



Collingwood Primary School

Assistant Headteacher Information Pack

A Self Governing School



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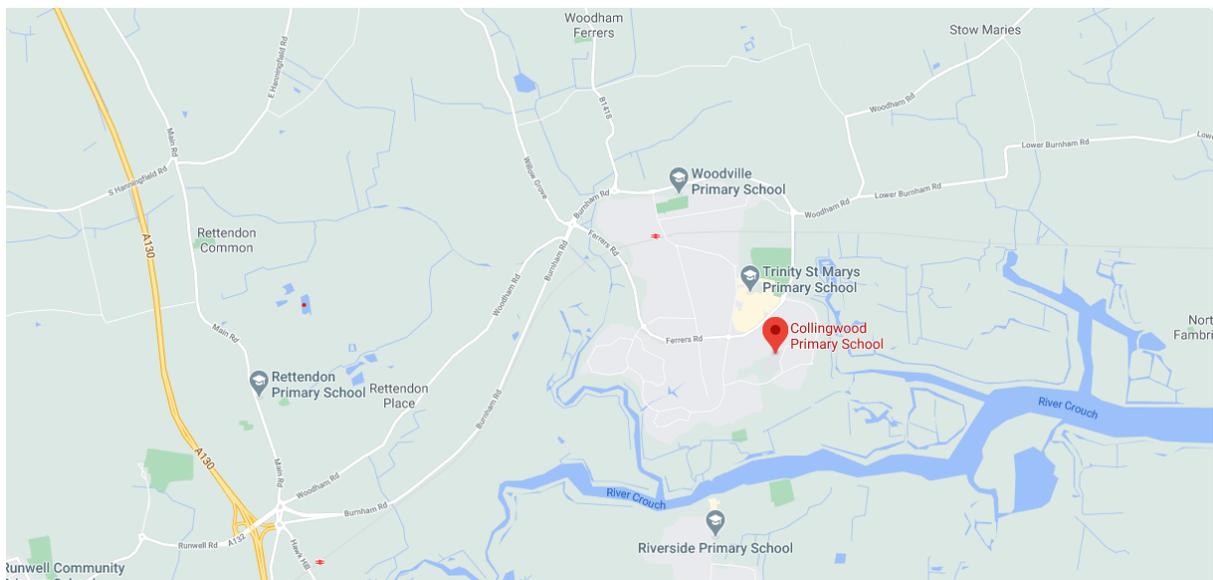
Contact Details & Where to Find Us

Address Collingwood Primary School
Collingwood Road
South Woodham Ferrers
Essex
CM3 5YJ

Telephone 01245 322258

Email admin@collingwood.essex.sch.uk

Web www.collingwoodschool.net



Letter from the Headteacher and Chair of Governors

Dear Applicant

Thank you for your interest in the post of Assistant Headteacher with responsibility for SEND at Collingwood Primary School.

We are looking for someone who is passionate about teaching and learning to complement our existing, hardworking and effective Senior Leadership Team.

Collingwood Primary School is a happy, popular school with an ethos of care, teamwork and mutual support where children enjoy coming to school because learning is fun. A passion for high quality teaching and learning and an ability to bring the curriculum to life are paramount if you are considering joining the Collingwood Family. If you are committed to high standards, ensuring that all pupils make good progress and are able to prioritise the wellbeing of pupils, colleagues and families, then come and meet us to see if we are the right school for you.

On our website www.collingwood.school.net you will find other key information about the school including a video on the home page, which will give a broader picture of who we are and how we work.

Socially distanced visits to view the school are highly recommended enabling you to see our friendly school for yourself. Please email Mrs De'Ath or Mrs Wraight on admin@collingwood.essex.sch.uk to arrange this. We very much look forward to meeting you soon.

Amanda Buckland-Garnett
Headteacher

Janet Hargreaves
Chair of Governors



Our Vision Statement

Our Staff and Governors' Vision Statement

At Collingwood children and adults work together in a safe, well disciplined, exciting environment where all pupils feel valued and are expected to make good or outstanding progress. Our staff, pupils and parents have high expectations and ensure that pupils produce work of increasing quality, develop their individual strengths, achieve their personal goals and challenges and realise their full potential as lifelong learners and responsible citizens in our global community.

