MARTIN PRIMARY SCHOOL

ASSISTANT HEADTEACHER/SENCO

APPLICATION PACK

"A global, rights respecting school where all children can achieve their best"

Year 6 child

RIGHTS RESPECTING SCHOOLS

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GOLD – RIGHTS RESPECTING

MARTIN PRIMARY SCHOOL

Plane Tree Walk, High Road, London N2 9JP
Tel: 020 8883 1455
Email: office@martinprimary.barnetmail.net
Headteacher: **Ziz Chater**
Deputy Headteacher: **Chantal Lust**
Assistant Headteacher: **Janine Waterman**

Dear Applicant

Thank you for replying to our advertisement for the position of an Assistant Headteacher/SENCO at Martin Primary School. I hope that you will find this information pack helpful. If you would like to learn more about our school we would be delighted to answer any questions you may have.

We are an inclusive three form entry primary school with a nursery situated in the heart of East Finchley. Our school is a happy and welcoming place where all children and adults feel safe and are respected, valued and encouraged to achieve their very best. Our children come from a range of social and ethnic backgrounds and we have a high proportion of children with English as an Additional Language. This diversity helps to make our school an inclusive warm, exciting, happy place, where everyone is welcome and there are no limits to learning.

We nurture every child and aim to ensure that they are inquisitive, resilient and independent learners who are able to communicate and express their ideas and opinions confidently and have respect for themselves and for the people and environment around them. We strive for excellence in all areas of the curriculum and seek to provide a stimulating and challenging education which ensures that every child can achieve their very best.

We teach our children to be global citizens who embrace and celebrate people of all backgrounds. We are extremely proud to be a Gold Level Rights Respecting School and this is the foundation of everything we do. We were also delighted to be recognised by the Mayor of London in 2020 as a School for Success due to the "positive impact that teachers, headteachers, teaching assistants, support staff and governors are making every day to support students and reduce inequalities... Covid-19 has presented unforeseen challenges across our city but Martin Primary School has done a fantastic job in maintaining excellence during a very difficult time".

We welcome visits from anyone interested in applying, as we strongly believe that once you have seen the school you will want to become part of its future.

We look forward to meeting you.

Ziz Chater
Headteacher

About our School

East Finchley is a vibrant and diverse North London community and Martin Primary School is right at its heart, providing an outstanding education for local children of all backgrounds.

The school is a popular choice with parents and carers, and it has been historically oversubscribed.

We are fortunate to have a large, well-located site for our school, which includes a beautiful, 100-year-old building and large playing fields, bordered by allotments.

We also have a Forest School where children have opportunities to explore the outdoor environment and develop their confidence, resilience and independence.

We recognise that children learn best when they are fully and actively engaged in the learning process, which means ensuring high quality learning experiences both inside and outside the classroom.

As a team, we strive for excellence, putting children and their learning at the heart of all we do, so we help to create well-rounded individuals with fond, fun memories of their time at Martin Primary School.

Job description

Assistant Headteacher/SENCO - Martin Primary School

Salary range: L11 - L17

Contract type: full time/permanent

This is a senior post within the school's staffing structure, and the post holder is a key member of the Senior Leadership Team (SLT). The position is non-class based and will focus on SEND, safeguarding and supporting Looked After Children.

The Assistant Headteacher/SENCO will:

Leadership duties
work with the Headteacher and the Deputy Headteacher to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
work with the Senior Leadership team to identify key areas of strength and weakness in the school and create and develop a shared strategic vision
work to a high standard in implementing agreed policies, priorities and expectations and set a good example to other colleagues
promote a culture of team work, in which the views of all members of the school community (stakeholders) are valued and taken into account
contribute to the development of a broad, balanced and rich curriculum which meets the needs of the range of pupils in the school
work with staff to develop their skills and secure improvement through the school's performance management process
build, develop and maintain effective relationships with children, staff, parents/carers and other stakeholders.
lead by example to foster an open, transparent and fair culture
undertake other duties and responsibilities as a reasonably directed by the headteacher
SENDCO duties
have overall responsibility for determining the strategic development of SEND policy and provision in the school
promote a safe and secure learning environment for pupils with SEND, and Individual Learning Plans where necessary

