



Creswell C of E Infant and Nursery School

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Headteacher: Mr D. Webster

Assistant. Headteachers: Mrs L. Sellars & Mrs H. Ford

Welcome from the Headteacher

Daniel Webster

Dear Applicant,

On behalf of the team, children and Governors at Creswell Infant and Nursery School, I would like to thank you for your interest in the position of Assistant Head Teacher. Situated near Bolsover, Creswell Infant and Nursery School serves an ex-mining community with 192 children from Foundation Stage 2 to Year 2, and a 48-place nursery offering 15-hour provision. Our school may be small, but our ambitions for our children are anything but!

We are dedicated to making a difference in our children's lives, making these early years some of their best, with opportunities to SHINE. Our distinctively Christian vision of *'Together with God, we shine in all we do'* best defines what it is we aspire to, encouraging our children to LOVE (Live Our Values Everyday) in all they do.

The Governors and I are looking to appoint a dedicated Assistant Head Teacher to join our leadership team in our school. The successful candidate will have, or be willing to attain, the National Award for Special Educational Needs Coordinator. You will join the strategic leadership team and have professional responsibility for the SEND provision and welfare of our children through school. With a focus on early identification and a commitment to developing partnerships with parents, carers, and external professionals, you will support myself and the SLT team in ensuring that children with SEN receive the support and opportunities they need to succeed. The successful candidate will be joining a friendly and welcoming team and be supported by an experienced SENDCo, Learning Mentor and Head of Care.

Whether you are an experienced SENDCo or a dedicated Teacher, we invite you to come and visit us so that you can see our amazing school for yourself. If you would like to visit, please contact the school on 01909 721471 to arrange an appointment with myself.

Best wishes,

Mr. Webster.

Job Advert

Assistant Head Teacher

Do you believe every child deserves the chance to truly SHINE whatever their individual needs?

Could you be the inspiring Assistant Headteacher we're looking for, one who leads with integrity and purpose?

We want to hear from you if this is the perfect career opportunity.

Creswell Infant and Nursery School is a nurturing and inclusive school located in the heart of an ex-mining community near Bolsover. We currently welcome 192 pupils from Foundation Stage 2 to Year 2, along with a 48-place nursery offering 15-hour provision. Guided by our Christian vision - *'Together with God, we shine in all we do'* - we are a dedicated team with the ambition of championing every child, where each is celebrated, nurtured, and given the opportunity to shine.

Children are at the heart of every decision we make, as we strive to serve better our community with compassion and purpose. Our values run through every part of school life. We encourage all children to LOVE (*Live Our Values Everyday*), and we are committed to making these early years some of the most exciting years of their life.

We are proud to be recruiting an inspirational professional, someone with a genuine commitment to make a difference to the education experiences of the children at our school. As Assistant Headteacher, you will support the Headteacher by providing professional leadership and upholding our values to support the school's success and future continuous improvement.

This position also includes the role of Inclusion and Welfare Lead. This is very important to the staff and Governors of Creswell Infant and Nursery School – we want every child to feel success and to thrive in our school, whatever their individual need or challenge. You will support the Headteacher with the strategic development of SEN policies and provisions in the school, regularly monitoring their effectiveness, while maintaining up-to-date knowledge of national and local initiatives that may affect the school's practice. With the support of an already experienced SENCo, you will support children in overcoming barriers to learning and sustain Quality-First Teaching for all our children.

The successful candidate will join us in September 25. We expect shortlisting to take place on the 16th of May, with interviews being scheduled the following week (week commencing the 19th of May).

We are looking to recruit:

- A teacher who demonstrates consistently good or outstanding practice.
- Commitment to making learning an enjoyable experience for our children and parents – making their experience at our school some of the best years of their lives.
- Has recent experience in SEND, either as a qualified SENCo or a teacher with experience in inclusive practice - someone who is ready to take on the strategic development of SEND across the school.

- Has achieved the NASENCO qualification or a willingness to complete the qualification.
- Is confident in leading others, developing a shared vision, and promoting collaboration while exemplifying best practice.
- Is an excellent communicator and is committed to engaging with our parents, supporting families, and championing every child.
- Is supportive of our church ethos and committed to upholding our values that guide everything we do.

We can offer you:

- A school that is committed to the importance of education and believes in developing children's curiosity and love of learning.
- An innovative school that prides itself on supporting and encouraging professional development to ensure you are successful and continue to develop as an educator and leader.
- An exciting opportunity to join our newly established SLT team, which values and embraces your talents and contributions.

Visits are encouraged! If you think you are interested, please do come and visit us. Please make an appointment to meet the Headteacher, Daniel Webster, you can telephone Rachel Bridges (our Business Manager) to make an appointment, on 01909721471.

Please note that we reserve the right to close this advert if we receive enough suitable applications. Therefore, please do not delay your application.

Creswell Infant and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS clearance. Please note CVs will not be accepted and any gaps in employment must be identified and justified.



