



Assistant Head Teacher: SEND, Inclusion and Welfare

Pennyman Primary Academy

Job Ref: PPA045



**TEES VALLEY
EDUCATION**
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ADVERTISEMENT

Assistant Head Teacher: SEND, Inclusion and Welfare

Tees Valley Education Trust

Status: Permanent

Required: 1st September 2018

Salary: £43,454 - £47,967 (L5-L9) plus allowance dependent upon candidate

Hours: Full time

Reporting to: Head Teacher/Executive Head Teacher

Academy: Pennyman Primary Academy

Due to the promotion of a senior leader, Pennyman Primary Academy is seeking to appoint an enthusiastic and committed Assistant Head Teacher to join the academy as part of Tees Valley Education Trust. This is a new position within the academy leadership structure.

Candidates will be able to demonstrate a significant and proven impact on learning in a primary setting, particularly surrounding SEND pupils. Effective communication between colleagues, parents and wider external agencies will be a key feature of this role.

Duties will include taking a lead role in the development and monitoring of provision across SEND, particularly for those children attending the academy specialist unit placement provision. The successful candidate will be responsible for ensuring that all vulnerable pupils experience an excellent, innovative, challenging yet nurturing learning environment.

They will join an already highly successful SEND team, which was recognised as outstanding in the latest academy Ofsted inspection in June 2017.

As a senior leader, you will also be required to contribute to the academy priorities and operate at all times within the academy stated policies and practices.

We are looking for people who have Qualified Teacher Status as well as a Degree or relevant qualification and experience. The successful candidate will hold the SENDCo role within the academy and therefore should have, or be prepared to gain, the relevant SEND qualification.

We have an excellent partnership arrangement with all the academies within Tees Valley Education, and are fully committed to your on-going professional development.

Tees Valley Education Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

Applications are invited from prospective candidates who are able to demonstrate that they are able to meet the essential criteria set out in the person specification and who have the vision, values and tenacity to join an outstanding team and help continue the journey towards excellence.

Visits to the academy are strongly encouraged and can be arranged by appointment with the academy office on the following dates: Friday 9th March at 9.30am and 3.30pm, Tuesday 13th March at 2pm, Wednesday 14th March at 4pm, Friday 16th at 1pm.

Closing Date: 12 noon on Wednesday 21st March 2018

Shortlisting: Thursday 22nd March 2018

Interview Date: Monday 26th March 2018

Location: Pennyman Primary Academy

Hand written or electronic printed copies of the Tees Valley Education application form should be posted or hand delivered to the following address for the attention of Mrs Kate Barkley, Head Teacher. Please be aware that if you are sending your application by e-mail, the Trust cannot be responsible for any formatting anomalies when printing.

By post: Tees Valley Education, Pennyman Primary Academy, Fulbeck Road, Middlesbrough TS3 0QS.

By E-mail: recruitment@tved.org.uk

If you have any queries about the position or the academy and the trust, please do not hesitate to contact the academy direct on 01642 314750 or e-mail pennyman@teesvalleyeducation.co.uk

WELCOME LETTER FROM THE TRUST



Dear Applicant

Thank you for expressing an interest in applying for a position working at Pennyman Primary Academy.

Our Trust and Alliance are on an incredibly exciting journey and we are all committed to nurturing, sharing and encouraging outstanding educational practice. We are determined to be centres of educational excellence, pedagogical innovation, research and development. This is to support our children in their life chances, opportunities and employability, as well as our staff's professional development.

Therefore, if you are successful, you will be supporting the development of a brilliant team with one of the academies, (Brambles) deemed to offer 'outstanding' provision in all areas in their last inspections (Summer 2014), Dormanstown, which was also graded 'outstanding' in three out of five areas with the other two graded as good (Summer 2015) and Pennyman also graded as 'outstanding' in two out of five areas with the other three graded as good (Summer 2017).

All of our staff, regardless of their role, work together to ensure that our children are provided with the best education possible. As a Trust, we are committed to giving our leaders and teachers the time, training, development and challenge in order to fulfil their professional duties and responsibilities.

