

**Assistant Headteacher, Pencalenick School – with responsibility for Special Partnership
Trust Area Resource Bases and curriculum enrichment**

Advertisement

The Special Partnership Trust is seeking to appoint an enthusiastic, ambitious and innovative leader who can balance a desire for excellence in learning for all pupils alongside highly developed interpersonal skills. This exciting role is to continue to develop a high quality, integrated, inclusive Resource Base (ARB) hub model of provision within the Special Partnership offer. The successful applicant will take a strategic lead in supporting the ARBs within their mainstream school to develop an innovative provision model. Key aspects of the model will be ARBs remaining as an inclusive part of the mainstream 'host' school, but being staffed, resourced and supported by the Special Partnership Trust, bringing together collective expertise and enhanced capacity to respond to increasingly diverse needs. This post will initially work across the four ARBs within the SPT. For further details, please contact Ruth Zimmerman, Headteacher. The post is open to anyone with the appropriate experience, ambition and qualifications.

Advert: Thursday 21st October 2021
Closing date Wednesday 17th November 2021
Interviews: Monday 29th November 2021
Start date: January 2022 or as soon as possible

Application forms: secretary@pencalenick.org
Tel: 01872 520385

Person specification:

- Successful experience in leading resource base provision and inclusive SENCO practice within a mainstream setting.
- Evidence of outstanding classroom practice with complex learning needs.
- Graduate or Postgraduate qualifications in SEN and/or SENCO.
- Evidence of specialist CPD and/or research in a range of specialist learning needs e.g. communication, AS, SLD, PMLD. Evidence of delivering effective CPD for colleagues linked to their training or research.
- Ambition for excellence in learning with an ability to think and act strategically, sensitive to the needs of mainstream and specialist learning communities.
- Ability to evaluate, plan, act and demonstrate positive impact on the quality of learning across the provision.
- Ability to communicate effectively, to evaluate need and performance objectively, provide robust, constructive and supportive feedback.

- Business management skills to ensure sound financial and resource management across the ARB provision.

Post Title: Assistant Headteacher, Pencalenick School – with responsibility for Special Partnership Trust Area Resource Bases and curriculum enrichment

Key roles:	To lead and enhance the strategic overview of ARB provision across the Special Partnership Trust, ensuring an ambitious drive for excellence in learning. To nurture collaborative partnerships with mainstream schools that host ARBs, promoting inclusive learning throughout the SPT; policy, advise and support.
Reporting to:	Executive Director
Working Time:	Full-time permanent as specified within the STPCD
Salary/Grade:	L7-L11 (£49,019 - £54,091)
Disclosure level:	Enhanced
Leadership and Management:	<ul style="list-style-type: none"> • To lead and manage the SPT's ARB and Inclusion Policy, ensuring that all staff recognise and fulfil their statutory responsibilities. • To lead a team of ARB teachers and support staff to ensure that expectations, standards and professional development support is appropriate. • To maintain the SEND register of pupils and ensure statutory responsibilities are fulfilled in each ARB. • To ensure that support and resources are targeted at those pupils most in need.
Curriculum Development:	<ul style="list-style-type: none"> • To advise and guide Teachers and curriculum teams about differentiation and the provision of suitable, personalised learning tailored to meet pupils' needs. • To work with the ARB and special school teachers to develop new approaches so that all pupils receive their full entitlement and have access to the curriculum.
Staffing:	<ul style="list-style-type: none"> • To lead ARB teachers in managing staff; including timetabling, delegating tasks, support, monitoring and Performance Management. • To provide training opportunities for all staff to learn about the most effective ways of meeting the needs of vulnerable pupils.
Quality Assurance:	<ul style="list-style-type: none"> • To participate in the SPT's self-evaluation process. Monitoring and evaluating outcomes to ensure SPT policies are implemented. • To ensure that teaching and learning is adapted and differentiated successfully to meet the needs of pupils. • To monitor the provision for pupils in ARBs to ensure that EHCP outcomes are met and learning is positive. • To monitor and where needed, support SEN review and EHCP processes

Achievement Data:	<ul style="list-style-type: none"> • To know and understand the SPT's performance information. • To track and review the progress of pupils using comparative data from partners within the SPT. Planning appropriate interventions based upon data analysis. • To collect and interpret specialist assessment data and advise others about appropriate actions.
Communication and External Relations:	<ul style="list-style-type: none"> • To liaise closely with parents and carers and keep them fully informed of progress. • To prepare referrals and meet with a range of external agencies who are involved with vulnerable pupils, e.g. health and welfare professionals, LA SEN staff etc. • To work in partnership with ARB leads and SENCOs from other schools and networks.
Resources:	<ul style="list-style-type: none"> • To advise about appropriate provision of resources. • To ensure that resources, both physical and human, are used efficiently and effectively to provide optimum support for pupils.
Teaching and Learning:	<ul style="list-style-type: none"> • To role model effective teaching and learning strategies for vulnerable pupils. • To set targets which enable pupils to challenge and motivate themselves and lead to high pupil aspiration. • To plan appropriate schemes of learning which develop pupils' independence and autonomy.
Safeguarding Children:	<ul style="list-style-type: none"> • To act as DSL for the ARBs, monitoring and ensuring all safeguarding protocols are followed, including e-safety, and that all referrals are communicated to the appropriate MARU team and Headteacher immediately.
Finance:	<ul style="list-style-type: none"> • Work closely with the Headteacher to monitor and manage the funding of the ARB partnership as a separate business unit, so that there are clear lines of accountability and audit.
Admissions:	<ul style="list-style-type: none"> • Work in partnership with the LA to ensure effective transitions into and beyond the ARB provision, ensuring that appropriate staffing and resources are in place to ensure the safety and well-being of pupils.
Curriculum Enrichment:	<ul style="list-style-type: none"> • To work across the ARBs and Pencalenick School to develop a broad curriculum enrichment offer including summer school opportunities.
Other:	<ul style="list-style-type: none"> • To play a full part in the life of the SPT community, to support its distinctive vision and ethos and to encourage staff and pupils to follow this example. To promote actively the SPT's corporate policies. • To take responsibility for one's own professional development through action research and the SPT's CPD programme, so that the post holder continues to

	meet the appropriate standards set out in the Teaching Standards Framework, including engagement in staff performance review and development process’.
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a senior member of staff to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The SPT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	

Location:

The post holder will work as part of the Senior Leadership Team at Pencalenick School and will also be active in ARBs, supporting their operational needs as required.

Ruth Zimmerman, Headteacher

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Tel: 01872 520385

October 2021