"We live our lives with arms and minds wide open."



Assistant Headteacher Job Description & Person Specification

Collingwood Primary School Assistant Headteacher Job Description

Post	Assistant headteacher with responsibility for Special Educational Needs and Disabilities
Salary Range	Leadership Pay Range point 4 to point 8
Responsible to	The Headteacher
Full time Permanent Required	2 days non-teaching (teaching commitment for 3 days) September 2021

Leadership:

- working with the Headteacher, Senior Leaders including Governors, to develop a strong vision and ethos that unites staff and pupils and establishes a culture of self-evaluation leading to continuous improvement;
- implementing the school's aims and provide vision and direction and for all stakeholders and make effective and efficient use of the school's resources to achieve the best outcomes for pupils with SEND;
- formulating, establishing and reviewing policies and practice through which the school's aims and objectives are to be achieved;
- carrying out performance management with Learning Support Assistants who work with pupils with SEND, ensuring that they recognise and are able to fulfil their statutory responsibilities
- contributing to the recruitment, selection, appointment and induction of staff as required;
- providing professional leadership, management and development of SEND provision across the school;
- championing inclusion and equality and the school's agreed REACH Values;
- fostering harmonious and positive relationships between all members of the school community;
- communicating and coaching effectively so that solution-focused, open and honest discussions can take place.

SENDCO:

- To be responsible for the day-to-day management, organisation and administration of all paperwork relating to pupils with SEND, including identification, the SEND register, The School Development Plan, SEN Information Report, One Planning, provision maps and all papers relating to EHCPs ensuring compliance with national guidelines.
- Identify, seek, adopt, model and advise colleagues on the most effective teaching approaches for pupils with SEND so that the curriculum is personalised and all pupils' needs are met.
- Keep parents informed about their child's progress through effective individual One Planning and ECHP meetings and at Termly Learning Conferences as appropriate.
- Prepare applications for EHCPs
- Co-ordinate and lead annual reviews with teachers, parents, pupils and external agencies.
- Hold teachers to account for the effective review of targets for pupils with SEND.
- Report regularly to the headteacher and Governing Body on the effectiveness of provision for pupils with SEND and attend meetings as required.

- Prepare each pupil with SEND and their family effectively at each point of transition

Curriculum, teaching and learning, recording and assessment

- To teach a primary age class as required.
- To demonstrate high quality collaborative teaching.
- To monitor and evaluate standards of teaching, learning, assessment and pupil progress relating to all pupils with SEND to raise expectations of pupil achievement, maximise impact and report findings to SLT and governors.
- To seek, provide, lead and disseminate training opportunities relating to SEND provision.
- To set aspirational but realistic targets for pupils with SEND.
- Collect and interpret specialist assessment, reports and performance data for pupils with SEND and share/report to staff, Governors and families as appropriate.

Safeguarding

- Maintaining appropriate professional boundaries in relationships with children and families and avoiding behaviour that might be misinterpreted by others, in line with our staff code of conduct.
- Having satisfactory enhanced DBS clearance.
- Understanding and carrying out duties in accordance with the responsibilities of being in a position of trust and showing a duty of care appropriately at all times.
- Presenting a consistently positive image of the school and upholding public trust and confidence at all times.
- Being familiar with, understanding and applying the school's Child Protection Policy effectively.
- Undergoing and regularly updating Level 2 safeguarding training (at least every 2 years) to ensure the appropriate level of knowledge and skill is maintained.
- Keeping up to date with developments relevant to the role in line with Keeping Children Safe in Education as amended from time to time.
- Support colleagues in adhering to child protection, whistleblowing, recruitment and allegations policies and practices as appropriate in line with Keeping Children Safe in Education as amended from time to time.
- Maintaining a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services.



