

**Woodside High School**

**White Hart Lane, Wood Green, London N22 5QJ**

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**Website:** [**www.woodsidehighschool.co.uk**](http://www.woodsidehighschool.co.uk)

 **Assistant Head – Inclusion and Transition**

We are seeking to appoint an Assistant Head who will be instrumental in the strategic leadership, management and further development of Inclusion at Woodside. The position will involve undertaking the SENDco role as part of the wider Assistant Head responsibility. The role will involve leading on Pupil Premium provision, student transition, heading the Inclusion unit and SEND provision.

Woodside High School is an Ofsted outstanding, single Academy Trust, mixed 11-16 comprehensive school in east Haringey, where every student is valued and treated as an individual. The school has circa 1,200 students and serves a truly multi-cultural community. It is a school where students, staff, parents and carers champion our core values and commitment to equality and diversity.

You will support the Principal in building the Academy’s reputation for innovation and inclusivity and as a truly exceptional place to learn and work. The successful candidate will have a proven track record in leading and inspiring staff and students to achieve the highest standards regardless of circumstances.

**Applications from professionals who have worked as a SENDco or in leading aspects of Inclusion and SEND are desirable for this position.**

We are seeking to appoint a professional who is enthused by our values and ethos and who will celebrate the richness of our diverse school community.

*Woodside High strives to be an equal opportunities employer and is committed to diversity amongst its staff. The school therefore encourages and welcomes applications from people of minority ethnic origin and people with disabilities, as well as candidates from other groups. We will make any reasonable adjustments for disabled people to enable equal access to the recruitment process and on-going employment.*

**The closing date for receipt of applications is on Friday 14th May 2021- 4pm**

For further information and an application pack please go to our website:

If you have any queries or questions, please contact Rukshanda Aman (HR Officer) on 0208 829 2523.

Applications must be made by application form. Please do not send a CV. It will not be accepted

**Co Interim Head Teachers: Lynne Hardcastle & Tracey Rollings**

**JOB DESCRIPTION**

Assistant Head – Inclusion and Transition

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| **Post** | **Assistant Head Teacher** |
| **Level / Salary Range** | **L14 – L18 - ( 66,114 to 72,125)** |
| **Position Type** | **Full Time - Permanent** |
| **Department**  | **Whole School** |
| **Core Purpose:** To provide professional leadership of Woodside High School, secure our continued success and development, and ensure high quality education for all students. To be responsible for the management of specific whole school developments and in conjunction with the Head Teacher, the management of all the staff and the general organisation of the school. To carry out ad hoc duties delegated by the Head Teacher.To be responsible for promoting the safety of our students and safeguarding the welfare of children and young people within the School. The job description should be read in conjunction with the Core Standards for all leaders. |
| **Main Responsibilities*** Be responsible for leading, managing and developing staff in the Inclusion unit
* Raise standards of student attainment and attitudes to learning of students with Special Educational Needs and Disabilities and in receipt of pupil premium
* Promote, monitor and support student learning and be responsible for the progress of students with Special Educational Needs and Disabilities.
* Ensure effective coordination of all aspects of Special Educational Needs and Disabilities Provision.
* Maintain the school’s register of SEND pupils and collate and update related records, ensuring they are available for reference with due consideration for confidentiality.
* To develop the teaching body to ensure all teachers are ‘teachers of inclusion’
* To work with middle leaders to develop best practise for inclusive teaching and provision
* To know best practice in pastoral care and disseminate that to colleagues.
* Develop pastoral support programmes for students who need extra support, working DHT Pastoral.
* Take a lead on several areas of the school’s work which contribute to the provision of high-quality education for students in receipt of pupil premium funding
* To monitor the progress of students in the Academy who are pupil premium and ensure that the pupil premium budget is allocated in an effective manner which has impact for all these students
* To ensure that the pupil premium policy is a current document which accurately reflects spending in the Academy
* To support students and families with their transition to secondary school
* To co-ordinate transition days and activities across the year which promote the Academy and support young people’s well-being through transition
* To work with the staff body to ensure communication around individual pupils and their transition
* To develop working partnerships with sixth form and local primary schools to ensure success for all students in our community
* To ensure the successful transition of all students to their post 16 destinations working with a range of external agencies and FE providers
* To ensure no students at Woodside are NEET
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| **General Responsibilities*** Following our school values to help lead the school as a successful and inclusive learning community that ensures all students are developed to their full potential.
* To work with the Head Teacher to develop a strategic view for the development of the school. Leading by example, providing vision and the motivation for staff and students.
* To contribute to staff performance management.
* To ensure that the management, finance, organisation and administration of the school supports its vision and aims, ensuring that policies and procedures operate effectively. To contribute to an effective partnership with the local community.
* General Management and Team Responsibilities as delegated by the Head Teacher. This will include the Line Management of a number of staff in various departments and year groups.
* To line manage departments and senior staff as directed by the Head Teacher
* Ensure that school policies and practices are implemented consistently and maximise expectations and aspirations for all.
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| **Teaching*** To meet all the educational requirements specified within the learning area or adopted by the School, and comply with relevant frameworks and guidance which set out the professional duties, responsibilities and standards of teachers (e.g. Teachers Standards).
* To plan and teach lessons and sequences of lessons to classes they are assigned to teach, within the context of the School’s plans, curriculum and schemes of work.
* To be aware of the students’ knowledge and capabilities and be accountable for their attainment, progress and outcomes.
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***Person Specification***

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| Person Specification/Key Skills/Key Requirements |
| PROFESSIONAL SKILLS AND EXPERIENCE* Qualified teacher
* Be able to improve further standards of classroom management and practice
* Have the necessary experience to give a clear lead on curriculum, resources, finance and pastoral issues
* Have the ability to analyse problems, reach judgments and resolve issues
* Be skilled in the monitoring of performance of people and policies

LEADERSHIP AND MANAGEMENT* Have strong leadership qualities with a proven record of managing significant educational responsibilities
* Be capable of leading and contributing to the Senior Leadership Team
* Have the capacity to respond to changing needs with vision and the ability to translate that vision into practical policies
* Demonstrate a personal commitment to quality and excellence in learning and teaching
* Demonstrate an understanding of financial management particularly as we are likely to face tighter budgets in future years

PEOPLE RELATIONSHIPS AND COMMUNICATIONS* Be able to relate to all students in a positive and constructive way and inspire them to achieve more than they think possible
* Have the ability to earn the respect of the co-head teachers, staff, governors and parents
* Have the ability to build on the strengths and expertise of individual staff and possess the flair to motivate and lead staff as a whole
* Possess integrity, optimism, resilience and a well-developed sense of proportion and humour
* Possess excellent written and verbal communication skills and the ability to chair and participate in meetings
* Be committed to furthering the relationship with the local and international community
* Have the ability to build constructive relationships with other educational organisations and local employers
* Have the ability to work with local and national media
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| Demonstrate the following Leadership Competencies  |
| Educational Excellencelearning focus - modelling excellence in leadership of teaching and learning - delivering continuous improvement**Strategic Leadership**Impact and influence - Self-awareness - Personal drive Operational ManagementInformation seeking - Analytical thinking - Holding others to account  |