



ROWAN PARK SCHOOL & THE ROWAN TREE

HEAD OF SCHOOL RECRUITMENT PACK

APRIL 2026

WELCOME FROM THE CEO

Dear applicant,

I am delighted that you are interested in applying for the position of Head of School at Rowan Park School and The Rowan Tree.

We are seeking an exceptional and inspiring head of school to join our dedicated leadership team, working alongside the executive headteacher to make a profound and lasting difference for our pupils, their families, and the wider community.



Rowan Park School and The Rowan Tree are part of the family of The Rowan Schools, which also includes Rowan High School. The Rowan Schools (split across three sites) are thriving, all-age special schools for children and young people aged 3–19 with a diverse range of needs. There are currently 327 pupils on roll. We pride ourselves on knowing our pupils exceptionally well and we deliver a highly personalised, ambitious curriculum. Bespoke learning pathways enable every pupil to thrive and achieve exceptional outcomes.

The successful candidate will lead The Rowan Tree and Rowan Park School. These schools cater for children and young people with severe and complex learning difficulties. Children and young people follow highly personalised pre-formal and semi-formal curriculum pathways designed to meet individual needs and support communication, independence, and engagement with the world around them.

As part of Mersey View Learning Trust, at The Rowan Schools, we are committed to high-quality inclusive education, and we work collaboratively to secure the very best outcomes for every child and young person. Our core values of respect, integrity and ambition are at the heart of everything we do. This guides our culture, decision-making, and commitment to ensuring that everyone is valued, included, and able to succeed.

At Mersey View Learning Trust, we invest in our people, in their professional growth and well-being. We also offer comprehensive support with finance, operations, HR and school improvement. As a headteacher in our trust, you will also benefit from high-quality leadership development, coaching and expert support from our excellent school-improvement team.

We welcome applications from experienced leaders in mainstream or specialist educational settings who are inspired to apply their expertise within a special school context.

For an informal conversation with the CEO, please contact sophie.lynch@merseyview.com.

To arrange a visit, please contact sophie.lynch@merseyview.com.

All applications will be acknowledged on receipt.

We look forward to receiving your application.

Yours sincerely,

Rachel Goodwin
Chief Executive Officer

Application Process

To submit an application in full, please follow the attached link to the Mersey View Learning Trust website [Mersey View Learning Trust - Vacancies](#). Candidates will be required to create a profile, complete the relevant application questions and submit the same.

Tours of the School

Tours will be held week commencing 27 April 2026.

Please contact sophie.lynch@merseyview.com to book onto a tour or for an informal discussion about the post with the CEO.

Application Guidelines

- Your application letter should be structured around the key requirements of the role as set out in the application pack. Please provide relevant examples from your career to date that demonstrate why you are a suitable candidate for this role.
- Your application letter should be no more than 2,000 words. This should be submitted in the 'reasons for applying for the role section', which addresses the person specification requirements.
- All fields must be completed as part of the standard application form.
- Please ensure that you include a minimum of two referees in your application. Your referees will be contacted on the basis that you have been successfully shortlisted, prior to the interview taking place.

Key Dates

Closing date for applications: **4 May 2026**
Shortlisting will take place on: **6 May 2026**
Interviews will take place on: **14 and 15 May 2026**

If you have any queries about any aspect of the application process or you require additional information, please contact sophie.lynch@merseyview.com.



Safeguarding statement

In common with all staff and pupils in the trust, the post holder should be aware of the trust's policies and implement them as appropriate.

Mersey View Learning Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working in the trust to share this commitment.

The trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an Enhanced Disclosure, including a Barred List check from the Disclosure and Barring Service.

Due to the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on whether a conviction or caution should be disclosed can be found on the Ministry of Justice website which can be accessed here:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

The trust may carry out an online search on shortlisted candidates as part of our due diligence and in line with Keeping Children Safe in Education 2025. This may help identify any incidents or issues that have occurred and are publicly available online, which we may wish to explore with you at interview.



Rowan Park School/The Rowan Tree

Job Description

Job Title	Head of School
Responsible to	Executive Headteacher
Hours of Work	Full time, permanent
Salary	L24 – L28 currently £91,158 - £100,540 (25/26)

Main purpose

The head of school will:

Under the direction of the executive headteacher be responsible for providing the leadership and management of Rowan Park School (including the Rowan Tree) in line with the vision of Mersey View Learning Trust. The head of school will also manage the operational running of the schools.

Duties and responsibilities

Leadership and management of the school

The head of school will:

- lead a team of senior and middle leaders, developing a professional culture among all staff at the school.
- support and challenge staff, dealing with underperformance effectively, while making sure staff are given the support to do their jobs well.
- manage the school's budget and resources alongside the trust's CFO.
- implement the trust's appraisal policy and other management processes and systems.
- support the implementation of trust-wide policies and school-level policies.
- carry out self-evaluation and school improvement planning, alongside the trust-wide strategy, to accurately identify and implement improvement priorities.
- support the recruitment of teaching and non-teaching staff where necessary in co-ordination with the relevant members of the trust staff.
- provide training and continuing professional development (CPD) opportunities for all school staff.
- identify areas of progression and promotion for staff, in line with the trust's appraisal policy and people strategy, that support succession planning for the school.
- oversee the school's approach to online safety, ensuring appropriate filtering and monitoring systems are in place and that all staff understand their roles in managing online risk.
- embed a culture of zero tolerance towards child-on-child abuse, and ensure that inappropriate behaviour is challenged.
- any other duties directed by the executive headteacher that of pertinent to this role, e.g. attending trust-wide meeting.