As a Teaching School Alliance our programme of professional development is really important to us and continues to develop all the time. You will therefore have the opportunity to work alongside outstanding practitioners and leaders of education (NLEs and SLEs), in designing and delivering Inset to a variety of colleagues in and across the Trust.

Yours faithfully

Katrina Morley

CEO/Executive Head Teacher

JOB DESCRIPTION: Assistant Head Teacher

- Work with the Senior Leadership Team of the academy to maintain and further develop Inclusion and Welfare across the academy.
- Develop plans which identify clear targets and success criteria for SEND and vulnerable pupil provision.
- Contribute to the whole academy's INSET evaluation, monitoring, moderation and planning activities.
- Monitor the impact of agreed actions for Inclusion and Welfare development on a half termly basis.
- To be part of regular curriculum and SLT meetings
- To support the review of designated curriculum policy
- Participate in the development of curriculum at Academy and Trust level, in line with national requirements.
- Contribute to the preparation and implementation of the Trust Academy Improvement Plans.

OTHER GENERAL PROFESSIONAL REQUIREMENTS

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the academy.
- Know subject(s) or specialism(s) to enable effective teaching and leadership.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute positively and effectively to the Every Child Matters agenda.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, department and students.
- Take part, as may be required, in the review, development, leadership and management of activities relating to the curriculum, organisation and pastoral functions of the academy.
- Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events at Pennyman and with partner academies.
- Take responsibility for own professional development and duties in relation to academy policies and practices.
- Liaise effectively with parents, governors and specialists from outside agencies.
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers.
- To set a good example in terms of dress, punctuality and attendance.

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

The job holder may be required to work flexibly between the hours of 8am and 6pm.

The job holder may be required to work across the academy group.

The job holder may be required to undertake additional training e.g. first aid, Positive Handling.

Experience	A secure understanding of Assessment for Learning (AfL) and the impact on progress.
Qualifications/Training	Degree or relevant qualification and experience. Qualified Teacher Status.
Knowledge/Skills	An understanding of the current National Curriculum and creative opportunities for cross curricular learning. A detailed knowledge of the SEND framework. A sound understanding of strategies to support all children's learning. The use of a variety of techniques for assessment for learning in order to impact positively on children's progress. Outstanding organisational skills with the ability to self-direct as well as work successfully within a team. Excellent behaviour management strategies. A commitment to further professional development. Excellent interpersonal skills. Flexible and adaptable. Ability to inspire and motivate all children to learn and reach their full potential. Tenacity, enthusiasm and drive.

PERSON SPECIFICATION		
QUALIFICATIONS	AM	E/D
Degree or relevant qualification and experience.	A	E
Qualified Teacher Status.	A	E
SENDCo qualification, or willingness to undertake	A	E
Experience of skills outside of teaching.	A, I, R	D
Postgraduate qualifications and / or a willingness to undertake them.	A, I	D
Completion of relevant Leadership and Management programmes / an or willingness to undertake them (e.g. NPQSL / DFL)	A, I	D
Trained in positive handling or a willingness to undertake it.	A, I	D
EXPERIENCE		
A secure understanding of Assessment for Learning (AfL) and the impact on progress.	A, I, R	E
Experience of SEND within a primary setting, managing and promoting curriculum development for children with additional needs.	A, I, R	E
Evidence of strong support for the personal and social development of all pupils, especially those with additional needs.	A, I, R	E
Successful member of a team within a school setting with proven track record of leadership, or personal impact, in at least one establishment.		
Outstanding teaching across a variety of age ranges and schools, with experience of teaching pupils with significant SEND.	A, I, R	D
Evidence of using a variety if models and styles of teaching in order to support children with specific needs.	A, I, R	D
Experience of training, coaching and mentoring colleagues.	A, I, R	D
Experience of leading a core subject / main school priority	A, I, R	D
Creative skills and talents.	A, I, R	D
KNOWLEDGE, ABILITIES AND SKILLS		
A detailed knowledge of the current National Curriculum and SEND Framework.	A, I	E
A sound understanding of strategies to support all children's learning and progress.	A, I, R	E
A good working knowledge of the variety of needs of vulnerable groups of children.	A, I, R	E
Outstanding organisational skills with the ability to self-direct as well as work successfully within a team.	A, I, R	E
Excellent behaviour management strategies.	I, R	E
A commitment to further professional development.	A, I	E
Excellent interpersonal skills.	I, R	E
Flexible and adaptable.	A, I, R	E
Ability to inspire and motivate all children to learn and reach their full potential.	A, I, R	E
Tenacity, enthusiasm and drive.	A, I, R	E
Ability to/willingness to contribute to the whole school context (including INSET).	A, I, R	D
The ability to work productively and positively with a range of colleagues both internally and externally.	A, I, R	D
Evidence of continued professional development.	A	D

