

Recruitment Job Pack

Head of Woodlands

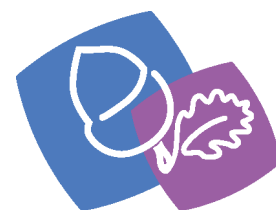


Netley Primary School & Centre for Autism



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NETLEY
PRIMARY SCHOOL
AND CENTRE FOR AUTISM

Netley Campus, 74 Stanhope Street, London NW1 3EX Tel: 020 3772 0350

email: admin@netley.camden.sch.uk www.netley.camden.sch.uk

6th December 2022

Executive Headteacher John Hayes

Head of School: Gareth Morris

Dear Applicant,

Re:Head of Woodlands ASD resource base

Thank you for showing an interest in our school. We are looking for a passionate teacher with proven or aspiring leadership to join our happy and hardworking staff team. We are looking for a Head of Woodlands, which is our 30 place Autism Resource Base. We are highly commended for our support and are oversubscribed for the 4 classes in the resource base. We are a beacon school offering excellent teaching and emotional support to children whilst also offering support to families. Our mainstream school also has above average SEND and Woodlands staff and leaders offer support to mainstream staff to ensure autistic children in the mainstream school are also supported to access the curriculum. We are an aspirational school looking for an innovative leader to be coached to take Woodlands on the next step of its journey.

The school is set in Netley Campus which includes a mainstream primary school, Woodlands, Robson House PRU, Outreach and Language & Communication Team and an Adult Learning Centre. We are a large, culturally and socially diverse school with a strong inclusive ethos, driven by a committed and happy staff. The school is set in Regents Park estate, an area which has one of the highest poverty indices in England.

Please refer to the Person Specification when completing the application form, addressing all of the essential criteria. Reference should also be made to any of the desirable criteria if applicable.

- All completed application forms should be emailed to jobs@netley.camden.sch.uk marked '**Head of Woodlands ASD Application**'.
- Alternatively you may post or hand-deliver documents to Netley Primary School, 74 Stanhope Street, NW1 3EX, marked '**Head of Woodlands ASD Application**'.

You are strongly encouraged to visit the school and this can be organised by contacting the school on 020 3772 0350 or by emailing jobs@netley.camden.sch.uk.

Completed application forms must be received by **Wednesday 11th January 2023**. Interviews will take place on **Tuesday 17th and Wednesday 18th January 2023**. Ideally, the successful applicant will take up the post at Easter 2023, or sooner.

Good luck!

Yours sincerely

Gareth Morris Head of School



Job Description

Head of Woodlands

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

This job description may be amended at any time following discussion between the Head of School and member of staff, and will be reviewed annually.

Line Manager and Performance developer for: Teachers and Support Staff in Woodlands

Line Manager: Head of School

Job Purpose:

The Head of Woodlands will subscribe to the school's ethos of an inclusive approach; where all children are equal and will have access to high quality education and care. The leader will work closely with the Netley SENDCo to raise the profile of autism across the schools and develop Woodlands as a centre of excellence and best practice.

In addition to the duties of a teacher, as set out in the schoolteachers' pay and conditions, the post holder will undertake the following responsibilities:

- To lead the Woodlands team in adopting and adapting evidence-based good practice approaches to supporting the educational and social development of children with a diagnosis of autism in the centre
- Have class teaching responsibilities (0.4) and other cover when necessary
- To build good relationships within the team to ensure effective communication between staff members and a highly supportive work environment
- To monitor and review the behaviour management procedures and ensure staff are supported; where appropriate to notify the leadership team of any concerns about pupil behaviour
- To support staff with improving their knowledge and understanding of autism and use particular skills and strategies to support children's social, communication and sensory difficulties and the management of related behavioural needs
- To support teachers with effective teaching strategies to meet the needs of pupils with ASD and monitor pupils' learning and progress which will contribute to subsequent planning and target setting

- To lead whole staff meetings as part of the professional development and implement the appraisal process and use the process to develop the professional effectiveness of staff; be an effective appraiser
- To support staff in the acquisition of Makaton, Attention Autism and where appropriate use of SCERTs as part of their professional development
- To report regularly on the quality of teaching and learning, pupil progress, multi-professional support and raise any concerns with SLT
- To coordinate planning meetings with the multidisciplinary team to ensure that all children's needs are met, and that parents are informed
- To work closely with the SENDCo, Head of EYFS, parents/carers, Woodlands staff and other multidisciplinary agencies to support effective transition for pupils entering and leaving the centre
- To lead in collating evidence for ensure the centre continues to meet the standards of our Autism Accreditation
- To oversee risk assessments of any off site school outings and organise visits from the school dentist and doctor and arrange integration of pupils between settings
- To be the first port of call for parents with questions or concerns and lead school tours for prospective parents
- To ensure teachers are carrying out statutory duties such as Annual Reviews to set time frames alongside professionals and parents. To seek support from Inclusion Team where appropriate
- To network with Netley staff to share good practice and ensure staff are support to offer provision for mainstream children with an autism diagnosis
- To keep abreast with new, evidence-based developments in the field of Autistic Spectrum Disorder and to attend training as required.
- At all times to carry out responsibilities/duties with regard to Camden's Equal Opportunities and Health and Safety Policies.

