



Secondary Co-Head of Centre

New River College Secondary

Closing date: 23:59 Tuesday 16th April 2024 ;

job reference NRC/SCOH1-0401

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About us

New River College Secondary is a school for 11- to 16-year-olds with social, emotional and mental health challenges. Pupils are taught in small form groups of generally no more than six pupils, with a high ratio of support from specialist teachers, learning assistants and pastoral mentors. Our pupils access a broad and balanced personalised curriculum that includes a strong emphasis on literacy skills, personal development, academic subjects and vocational courses. Pupils are fully assessed on entry during an induction week, and our flexible timetables are differentiated to meet individual learners' needs.

New River College aims to provide the pupils referred to us via Islington's Securing Education Board with the tools and resources they need to make a positive transition from us, reintegrating into mainstream schools, or moving on to a specialist education establishment that will meet their needs, or into post-16 education, employment or training.

We are a trauma-informed school and the engaging and nurturing environment we provide encourages all pupils to achieve individual success and develop positive attitudes to learning, behaviour and relationships.

“

A culture of high expectations for pupils to learn exists in all areas of the school's work. Pupils rapidly improve their self-confidence and acquire attitudes that are far more positive than when they first arrive. As a result, all groups of pupils make excellent progress from their starting points.

”

(Ofsted July 2016)

“

The leadership team has maintained the outstanding quality of education in the school since the last inspection.

”

(Ofsted July 2016)

New River College



Vision and Values

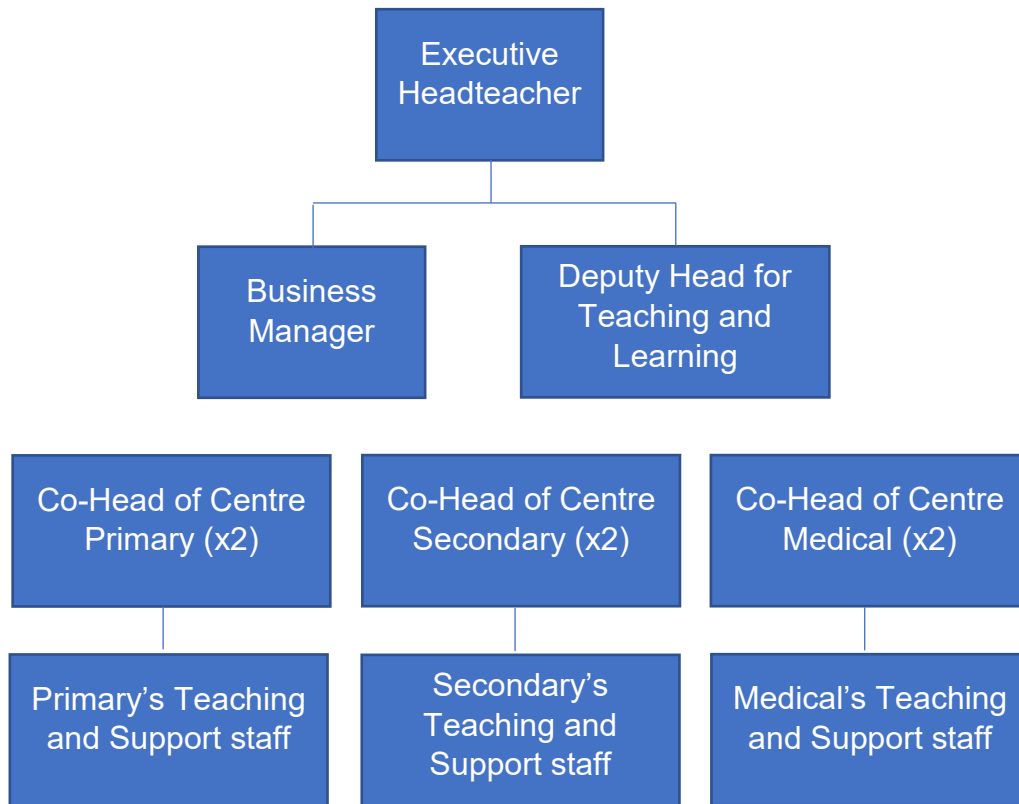
We achieve this by:

- Educating and supporting all pupils to learn
- Providing a safe, nurturing and supportive environment
- Making sure all pupils have the skills to return to mainstream education or to access their next steps in learning
- Working in partnership with others, especially Islington schools



New River, New Start
'In the now and beyond'

Structure chart (simplified)



Are you an
experienced
leadership
member of
staff...?

