




Holy Trinity CE Primary School

Application Pack
Assistant Headteacher - Inclusion
& SENCO





Holy Trinity is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We welcome applications from all sections of the community regardless of gender, race, religion, disability, sexual orientation or age.

Contents

Welcome	3
Application Process	4
About Us	5
Working with Partners	6
About Primary Advantage	7
Job Description	8
Personal Specification	10
Contact Us	12



Welcome

Dear Applicant,

Thank you for your interest in applying for the position of Assistant Headteacher & SENCO at Holy Trinity CE Primary School. We hope this pack supports you in finding out a little bit more about our school. The pack includes some background information about the school and our federation, Primary Advantage however the most useful information is available on our websites. The pack also includes information about the application process and the job description.

Holy Trinity is a maintained school which has single-form and two-form entry year groups. We are located in Dalston, a short walk from Dalston Junction in the heart of a diverse, vibrant and exciting community. Our children come from truly diverse backgrounds and speak many different languages. We are a Church of England school and pride ourselves on our strong Christian ethos. We are one of eight schools within the Primary Advantage Federation. Being part of this Federation allows us to offer the unique opportunity to be part of a community of committed teachers and leaders who regularly share best practice and support each other. The federation has allowed us to grow as a school but still maintain our distinct and unique identity.

This is an exciting opportunity for an inspirational and outstanding teacher with the enthusiasm and drive to live up to our high expectations to deliver a positive impact on student outcomes. We are very excited about the future and ready to embrace new challenges as we embark on the next stage of our journey.

We are looking for a confident and experienced teacher who can continue to inspire our children and engage positively with members of our school community. A teacher with excellent communication skills and a strong motivation to support the school as it strives to reach an outstanding status.

If you have any questions about the application process please contact Camilla Addison on 02072541010. Please send completed application forms to recruitment@holytrinity.hackney.sch.uk

If you are an ambitious and confident leader we would like to meet you.

Kind regards,

Catherine Thomas
Headteacher



Application Process

Salary: L4 – L10 (£53,414-£60,701)

Application Closing Date: Monday 23rd May 2022 at 12pm

Interview Date: Wednesday 25th May & Thursday 26th May 2022 (Please ensure you make yourself available for the whole day. If necessary, the process may extend to a second day). Interviews will take place onsite.

1. Please read the application pack carefully. This pack contains the personal specifications we are looking for, alongside the expected duties.
2. Complete the enclosed application form; CVs will **not** be accepted. Applicants are required to complete a supporting statement. Without these documents, we may be unable to process your application.
3. Please make sure you address the criteria outlined in the job description when writing your personal supporting statement.
4. We would normally recommend that you visit our school before applying although in the current circumstances we understand that this may not be possible. Please contact the school office on 02072541010 to discuss a visit.
5. Should you have any queries about the application process please contact Camilla Addison on 02072541010.
6. Completed applications should be sent by email to recruitment@holytrinity.hackney.sch.uk

SHORTLISTING

Once we have received your application it will be acknowledged via email. Successful candidates who have been shortlisted for interview will be contacted shortly after the closing date.

Candidates must ensure that if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in line with the Asylum, Immigration and Nationality Act 2000.

SUCCESSFUL CANDIDATES

Successful candidates will be required to apply for an enhanced Criminal Record Check via the DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

All qualifications and references will be verified.

About Us



Holy Trinity has single-form and two-form entry year groups with a Pre-School and Nursery. The community is culturally and ethnically diverse and we pride ourselves on being an inclusive school.

Holy Trinity provides a safe and happy learning environment where all learners are inspired, empowered and prepared. We believe that everyone in the school community is responsible for instilling in our children the values that will prepare them in every way to become confident and responsible members of society.

Our age range is from 6 months to 11 years old and we currently have 315 children (including nursery and under twos) on roll. There are two classes in each year group up to year 4 with a maximum of 30 pupils in each class. Our children come from a wide range of backgrounds and approximately 38% of pupils speak English as an additional language.

- 44% of children are entitled to Free School Meals
- 45% of children are eligible for the Pupil Premium grant.
- 27% of pupils are on the SEND register, and 5% of those pupils have an Education Care Plan

Learners at Holy Trinity are empowered and prepared through the key values of faith, compassion, endurance and respect. Our unique learning environments seek to foster these values.

We aspire to be a confident community where learning is delivered in a way that brings opportunity, growth, hope, new technologies and creativity.