Collingwood Primary School Person Specification Assistant Headteacher with responsibility for SEND

This person specification is an outline of the skills, knowledge, experience and qualities required to carry out the duties of this post. It will be used in the shortlisting and interview process. Please evidence as many of the requirements as you are able, when completing your application form and include in your letter of application, any additional relevant attributes, knowledge, skills or experience that you may have, that are not mentioned below.

Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Qualified Teacher Status; • Degree or professional further/higher qualification; • Willingness to undertake National SENCo qualification; • Evidence of accountability for own continuous professional development. 	<ul style="list-style-type: none"> • National SENCo qualification; • Restraint training; • CPD relating to specific diagnosis eg dyslexia, ASD medical needs etc.

Evidence of . . .

Essential	Desirable
<ul style="list-style-type: none"> • successful Primary teaching; • successful teaching of pupils with SEND; • One Planning; • successful partnership with parents; • achieving professional and pupil outcome goals; • assessment data analysis; • use of technology to support teaching and assessment; • Ofsted inspection; • partnership working with other schools/professionals. 	<ul style="list-style-type: none"> • a Senior Leadership role; • a SENCo role; • teaching mixed age groups; • line management; • work with EHCP applications.

Knowledge of . . .

Essential	Desirable
<ul style="list-style-type: none"> ▪ EYFS, KS1 and KS2 curriculum; ▪ strategies for teaching reading and spelling; ▪ child development and how children learn effectively; ▪ positive behaviour management; ▪ pupil standards (eg expected attainment and progress and Ofsted judgements relating to SEND); ▪ quality first teaching, The Provision Guidance Toolkit and the SEN Code of Practice; ▪ current national and local developments in education. 	<ul style="list-style-type: none"> ▪ the Engagement Model (statutory Sept 2021); ▪ strategies for teaching more able pupils; ▪ Zones of Regulation; ▪ managing funding for SEND.

Skills

Essential	Desirable
Ability to: <ul style="list-style-type: none"> ▪ prioritise, manage own time effectively; ▪ meet deadlines; ▪ initiate, lead and manage change effectively; 	Ability to: <ul style="list-style-type: none"> • to use solution-focused coaching strategies.

<ul style="list-style-type: none"> ▪ delegate and distribute leadership, direct and co-ordinate colleagues to work as a high performing team; ▪ chair meetings effectively; ▪ motivate and inspire; ▪ establish and maintain positive relationships whilst working under pressure; ▪ resolve conflict; ▪ set SMART targets for self and others; ▪ differentiate and make reasonable adjustments in order to meet the needs of different abilities; ▪ foster independence in learning; ▪ use assessment well to inform teaching; ▪ seek advice and support when necessary. 	
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Qualities

Essential	Desirable
<p>To be :</p> <ul style="list-style-type: none"> ● an excellent role model; ● an effective communicator; ● reliable and honest with high personal integrity; ● self-motivated and willing to learn from experience; ● adaptable; ● resilient; ● mindful of own and others wellbeing and support. <p>To have:</p> <ul style="list-style-type: none"> ● a passion for teaching and learning; ● enthusiasm for new opportunities; ● good behaviour management using positive strategies; ● a willingness to share ideas and personal experience with others; ● energetic, enthusiastic and positive approach; ● a warm and approachable personality; ● a sense of humour. 	<p>To have:</p> <ul style="list-style-type: none"> ● a life outside school!



Selection Process Guide

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to the interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

Visits to the school

Visits to the school are warmly welcomed by prior arrangement, following current Covid guidelines.

Interested candidates are invited to contact Sue Wraight or Debbie De'Ath via email admin@collingwood.essex.sch.uk to arrange a visit to the school during lesson time.

Applications

Please ensure that all parts of the application form are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with email confirmation to follow. If you have not heard from us within 3 working days of the shortlisting date, you will not have been successful at this stage.

References

We request references for all candidates who are invited to interview, in line with safer recruitment. This request will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

Interview Day

The interview day will consist of several tasks including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the day.

Offer of Employment

We will make a verbal offer of employment at the end of the interview process, subject to;

- satisfactory references;
- a satisfactory enhanced DBS check;
- provision of proof of identity and qualifications.

Confirmation of the offer will be made in writing.