Co-Head of Centre

Grade: L10 – L15 (£67,880 - £75,545)

Permanent

Required for September 2024

At New River College Secondary we want the very best for our pupils, so that they leave us as confident learners, prepared for further education, employment or training and in a position to make the best of their lives. We have a hard working and committed staff team who are dedicated to raising achievement and ensuring the best possible school experience for our pupils. All our pupils arrive at NRC after not managing in mainstream schools. They often have undiagnosed SEN most commonly associated with ASC, ADHD and PDA. All our pupils arrive with significant gaps in their learning. We support pupils in their learning but place a large emphasis on trying to support them with their personal development. We are an inclusive College and strive to find solutions to support pupils with their SEMH needs.

It is crucial that children develop the core skills and knowledge they will need to succeed in further education, employment or training, so English and Mathematics are a significant focus for the school in getting children to a level where they can succeed. We are committed however, to a rich wider curriculum, where children get numerous opportunities for first hand experiences and access to a wide range of knowledge and opportunities to develop as learners. We also want our children to understand that learning can be fun!

The postholder will be responsible to ensure New River College Secondary has a co-ordinated programme of support to enable high quality teaching and learning to take place and achieve the highest possible standards and outcomes for the pupils at New River College Secondary. The postholder is responsible for the leadership and management of the secondary alternative provision and for the implementation of effective policies and procedures that support the high standards of educational achievement of pupils who may have Education, Health and Care Plans and / or have been excluded or at risk of exclusion from school. The postholder will oversee all aspects of self-evaluation, curriculum delivery managing a team of teachers and support staff whilst being a visible presence on site. We are supported by a team of external professionals to help our pupils and their families these include CAMHS, EPS, Family Support team and a safer schools officer. The post holder will need to have an oversight of the work these professionals undertake.

New River College comprises of three pupil referral units in Islington (primary, secondary and medical), for pupils with social, emotional and mental health challenges (SEMH). We teach children and young people aged five to sixteen years old who have been permanently excluded or participate in our preventative programmes to address their behaviour, and children and young people with complex SEMH or medical needs.

Closing date for applications/expression of interest: **23:59 Tuesday 16th April 2024**
Interviews will be held over: **Thursday 25th and Friday 26th April 2024**

To apply please submit an expression of interest to Nigel Smith via email to nigel.smith@nrc.islington.sch.uk.

For an informal discussion about the post or to arrange a visit please contact Nigel Smith, Executive Headteacher on 020 7504 0534 / nigel.smith@nrc.islington.sch.uk

New River College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will need to undertake an enhanced DBS disclosure. As part of our Safeguarding checks, an online search to ascertain the suitability of the candidate to work with vulnerable young people, will be done for all shortlisted candidates.

Thinking of a role
to further your
education career?

Looking for a new
challenge?

How to apply: Please apply online visiting jobs.islington.gov.uk. CVs are not accepted. Bear in mind that the Eploy's website might not automatically save your answers. We recommend you work on those where you can save them when ready to submit.

Job Description

POSITION: Co - Head of Centre

GRADE: L10 - 15

RESPONSIBLE TO: Executive Headteacher

RESPONSIBLE FOR: Designated teachers and support staff

PURPOSE OF THE POST

The purpose of the post is to ensure each New River College site has a co-ordinated programme of support to enable high quality teaching and learning to take place and achieve the highest possible standards and outcomes for the pupils at New River College Secondary. The postholder is responsible for the leadership and management of the secondary alternative provision and for the implementation of effective policies and procedures that support the high standards of educational achievement of pupils who may be statemented or have Education, Health and Care Plans, excluded or at risk of exclusion from school. The postholder will oversee all aspects of self-evaluation, curriculum delivery and manage a team of teachers and support staff. The postholder will be a member of the College Leadership Team across all NRC sites and will work to assist the Executive Headteacher of New River College in developing policy and practice for New River College Secondary.