Job Description	
School	Creswell Infant and Nursery School
Job Title	Assistant Head Teacher
Salary	Leadership Pay Scale L4 – L6
Responsible to	Headteacher
Date	April 25
Responsibilities	<p>The Assistant Head Teacher will support the leadership and management of the school with responsibility for Inclusion including vulnerable pupils, LAC pupils, and Anti-Bullying. The Assistant Headteacher will have Class Teacher responsibilities on designated days, with a scheduled teaching commitment adhering to the Teachers' Standards.</p> <p>The Assistant Head Teacher will support the leadership and management of the school with responsibility for Inclusion including vulnerable and Looked After Pupils (LAC).</p>

SENDCo Accountabilities, Standards and Quality Assurance

- Assist the Headteacher in the leadership and management of the school.
- Take a strategic lead on one or more SIP priorities, be accountable for the outcomes for the identified priority and track progress towards the action plan and reporting progress to the leadership team and governors.
- Support the school's vision for inclusive education.
- Support the Headteacher with the day-to day operation of the school and the co-ordination of the specific provision made to support individual students, including those who have an SEN.
- Contribute to the wider school improvement planning and school self-evaluation, particularly but not exclusively, with respect to provision for pupils with SEN or a disability.
- Provide professional guidance to colleagues and support staff, parents and other agencies.
- Ensuring that the school meets its legal obligations in respect of the Code of Practice and local guidelines for Derbyshire County Council and any other relevant legislation.
- Being responsible for maintaining and updating the SEND policy and the SEN Information Report.
- Identifying pupils who require SEND provision and coordinating provision for pupils with SEND.
- Advising colleagues on the graduated response to providing support.
- Liaising with parents and, where necessary, supporting colleagues who liaise with the parents of pupils with SEND.
- Liaising with other primary schools and Early Years Providers to ensure that transitions for students with SEND are successful and effective.
- Liaising with local authority SEND support services.
- Ensuring that the school maintains records of all pupils with SEND up to date, including the SEND register and applying for funding where relevant.

- Liaising with the Governing Body Committee to inform them - in relation to SEND - of the quality of teaching and learning, progress of pupils, and standards of provision across Early Years and Key Stage 1
- Developing partnerships with outside agencies and identifying needs across the school for the commissioning of support, liaising with the Head Teacher as necessary.
- Analysing and interpreting relevant school, local and national data related to SEND.

Whole School Accountabilities

- Supporting and promoting the high aspirations, positive ethos and inclusive culture of the school to colleagues, governors, parents, pupils and the wider school community.
- Supporting the Headteacher with promoting an inclusive education for all and secures good teaching and outcomes for all pupils.
- Ensuring all members of staff recognise and fulfil their statutory responsibilities to pupils with SEND.
- Supporting and promoting all school policies and procedures, particularly those relating to child protection and safeguarding, equality, confidentiality, behaviour, anti-bullying and supporting children with medical needs or disabilities.
- Monitoring the progress of individuals and groups of learners using agreed assessment practices and recommending strategies to remedy any difficulties encountered.
- Supporting colleagues through observations, providing feedback on strengths and areas for development.
- Supporting staff to develop effective ways of overcoming barriers to learning through:
 - > assessment of needs;
 - > monitoring of teaching quality and pupil progress.
 - > maintaining accurate records.
- Coordinating support from external agencies across the school such as Complex Communication Team, Educational Psychology Team.
- Ensuring the interventions within each year group meet the needs of students with SEND.
- Developing collaborative partnerships with colleagues across the cluster of schools (Including the Junior School).
- Be responsible for writing updating and communicating behaviour plans and risk assessment for pupils.
- Support the provision of pastoral care, ensuring support for all pupils and parents.

Teaching and Learning

The SENDCo will support the Senior Leadership Team and the Governing Body Committee to develop and implement personalised curricular to enable pupils with SEND to access the curriculum.

- Supporting the identification of and supporting staff with the most effective teaching practices for individual pupils with SEND.
- Supporting colleagues in planning for adaptive provision.
- Ensuring up to date on the most effective teaching approaches and supporting colleagues in applying these, including advising staff on supporting pupils with behaviour challenges.
- Advise the Headteacher in the procurement of specific resources for SEND and making use of SEN funding effectively.
- Support the Headteacher and subject leaders to ensure the expected progress of children, and support with School Improvement Priorities accordingly.
- Ensuring that teachers recognise the strengths and targets for all SEND pupils, and they that they use the strategies provided (including those in Education Health and Care Plans), and the recommendations within specialists' reports (e.g. Inclusion Support Advisory Service), in their planning for pupils with SEND.

Leadership and Management

The Assistant Head Teacher will support the Headteacher and will motivate, support and challenge the teaching team.

