well as emotional and social support to each student regardless of their background and their needs.

All staff must be trained to apply physical interventions; these are only used as the last resort from having tried other strategies. This is through PROACT-uk SCIP. An annual update is required by each member of staff.

Staff work closely together to provide the best for the students and each other. There is an excellent staff moral with a focus on staff wellbeing.

All staff attend briefings to share information; raise concerns, discuss future learning plans; so that we can all work together to help each child.

**THE CURRICULUM:**

The curriculum is flexible so are the student's learning groups – they will change throughout the year in order to meet the individual student's needs. Some students may be offered alternative provision off site in line with their individual learning needs.

**KS 3:**

The students follow the National Curriculum in English, Maths, Science, Art, Food, PSHE and PE as well as being offered Forest Schools and other project work.

**KS 4:**

The KS4 curriculum is a blend of GCSE's, BTEC and other qualifications

All students access enrichment activities through our Curriculum Enrichment Days - a programme of planned opportunities that all staff are responsible for taking students off site to learn and experience new activities etc. Students are entered for exams when they are ready to sit them. By giving the students the opportunity to achieve real success, most of our students can then improve their self-esteem and confidence that also helps them to want to succeed.

**PARENTAL INVOLVEMENT:**

Each student will have had a pre-admission meeting with the Head of School and a half termly performance review day meeting. Any suspension requires the parent/carer to attend and be a part of their child's progress. This involvement is reinforced by regular contact by staff in their role as Keyworker. There is an open-door policy for all parents/carers and family units. We require honesty from the parents/carers and students alike; otherwise we can't help them move forwards.



**THE STUDENTS:**

Each student that is referred to BPRU has a social or emotional or behavioural difficulty (sometimes all 3). Our aim is to support each student to ensure that they are able to access the education in the most appropriate pathway to either:

- a) Reintegrate back into the secondary school system, or
- b) Successful post 16 provision in either employment, further education or training
- c) SEND provision

*Please phone the school on 01283 247986 or email [office@burtonpru.staffs.sch.uk](mailto:office@burtonpru.staffs.sch.uk) to arrange a visit or to discuss the role further.*

**We look forward to hearing from you, as you might be the one who can make a difference to our school.**