REQUIREMENTS OF THE POST

The postholder is required to carry out the duties of a teacher as set out in the Schoolteacher's Pay and Conditions and such specific duties that form part of this job description.

The postholder is responsible to the Executive Headteacher for supporting the general good order and discipline of New River College, and the implementation of all policies. All staff are expected to have a clear understanding of the aims, objectives and ethos of New River College and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of New River College be seen as inter-related.

MAIN DUTIES

1. To take responsibility for the leadership and management of the New River College (NRC) Secondary. This will include ensuring provision appropriate to the needs of children and young people placed at the NRC.
2. To have responsibility for the day-to-day line management of a staff team comprising teachers and support staff. To meet with them regularly to monitor the implementation of all programme aims and procedures, and to evaluate their performance.
3. To teach cover lessons as and when required.
4. To be responsible, in partnership with other senior leaders, for all aspects of assessment for all subjects, including the monitoring and tracking of pupil attainment and for establishing systems across New River College to support regular sampling of pupils' work
5. To ensure all subject teachers, in partnership with other senior leaders, have up to date schemes of work
6. To lead on punctuation and attendance in collaboration with the College Welfare Officer
7. To be responsible for overseeing and co-ordinating all aspects relating to testing in subjects.
8. To oversee displays, produce regular newsletters and support the work of the school council

9. To lead on personal development targets including the implementation, assessment, monitoring and evaluation of interventions for all pupils
10. In collaboration with the Outreach Team oversee the arrangements for reintegration to school or for transition to other suitable provision where necessary
11. To produce a programme of extended services and curriculum enrichment
12. To sustain a close connection with, and knowledge of new relevant projects, schemes of work, types of approaches and perspectives on the approach to and management of emotional, social and behavioural difficulties. To be prepared, under the direction of the Executive Headteacher and in collaboration with colleagues, to assess and evaluate innovative projects and alternative curriculum options to meet the needs of pupils.
13. To develop staff skills around working with complex and challenging pupil behaviour.
14. With the Executive Headteacher, to take a leading role on the development of policy, school development plan, OfSTED action plans and all matters relating to self-evaluation including monitoring and tracking pupil achievement, and teaching and learning.
15. To support colleagues to develop and implement children and young people's individual or personal learning plans, incorporating target setting and ensuring all pupils progress at expected rates and achieve relevant qualifications according to their level.
16. To monitor and review the progress of individual pupils and groups of pupils, the writing of Pupil Passports and or School based SEN plans, and the Annual Reviews of pupils with a statement of special educational needs or Education, Health and Care Plans. To ensure records are maintained and to support the preparation and presentation of reports.
17. To effectively liaise with schools and work collaboratively with designated staff around developing preventative programmes for pupils at risk of exclusion.
18. To attend meetings in schools where appropriate and develop good working relationships with them.
19. To manage and oversee the transition and reintegration process of pupils into mainstream schools or other settings.
20. To develop the outreach skills of staff to enable early identification of pupils at risk.
21. To oversee the assessment of pupils arriving via Securing Education Board or those permanently excluded, and to liaise with the leadership team to determine the appropriate pathways.
22. To attend the Securing Education Board and provide information to it where necessary.
23. To ensure rigorous monitoring and evaluation systems are established to identify and analyse outcomes for young people. This will include implementation of the Common Arrangement Framework and multi agency intervention through a Team Around the Child, Team Around the School and lead professional arrangements.
24. To co-ordinate and oversee all aspects relating to curriculum development and the delivery of a broad and balanced and creative curriculum, including PSHE and Citizenship, tailored to the needs of this group and to ensure that pupils receive their entitlement to Information, Advice and Guidance.
25. To ensure a timetable is established and implemented that includes regular community meetings, Team Around the Child meetings, Team Around the School meetings, staff meetings and staff supervisory duties.
26. To ensure the maintenance of discipline, ethos and attendance, and the implementation of relevant good practice.