Netley is committed to staff professional development.

Netley is committed to Safeguarding all children and all applicants will be asked to make declarations regarding their criminal history prior to interview. The post will be subject to satisfactory safeguarding references and to an enhanced CRB check being received.

Netley is an equal opportunities employer and welcomes applicants of both genders and all race, cultural, language and faith backgrounds. We do not discriminate on grounds of age, disability or sexual orientation.

PERSON SPECIFICATION: Head of Woodlands

ASD unit

The candidates are required to address the selection criteria in their letter of application.

Candidates must show **evidence** of the following criteria, which will be used as part of the selection procedure:

The advertised post will be a permanent position ideally from Easter 2023, or sooner if possible.

Category	Essential
Qualification and Experience	<ul style="list-style-type: none"> • Successful experience of teaching across the primary age range for a minimum of 3-4 years • Experience of teaching ASD children or with SEND and complex needs
	Desirable
	<ul style="list-style-type: none"> • Qualified teacher status. • Significant teaching experience in an ASD setting or special school • Team Teach trained.
Knowledge and Understanding	<ul style="list-style-type: none"> • Good knowledge of the National Curriculum and the expected standards of achievement across the primary age range • Knowledge of current statutory regulations and guidance relating to SEND • Knowledge and understanding of teaching children who are learning English as an additional language and of children with SEND • Knowledge of a range of effective visual, aural and kinaesthetic strategies for engaging and motivating pupils to achieve their full potential • Knowledge of, or skills in using, specialist communication systems e.g. Makaton
	Desirable
	<ul style="list-style-type: none"> • Understanding of effective strategies and resources for supporting children with Autism. • Knowledge of the relevant programmes such as: PECs, Attention Autism, SCERTS, PIVATs, TEACCH and Social Stories.
Skills and Abilities	<ul style="list-style-type: none"> • Proven track record of good or outstanding teaching • Ability to work effectively as a team member and make a contribution to the overall development of the resource base • Ability to communicate effectively with pupils, staff, parents and the wider community • Ability to work on own initiative, organise personal workload and meet agreed deadlines. • Ability to lead a team of support staff • A commitment to learn and grow professionally. • Ability to build genuine, trusting relationships with pupils. • Ability to use ICT interestingly to motivate pupils i.e. iPads • Ability to use creative approaches to communicate and enhance learning

Personal Qualities	<ul style="list-style-type: none"> • Committed to the school's values • Is passionate and enthusiastic about developing strategies for improving teaching and learning. • Professional with an excellent attendance and punctuality record • Have a sense of humour
Equality Policies	<ul style="list-style-type: none"> • Commitment to implementing the school policies on race, gender, disability and equality both in the curriculum and the school organisation. • Commitment to implementing safeguarding policies for children's safety and wellbeing.

The Selection Process in Detail

Application Deadline

Completed application forms must be received by **midday on Wednesday 11th January 2023.**

To do this:

- Email to : jobs@netley.camden.sch.uk or
- Post/ hand-deliver documents to: Gareth Morris, Netley Primary School, 74 Stanhope Street, NW1 3EX marked **Head of Woodlands ASD Application form.**

Completing Your Application

Candidates are asked to complete all the standard information required on the application form addressing all of the essential criteria on the person specification in turn. Reference should also be made to any of the desirable criteria.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

The post will be offered subject to satisfactory completion of pre-employment checks.

Interview Process

In order to make our recruitment process as effective as possible, we will follow the procedure outlined below:

- Shortlist applications against the criteria
- Shortlisted candidates will be asked to teach a lesson of 30mins
- This will be followed by an interview with a panel

London Borough of Camden

Please complete in type or black ink and refer to guidance notes.

Confidential

Return completed form to:

Gareth Morris, Netley Primary School, 74 Stanhope Street, NW1 3EX or email jobs@netley.camden.sch.uk

Applications to be marked Head of Woodlands

Applicant or employee no :	Job reference no :
Post applied for :	
Where did you see this post advertised:	

PART A PERSONAL DETAILS(use block letters)

Last Name:	Home tel. no :
First Name:	Daytime tel. no :
Title:	Mobile phone no :
Current Address :	
Email address :	

Are you applying for this post as a job share?

YES

N
O

Do you require a work permit (please refer to guidance notes)?

YES

N
O

PART B EMPLOYMENT HISTORY, RELEVANT SKILLS & EXPERIENCE

Please tell us about all jobs, both full and part time, you have had since leaving secondary education, including voluntary or unpaid work. Starting with your most recent include details of leaving reasons and periods when you did not work. Continue on a separate sheet if necessary.