WITH HOLY TRINITY CHURCH, DALSTON

As a Church of England school, we have Christian teaching and values built into our curriculum. Our aim is to help children to achieve a knowledge and understanding of religious insights, beliefs and practices, so that they are able to continue in, or come to, their own beliefs and respect the beliefs of others. Many of our children attend church for Sunday worship with their families and the school also enjoys an active partnership with the parish church Holy Trinity, Dalston. We hold regular worship assemblies and visit the church every month for a worship service. The school celebrates important Christian festivals such as Christmas and Easter in Church together.

WITH SECONDARY SCHOOLS

The move to secondary school is an important step for pupils and parents. We work in partnership with our local secondary schools and the London Borough of Hackney to ensure our children and their families are well-informed about the transfer process. The children participate in visits to local schools and we invite secondary teachers to visit our school for specialist lessons.

WITH INTERNATIONAL LINKS

As part of our curriculum, we aim to develop children's awareness of global issues. Children make links with schools and communities in different parts of the world.

Working with Partners

WITH PARENTS AND FAMILIES

We know that the most successful education takes place when parents/carers, staff and governors all work together. Parents and carers are involved with the whole school community in a variety of ways:

- Parent Teacher Association
- Helping with visits & in class
- Supporting with fund raising events
- Attending curriculum evenings

LONDON DIOCESE BOARD FOR SCHOOLS (LDBS)

The function of the LDBS and aspects of its governance is set down in the Diocesan Measure that has been approved by both Parliament and the Church. Key purposes of the LDBS are "to promote church schools" and "to promote education which is consistent with the faith and practice of the Church of England." St John the Baptist works with The Diocese of London, who play a key role in our school development and governance.

HACKNEY EDUCATION SERVICES (HES)

HES is a department in Hackney Council's Children and Young People's service. The Hackney Educational Services is responsible for Hackney's children centres, schools, early years programs and adult education.



About Primary Advantage



PRIMARY ADVANTAGE FEDERATION

Holy Trinity is a part of the Primary Advantage Federation.

We are a group of eight schools in Hackney working together because we believe our schools can gain many benefits from working collaboratively and can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of good quality education and the improvement of life chances for pupils in the community beyond that of our own schools. Teachers, support staff, school leaders and Governors have added expertise in working alongside colleagues to improve provision and outcomes for pupils.

OUR COMMITMENTS

Every teacher is a great teacher; every school is a great school. We aim to move incrementally towards excellence in all aspects of our work.

All pupils will make good or better progress and will be properly equipped for the next stage of their schooling.

Learning environments are of high quality where pupils feel **safe and secure, known and valued and motivated to learn.**

Curriculum provision is bespoke, broaden horizons and inspires our pupils to become successful learners, confident individuals and responsible citizens.

Our learning community provides opportunities for growth for pupils, staff and families.

PRIMARY ADVANTAGE NATIONAL TEACHING SCHOOLS

Primary Advantage has achieved teaching school status. Teaching schools are outstanding schools that work with others to provide high-quality training and development to new and experienced school staff. They are part of the government's plan to give schools a central role in raising standards by developing a self-improving and sustainable school-led system

Find out more information about Primary Advantage Federation by visiting www.primaryadvantage.co.uk



Assistant Headteacher Job Description

Job Title: Assistant Headteacher for Inclusion and SENDCo
Reports to: Headteacher/Executive Principal
Salary: L4 - L10

Role Summary

Key Accountabilities in addition to those of a Main Scale Teacher - Please also refer to the Job Description for Class Teachers

The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.

This job description sets out the duties to be undertaken and performed to the satisfaction of the Executive Principal and governing body by the post holder. The duties set out below are in addition to the overall class teaching requirements.

Key Tasks and Activities

Operational development of SEN policy and provision

- Have an operational overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision.
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability.
- Make sure the SEN policy is put into practice and its objectives are reflected in the school development plan (SDP).
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice.
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective.

Operation of the SEN policy and coordination of provision

- Maintain an accurate SEND register and provision map.
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support.
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment.
- Be aware of the provision in the local offer.
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies.
- Be a key point of contact for external agencies, especially the local authority (LA).
- Analyse assessment data for pupils with SEN or a disability.
- Modelling best practice for intervention groups for pupils with SEN, and evaluating their effectiveness.

Support for pupils with SEN or a disability

- Identify pupils with SEN and support the process for diagnosis of need.
- Coordinate provision that meets pupils needs and monitor effectiveness.
- Secure relevant services for pupils.
- Ensure records are maintained and kept up to date.
- Review the education, health and care plan (EHCP) with parents, carers and pupils.
- Communicate regularly and effectively with parents or carers.