have day-to-day responsibility for the coordination of SEND provision to support individual pupils
coordinate, supervise and support all staff who work in the SEND team and ensure that they understand the needs of the SEND children with whom they work
ensure that an appropriate, broad, high-quality and cost-effective curriculum is delivered to pupils with SEND and monitor teaching and learning activities to ensure that they meet the specific needs of pupils with SEND
liaise with the parents of pupils with SEND participate in the implementation of EHC plans with parents of pupils with SEND, monitoring their impact and making any necessary adjustments to ensure pupils make progress
liaise with early years providers (where required), other schools, educational psychologists, health and social care professionals and other bodies with regards to SEND provision
be the key point of contact with external agencies, particularly the LA and its support services, and ensure that these links are actively promoted
liaise with potential next providers of education to ensure pupils and their parents are informed about their options, and that a smooth transition is planned
ensure the school keeps an accurate record of all pupils with SEND and that this remains up-to-date
work with the headteacher and the Governing Body to ensure that the school meets its responsibilities under the Equality Act 2010 with regards to reasonable adjustments and access arrangements
undertake training and CPD to improve and maintain a well-rounded knowledge of SEND provision to ensure duties can be effectively performed
have a sound knowledge of how relevant legislation, including the 'SEND Code of Practice', impacts the school's SEND provision
keep up-to-date with local and national developments in teaching pupils with SEND and communicate these to all members of staff
Safeguarding duties
take lead responsibility for safeguarding and child protection at the school and ensure that child protection policies and procedures are understood by all staff members and are implemented correctly.
identify and monitor pupils who may be at risk and use the correct protocol and procedures to reduce these risks by responding appropriately to disclosures or concerns relating to the wellbeing of a pupil.
refer cases of suspected child protection issues to the appropriate investigating agency and act as the first point of contact
have a working knowledge of how the local authority and other outside agencies deal with referrals relating to child protection issues and liaise with them, following up any referrals that have been made
attend and contribute effectively to 'Child in Need' meetings and child protection conferences, including those taking place out of normal working hours
keep detailed, accurate and secure written records of concerns and referrals
encourage a culture of listening to pupils and taking into account their wishes and feelings

Person specification

Knowledge and experience	Desirable/ Essential	How assessed A – Application I - Interview
Leadership duties		
A degree or appropriate qualification	**E**	**A**
UK Qualified Teacher Status	**E**	**A**
Detailed knowledge of the EYFS and KS1 and KS2 curriculum	**E**	**A**
Extensive experience of working with children across the primary age range	**E**	**A**
Proven and recent leadership experience in primary education	**E**	**A**
Evidence of Continuing Professional Development	**E**	**AI**
Able to work collaboratively to develop, communicate and deliver a strong and inclusive vision for the school in its community which values the contributions of others and inspires a sense of ownership and responsibility in key players	**E**	**AI**
A good understanding of the principles behind school improvement, including the school improvement planning, monitoring and reviewing progress.	**E**	**AI**
Able to analyse and use school performance data to set targets and raise standards	**D**	**AI**
Able to identify individual staff members' strengths and how those strengths are best placed in school and within roles,	**E**	**AI**
Previous experience of effective use of Performance Management to improve the quality of teaching and learning across the school	**D**	**AI**
Able to lead by example, motivate others and manage change	**E**	**AI**

SENCO duties		
NASENCo qualification or willingness to gain the qualification	**E**	**A**
Extensive knowledge and experience of working with and supporting children with additional needs	**E**	**A**
Recent experience as a SENDCO/Inclusion Leader	**E**	**A**
Knowledge and the skills to lead and manage the further development of SEN and inclusive practice across the school	**E**	**AI**
A genuine commitment to inclusion and equality for all children	**E**	**I**
Safeguarding duties		
Completion of appropriate Child Protection training	**E**	**A**
Previous experience of working in a Designated Safeguarding team	**D**	**A**
A robust understanding of appropriate safeguarding legislation and child protection procedures	**D**	**AI**
Professional skills, abilities and qualities		
Committed to: • ensuring Gold UN rights respecting school status underpins all aspects of the school's work • maintaining a high level of social inclusion • capitalising on the rich social and cultural diversity within the school and surrounding community • encouraging and developing pupil voice • visibility and accessibility for all children	**E**	**AI**
Passionate about motivating and developing all staff to create ambitious and high performing professional teams with the capacity to collaboratively change and improve	**E**	**AI**
An effective and skilled communicator, orally and in writing, who can present and produce information using ICT for a variety of audiences	**E**	**AI**
Confident in building relationships with children, staff, parents/carers, governors and other stakeholders and promoting the school externally	**E**	**AI**
Resilience; able to handle difficult and stressful situations with calmness and sensitivity	**E**	**AI**
Personal integrity and honesty	**E**	**I**
Persistence, not deflected by obstacles and problems	**E**	**I**
Committed to the role of maintained schools within the community	**E**	**I**

Information for Applicants

Visits

We encourage you to visit our school by appointment. To arrange a visit please call Louise Fincham in our School Office on 020 8883 1455 or email Louise at: fincham@martinprimary.barnet.sch.uk

Application forms

Application forms must be completed in full and applicants should ensure that they have directly addressed the skill areas outlined in the person specification.

Completed application forms along with a covering letter should be emailed to Louise Fincham at fincham@martinprimary.barnet.sch.uk

Timings

The closing date for applications is **midday on Friday 5 November 2021**

Shortlisted candidates will be contacted by **Tuesday 9 November 2021**

Interviews will take place at the school on **Wednesday 17 November 2021**

Further information

If you would like further information about the school, please contact the school office on 0208 883 1455