Name and address of present or most recent employer :	
Job Title :	Basic Salary:
Basic salary :	
Date started :	Until: Present

Brief description of duties :

From: "mmyy"	To: "mmyy"	FT/P T	Employer's name and address	Job title, brief description of duties and reason for leaving

PART C EDUCATION, QUALIFICATIONS AND TRAINING

Please give brief details of courses attended and examination results.

Secondary, further and professional education and qualifications

Education establishment attended	Date	Examination/Results

Other training courses attended (including short, in-service training)

Course title, level, results (if appropriate)	Date

Membership of professional bodies (including registration numbers)

(Teachers only) DfES no :		(Social Workers only) GSCC registration no :	
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EXPERIENCE/RELEVANT SKILLS/FURTHER INFORMATION

Please state how your experience, skills, abilities and achievements to date would make you a suitable candidate for this post. Include details of any relevant unpaid or voluntary work. Please continue/attach a separate sheet if necessary.

PART D REFERENCES

Personal references will not be accepted.

We will approach your last two employers, or your employers for the last five years (whichever is the longer), for references. Please provide contact details for all referees as required, one of which must be your current employer.

If you have not been employed please give the name of the head of education or training establishment and/or the manager of a voluntary group for whom you have worked.

A referee will normally be approached when/if a conditional offer is made.

Name :	Job Title:
Address :	
Email :	
Telephone no :	Fax No.
Name :	Job Title:
Address :	
Email :	
Telephone no:	Fax No.

PART E RELATIVES/OTHER INTERESTS

Canvassing of Councillors or officers in relation to this appointment will disqualify you.

Are you related to a Councillor/employee of the Council or Governor of the school to which you are applying?	Yes		No	
If yes, please give brief details :				
If appointed, do you have any business and/or financial interests which might conflict with the duties of this post?	Yes		No	
If yes, please give brief details :				
Have you left the employment of the London Borough of Camden in the last two years by reason of redundancy?	Yes		No	

PART F CRIMINAL RECORDS DISCLOSURE

Criminal record disclosure for safeguarding roles with Regulated Activity

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure by the applicant to the prospective employer and should not be taken into account by the prospective employer during the recruitment process.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website: www.gov.uk/government/organisations/disclosure-and-barring-service/series/dbs-filtering-guidance

Before answering the question below you will need to visit the website above, (or contact the DBS on 0870 909 0811), to determine whether or not there are matters you may need to disclose.

Do you appear on a barred list prohibiting you from working with children or vulnerable adults?

Children barred list	Yes		No	
Vulnerable Adults barred list	Yes		No	

Do you have any unspent or spent criminal convictions, cautions, reprimands and final warnings or outstanding criminal charges against you?

Yes - No

Have you ever been known by any other names? If yes, you must complete the full name(s):

Surnames:			
Forenames:			
From:		To:	

NOTE: You will also be asked to give full details of any previous names you have held when you complete a DBS application if you are the successful applicant. This will be in compliance with the [DBS Code of Practice](#).

Withholding criminal record information may lead to the withdrawal of an offer of employment or, if following appointment, to disciplinary action which may result in dismissal.

PART G PREVENTION AND DETECTION OF FRAUD

We have a duty to protect public funds. We may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for these purposes.

PART H DECLARATION

I declare that the information supplied as part of my application is true and complete, and for any of this information to be checked and verified. I understand that any deliberate omission, falsification or misrepresentation as part of my application may be grounds for rejecting my application or should the discovery occur following appointment, termination of my employment.

Signed:

Date:

London Borough of Camden

The London Borough of Camden is committed to equality and diversity in employment. In order to monitor and ensure the effectiveness of this, all applicants are asked to provide the following information. Any information given will be treated in the strictest confidence, and will be used solely for the purposes of monitoring.

This part of the form will be separated from the rest of your Job Application Form upon receipt and will not be considered as part of the short listing or appointment process.

What is your gender?

Male		Female	
Date of Birth			

Disability:

Under the terms of the Disability Discrimination Act 1995 'a person has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities'. Individuals with the following conditions can now automatically be classified as having a disability: HIV, cancer, multiple sclerosis, severe disfigurements, certified blindness or partial sightedness.

Do you consider yourself to have a disability as defined above?

Yes		No	
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What is your ethnic group? Please tick (✓)

Our ethnic background describes how we think of ourselves. Ethnic background is not the same as nationality or country of birth. The groups listed below reflect the largest ethnic groups in Camden. You are asked to choose the ethnic group that is closest to how you see yourself and specify a more specific group if you wish.

White:

Albanian (excluding Kosovan)		
Greek or Greek Cypriot		
Kosovan		
Turkish or Turkish Cypriot		
White British		White Irish
Any other White background, please specify:		

Mixed:

White and African	
White and Asian	
White and Caribbean	
Any other Mixed background, please specify:	

Black:

African Congolese		African Nigerian	
African Somalian		Black Caribbean	
Any other African background, please specify:			
Any other Black background, please specify:			

Asian:

Bangladeshi			
Indian		Pakistani	
Any other Asian background, please specify:			

Chinese or other ethnic group:

Chinese	
Any other group, please specify:	