AM (Assessment Method) - A - Application Form, I - Interview, R – Reference E – Essential D – Desirable

Important: In the first instance, applications are assessed against the following criteria:

*overall presentation

*use of standard English

*grammatical accuracy

Where applications do not meet the expected standard, they will be discarded before being matched to the person specification.

SAFEGUARDING CHILDREN

The Trust, and its academies, are committed to Safeguarding and Promoting the Welfare of all children. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Whilst local authorities play a lead role, safeguarding children and protecting them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.

Working Together to Safeguard Children DfE 2015

The Trust pays full regard to DfE guidance 'Working Together to Safeguard Children DfE 2015'. Anyone who works for the Trust, who is likely to be perceived by children as a safe and trustworthy adult (including volunteers and staff employed by contractors), is subject to appropriate checks in line with current legislation and best practice.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking checking details with the Disclosure and Barring Service.

EXPLANATORY NOTES

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced CRB checks and DBS checks.

Candidates should be aware that all posts in Tees Valley Education involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered 'not applicable' if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

As part of the DBS application and as a form of identification, all candidates invited to interview must bring the following documents:

Route 1 – 3 documents (at least 1 must be from Group 1, the other 2 can be from any group)

Route 2 – 3 documents (1 from Group 2a and 2 from 2a or 2b, plus External ID check)

One document must confirm the applicant's date of birth and another confirm the current address. In addition to the above, if you are successful, you will be required to conduct an external ID check (this is an automated process completed online).

Route 3 – 5 documents (birth certificate and 4 other documents - 1 from 2a and 3 from Group 2a or 2b)

One document must confirm the applicant's current address

Group 1 – Primary Identity Documents	
Current valid passport (UK or overseas)	Biometric Residence Permit (UK)
Current driving licence - photocard & counterpart (where applicable). (UK, Isle of Man, Channel Islands and EU – full or provisional)	Birth certificate – issued at time of birth (UK, Channel Islands – including those issued by UK authorities overseas)
Adoption Certificate (UK & Channel Islands)	
Group 2a – Trusted Government Documents	
Current driving licence - photocard (UK and overseas)	Current driving licence – paper (UK and EU)
Birth certificate – issued any time after birth (UK & Channel Islands)	Marriage/civil partnership certificate (UK & Channel Islands)
Fire Arms Licence (UK & Channel Islands)	HM Forces ID Card (UK)
Group 2b – Financial & Social history documents	
Mortgage statement (UK or EEA)	P45/60 Statement
Bank/Building Society Statement (UK)	Council Tax statement
Credit Card Statement (UK or EEA)	Work Permit/Visa (UK)
Financial Statement, eg Pension, investments (UK)	Sponsorship letter from employer (outside UK)
Benefit statement, eg child allowance, pension (UK)	Utility Bill
EU National ID card	Cards carrying PASS accreditation logo
Letter from Head Teacher or Principal	
A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands), eg from the Department for Work and Pensions, the Employment Service, HMRC, Job Centre, Social Security, etc.	
ID validation must be attempted in order. If you are unable to validate via Route 1, move to Route 2, if unable to validate Route 2, move to Route 3.	

Failure to meet any of the above routes may mean that you will be sent for fingerprinting by the Police which you should be aware is likely to cause delay to the DBS application process and subsequently the recruitment process.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references for candidates that are shortlisted for interview and may also approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory DBS check
- Verification of professional status such e.g. QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

HOW TO APPLY

To apply please complete the Tees Valley Education application form. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Applying:

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