Teaching and learning

The head of school will:

- work with staff to promote high-quality teaching across all subjects.
- accurately identify any areas of improvement in teaching and learning.
- monitor and analyse the impact of interventions to maximise their effectiveness so that all pupils achieve the best possible outcomes.
- make sure the school's assessment system is fit for purpose and provides teachers with useful information about how well pupils are learning and any barriers that may need to be removed.
- identify areas where staff may benefit from sharing good practice or accessing support from other schools in the trust.
- monitor the outcomes of pupils and draw out any patterns of underperformance in key groups of vulnerable pupils – this includes pupils with SEND, disadvantaged pupils, those known or previously known to social care or those with other barriers to learning.
- make sure standards of behaviour are high to foster an environment in which learning can thrive.

Additional and special educational needs and disabilities (SEND)

The head of school will:

- promote culture and practices that enable all pupils to thrive.
- have high expectations for all pupils, including those who are disadvantaged, those with SEND and those with other vulnerabilities and barriers to learning.
- ensure that all staff have equally high expectations of what all pupils can achieve.
- ensure that leaders and staff liaise effectively with parents, carers and professionals to identify any changing or emerging, additional needs pupils may have, swiftly and accurately.
- ensure that pupils receive appropriate and timely support and adaptation when necessary, so that any barriers to learning are significantly reduced.
- ensure that the school fulfils its statutory duties regarding the [SEND Code of Practice](#).

Communication

The head of school will:

- ensure that the executive headteacher, CEO and directors of education receive accurate and timely information about all aspects of the school to facilitate effective support and challenge.
- communicate and ensure that there is a shared understanding of the vision of the trust across the schools.
- attend any relevant local governing body and/or trustee meetings.
- contribute to reports for the headteacher, CEO and directors of education, as necessary.
- foster effective links within the schools and across the wider community, including with pupils, their parents and carers, external agencies and other local partners.

Managing resources

The head of school will:

- contribute to the budget setting, cash-flow management and all other financial management processes, as directed by the CFO.
- ensure value for money in any delegated financial responsibilities for purchasing and procurement.
- ensure the efficient and effective use of school resources to maximise outcomes from all pupils.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all responsibilities that the head of school will carry out. The post holder may be required to carry out other duties appropriate to the level of the role.

Safeguarding

To be aware of, and work in accordance with, the trust's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

In common with all staff and pupils of the trust, the post holder should be aware of the trust's policies and implement them as appropriate.

Mersey View Learning Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working in our schools to share this commitment.

The trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on whether a conviction or caution should be disclosed can be found on the Ministry of Justice website which can be accessed here:

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Person Specification

Each requirement will be assessed in the application form and/or interview or task

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status. • Degree. • Evidence of appropriate and continuous further professional development. 	<ul style="list-style-type: none"> • Master's Degree. • National Professional Qualification for headship (NPQH) or evidence of working towards.
Experience	<ul style="list-style-type: none"> • Successful senior leadership and management experience in a school or in any other educational settings. • Relevant teaching experience. • Involvement in school self-evaluation and development planning. • Demonstrable experience of successful line management and development of others. • Proven track record of improving educational outcomes for all pupils. 	<ul style="list-style-type: none"> • Experience of senior leadership. • Experience in more than one school or educational setting.
Skills and Knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and accurately identify priorities for improvement. • Understanding of what constitutes high-quality teaching, and the ability to model this for others and support others to improve. • Understanding of how to evaluate the impact of the curriculum on pupils' outcomes and experiences. • Understanding of school finances and financial management. • Effective communication and interpersonal skills, both verbally and in writing. • Ability to communicate the trust vision and inspire others. • Ability to build effective working relationships within the school and across the trust. 	<ul style="list-style-type: none"> • Work with external partners/other professional organisations. • Experience of working collaboratively across different schools to improve pupils' outcomes.
Personal Qualities	<ul style="list-style-type: none"> • Be a positive role model at all times. • Be a highly effective and respected representative of Rowan Park School and Mersey View Learning Trust. • Be approachable and person centered, able to lead effectively and empower others. • Have the ability to provide effective challenge and support. • Give insightful feedback to improve pupils' outcomes. • Inspire trust and confidence across the school community, including with parents, carers, local governors, trustees and members of the local community. • Be astute and perceptive, with strong analytical skills and the ability to use sound judgement. • Be solution focused, anticipating and resolving conflict imaginatively. • Be flexible, creative and resilient and foster the same in staff. 	

	<ul style="list-style-type: none"> • Sustain wide, current knowledge and understanding of education and school systems, and pursue continuous professional development. 	
<p>Improving Teaching & Learning</p>	<ul style="list-style-type: none"> • Understand what constitutes effective classroom practice, having experience of being an excellent classroom practitioner. • ability to accurately monitor and evaluate the quality of teaching and learning. • Successful experience of curriculum design and implementation along with an acute understanding of what constitutes a high-quality, inclusive curriculum. • Proven experience of the implementation of effective assessment processes and an understanding of how to evaluate the impact of assessment for learning. • Demonstrate a proven track record of enabling all pupils, including the most vulnerable, to realise their full potential. • Successful experience of positive behaviour management and development of a pupil-focused, inclusive and effective learning environment. • Promote positive attitudes to learning for all pupils. • Prioritise attendance, ensuring that systems and processes are robust and effective. • Be able to hold all staff to account for their professional conduct and practice, including their use of pedagogy and assessment. • Exercise strategic, curriculum-led financial planning to meet the best interests of pupils and the schools' sustainability. 	

The following employment checks are required for this position:

- Evidence of satisfactory Disclosure Barring Services Check.
- Evidence of entitlement to work in the UK.
- Evidence of essential qualifications per the person specification.
- Two satisfactory references.
- Confirmation of medical fitness for employment.
- Registration with the appropriate bodies.