- Establish and sustain the school's ethos and strategic direction with the governing board through consultation with the school community.
- Support the Headteacher and Governors to ensure the school meets its responsibilities under the Equality Act 2010 and the SEND Code of Practice.
- Disseminate recommendations or requirements of the Code of Practice, local guidance (DCC and other local authorities as necessary), or the school's SEN policy.
- Attending and participating fully in school events.
- Attending relevant meetings as identified on the school calendar, including SEND meetings, SEND network meetings, team meetings.
- Advising on, and supporting colleagues to ensure, the effective deployment of teaching assistants, both in class and interventions.
- Uphold public trust in school leadership and maintain the school's standards of ethics, and professional conduct.
- Monitoring pupils with SEND to ensure that they are making expected or accelerated progress.
- Ensure that staff fulfil their professional responsibilities and are held to account.
- To safeguard and promote the welfare of children in the context of and in compliance with school's safeguarding policies.
- To complete training as a DSL and where delegated by the Headteacher or Head of Pastoral Care support with safeguarding concerns.
- Contribute to the appraisal process and professional development of staff, including whole school INSET provision.
- Regularly inform the Senior Leadership Team about the evaluation of SEND provision and its impact on outcomes.
- Take a leadership role in developing a specific subject, championing its development and impact within the school.

- Analyse outcomes from quality assurance of teaching and learning and reporting to the Headteacher and colleagues, areas of strength, development and measuring impact.
- Demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils and staff.

Training and Development

The AHT will provide up-to-date advice and guidance in relation to SEND and individual pupils and will ensure that all staff supporting children have access to professional development opportunities.

- Providing advice, support, guidance and training in SEND to all staff, for different SEN and /or relevant to individual children.
- Engage in continuing professional development (CPD) to support professional development.
- Supporting the induction of new colleagues, including trainee and Early Career teachers.
- Provide support for families of pupils with SEND.
- Support the Headteacher with staff training and professional development in inclusive practices and deliver other training relevant to the school improvement priorities.
- Support curriculum leaders to ensure appropriate support for SEND pupils.

Teaching Commitment

The education and care of the children in the classroom in accordance with the teaching standards (as set out in the STPCD), policies and development plan of the school.

- Perform duties in accordance with school policies to ensure pupil safety, prioritising their well-being.
- Promote the school's Christian ethos in all aspects of school (e.g. collective worship).
- Be passionate and provide children with an exciting and innovative curriculum and education.
- Plan and deliver effective sequences of lessons and develop MTP and LTPS plans to support this.
- Serve in the best interests of the pupils and school.
- Provide quality teaching and learning opportunities that are appropriate to the needs of children.
- Identify and adopt the most effective teaching strategies for pupils with SEND.
- Develop excellent partnerships with parents, other colleagues and outside agencies.
- Attend all parents-teacher meetings, as well as other school events when appropriate.
- Attend and contribute to meetings during/out of school time to support professional development throughout the school.
- Engage with up-to-date Government Initiatives and changes in educational practice.
- Apply and demonstrate appropriate teaching strategies as recognised by the school and best practice research.
- Engage in the school's annual Performance Management Programme.

The conditions of employment of teachers, taken from the School Teachers' Pay and Conditions Document (updated every year), specifies the professional duties required to be completed by all teachers. In addition, a teacher employed as a teacher in a school shall perform, in accordance with any directions which may be reasonably given to them by the Headteacher from time to time and commensurate with the post, as deemed necessary by the Headteacher. The school is committed to safeguarding and promoting the welfare of children and expects all staff to uphold

this commitment, including statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

Person Specification			
Criteria		Essential	Desirable
1.	Qualified Teacher Status (QTS)	X	
2.	National Award for SEN Coordination or willingness to complete the qualification.		X
3.	Current or recent professional development/experience in one or more areas of special educational needs and disabilities.	X	
4.	Proven experience of leadership and contributing to school improvement and school-evaluation.	X	
5.	Comprehensive knowledge and experience of relevant SEND legislation, including the SEND Code of Practice,		X
6.	Experience of teaching Early Years and/or Key Stage 1 curriculum, being an outstanding teaching practitioner.	X	
7.	Knowledge of Quality First Teaching and barriers to learning for children with complex and emotional needs.	X	
8.	Experience of mentoring and supporting colleagues and supporting their development and training.	X	
9.	Demonstrate an understanding of trauma awareness and an ability to regulate pupils.	X	
10.	Excellent communication skills with experience of delivering challenging content.	X	
11.	Ability to develop working partnerships with others <i>e.g. Local Authorities, parents and other professional agencies.</i>	X	
12.	Commitment to ensuring the best outcomes for pupils and promoting the Christian ethos of the school.	X	
13.	Ability to organise and prioritise effectively.	X	
14.	Commitment to safeguarding and promoting the welfare of children (experience of being a DDSL would be desirable).	X	x
15.	Integrity and positivity, acceptance of feedback and always willing to improve own practice.	X	
16.	Excellent interpersonal qualities, a positive outlook, a sense of humour and a willingness to make him/herself approachable to the wider community.	X	
17.	Commitment to own professional development.	X	
18.	Commitment to the principles and practice of equal opportunities.	X	
19.	Experience in budget/resource allocation for inclusion and SEND provision.		X
20.	Adaptable and flexible and able to use own initiative.	X	