Assistant Headteacher Job Description

- Ensure when the pupil transfers to another school, all relevant information is passed on and support a smooth transitions.
- Identify pupils who may be in need of additional support.
- Modelling best practice in delivering interventions for specific pupils, both 1:1 and in small groups.
- Create an environment that supports all pupils with additional needs to reach their full potential.
- Track and monitor progress of pupils in need of additional support, e.g. with SEND.
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.

Leadership & Management

- Undertake full responsibility for all matters relating to the school in the absence of the Headteacher if necessary.
- Work flexibly in the presence of the Headteacher to assist the smooth day to day management of the school working closely with staff of all designations.
- Effectively manage duties and responsibilities across the federated schools if necessary.
- Teach in classes across the federated schools, providing targeted intervention for pupils, PPA cover for teachers and other cover as required, demonstrating excellence in professional classroom practice if necessary.
- Assist the Headteacher and Executive Principal in monitoring and reviewing the quality of teaching and learning including assessment, recording, and reporting pupils' attainment to all statutory bodies.
- Assist the Headteacher and Executive Principal in the whole school self evaluation processes.
- Effectively lead the areas of responsibility developing policy and practice and ensuring effective self evaluation.
- Undertake responsibility for the selection of resources (including those related to ICT) for the areas of responsibility, accounting to the Headteacher for the expenditure of the delegated budget allocation for the subject.
- Undertake professional training for all aspects of school leadership and management and keep up to date with new initiatives across the curriculum.
- Assist the Headteacher and Executive Principal in the performance management of staff of all designations.
- Maintain good communications between staff of all designations.
- Maintain a positive school ethos, be pro-active in the pastoral care of pupils and ensure the school's policy for behaviour and discipline is applied consistently and fairly by staff of all designations.
- Play a significant part in promoting and facilitating good relationships with parents and other agencies.
- Work pro-actively with outside agencies, community organisations, the churches of the federated schools and other schools and promote the sharing of good practice.
- Work with the Executive Principal and Headteacher and other members of the Leadership Group to ensure the school culture supports the church ethos.
- Support and encourage all staff at the school to find and use opportunities to support and development of the whole child through spiritual, moral, social and cultural activities.
- Advise other staff including ECTs and students on teaching practice, and to lead inset for staff and governors when required to do so.
- Work with the Hackney Learning Trust (Hackney LA) on local and national initiatives.

Other Duties and Responsibilities

The duties and responsibilities of the subject element of the post may vary from time to time according to the changing needs of the school. The subject leader section of the job description may be reviewed at the discretion of the Executive Principal in the light of those changing requirements and in consultation with the post holder and the governing body.

Qualifications and Experience

ESSENTIAL

- Degree level qualification.
- Postgraduate professional qualification e.g. Postgraduate Certificate in Education.
- NASENCO qualification or working towards it and SENCO Experience.
- Willingness to continue professional development.

Communication

- Applies effective verbal communication skills.
- Presents information and ideas clearly, by using language appropriate to the audience.
- Positively influences the opinions of others through factual discussion.
- Adapts personal style to suit individual situation and needs.
- Creates an environment of trust by delivering on promises.
- Utilises report-writing skills to accurately reflect a situation through positive language.
- Confident in leading staff meetings as appropriate.

Other Skills Required for Role

- Demonstrates excellent classroom practice
- Exercises flexibility in order to accommodate changes in work priorities.
- Balances tasks and resources in the organisation of a wide range of activities.
- Provides contingencies to deal with the unexpected.
- Thinks clearly and logically in working through a problem making referrals as appropriate.
- Anticipates workload and plans ahead.
- Monitors progress against key performance indicators.
- Enthusiastic and positive attitude.
- Awareness of the needs of children who have a variety of needs.
- Understand the nature of a Church of England Primary School and be willing to teach R.E. and attend collective worship to meet the expectation of the Governing Body.

Accountability/Freedom to Act

- Makes routine decisions based upon guidelines and procedures laid down in the established framework.
- Contributes towards the effective delivery of performance targets, objectives and standards.
- Leads by example in standards of behaviour in the work environment.

Leadership/Management Skills

- Ability to lead school based projects or developments

General Comments

Ability to lead school based projects or developments

The Assistant Head is required to work across the Federation and foster appropriate links between the schools.

The Assistant Head will be required to teach in classes across the schools and provide a model of good practice for teachers. They may be required to adapt and change plans at short notice.

The Assistant Head is required to be flexible in a constantly changing work environment and in implementing the School's policies.

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