27. To attend college leadership team meetings and all organised meetings within the New River College cycle, including referral and review meetings.
28. To be responsible for overseeing and monitoring Children Looked After who attend the sites and to liaise with the Head of the Virtual School for Children Looked After.
29. To take responsibility for aspects of documentation and statistical data as delegated by the Executive Headteacher.
30. To be responsible for the use and allocation of a delegated budget for curriculum provision and to provide budget monitoring reports to the Executive Headteacher and Business Manager in regular budget meetings.
31. To ensure a comprehensive structure for regular team meetings, day-to-day line management, supervision, performance management and development for all staff, including awareness of training needs.
32. To lead professional development of the staff through example and support and co-ordinate the provision of high quality professional development by methods such as coaching.
33. To participate in the selection and recruitment of staff as required and to co-ordinate and oversee all matters relating to the induction of new staff.
34. To ensure effective liaison with the full range of parties and agencies in support of raising achievement and outcomes for children and young people.
35. To liaise effectively and work closely with parents/carers of children and young people, ensuring parents/carers receive reports in line with statutory requirements for reporting to parents.
36. To prepare reports for New River College's Management Committee and attend meetings as required.
37. To work with the Executive Headteacher on matters of staff discipline, capability and sickness procedures and take responsibility for investigations as may be necessary.

PERSONAL RESPONSIBILITIES

- To carry out the duties and responsibilities of the post, in accordance with New River College's Health and Safety Policy and relevant Health and Safety guidance and legislation.
- To promote the safeguarding of children and be a designated safeguarding lead.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To participate in performance management, and undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

PERFORMANCE STANDARDS

- To ensure that all services within the areas of responsibility are provided in accordance with New River College's commitment to high quality service provision.
- To ensure that New River College policies and customer care standards are met and adhered to.
- At all times to carry out the responsibilities of the post with due regard to New River College's Equal Opportunities policy.

NOTE: This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.
Job descriptions will be reviewed annually by the management committee / governing body and may be changed after appropriate consultation.

Signed ----- Date -----

Person Specification

New River College Alternative Provision

PERSON SPECIFICATION

POSITION: Head of Centre

GRADE: L10 - 15

CRITERIA

REQUIREMENTS

ESSENTIAL CRITERIA

EDUCATION AND EXPERIENCE

- E.1 Qualified teacher status
- E.2 At least 5 years successful primary phase teaching
- E.3 Leadership at middle / senior management / whole school / PRU level
- E.4 A Special Educational Needs qualification or relevant experience in the area of challenging behaviour.
- E.5 Evidence of continuing professional development

SKILLS, KNOWLEDGE AND ABILITIES

- E.6 A thorough understanding of current methods and good practice in managing the needs of pupils with complex emotional, social and mental health difficulties including depression, anxiety, self-harm and suicidal ideation
- E.7 Commitment to safeguarding and promoting the welfare of children
- E.8 Evidence of clear view about future developments of area of responsibility in a school or alternative provision, and an ability to manage change
- E.9 Evidence of knowledge and understanding of effective record keeping, and its use to promote the educational and personal development of all children within a school or alternative provision
- E.10 An understanding of national and local developments in the area of social inclusion, in particular Team Around the child approaches
- E.11 An understanding of outreach work in schools
- E.12 Experience of innovating and leading projects to completion
- E.13 Ability to establish and implement appropriate target setting and monitoring procedures, and evaluate outcomes
- E.14 Experience of developing and maintaining systems to support effective self-evaluation
- E.15 Evidence of raising standards and the attainment of pupils
- E.16 Proven ability in managing a budget

- E.17 Ability to motivate colleagues and pupils through a positive and professional attitude
- E.18 Ability to form and maintain appropriate relationships with children and young people presenting with emotional, social and mental health difficulties
- E.19 Ability to build effective working relationships within education and across agencies
- E.20 Capacity to provide clear leadership and strategic direction and to secure staff commitment
- E.21 Ability to support and professionally challenge colleagues

- E.22 Strong interpersonal skills and an ability to communicate clearly both orally and in writing
- E.23 Ability to use key aspects of ICT to present data

- E.24 Excellent behaviour management skills based on a firm but empathetic approach with pupils.
- E.25 Demonstrable commitment to inclusive education

- E.26 Capacity to work under pressure and to meet deadlines

- E.27 Capacity to work flexibly and to adapt to the changing needs of the New River College and the AP.
- E.28 Excellent attendance and punctuality

- E.29 Ability to prioritise competing demands

- E.30 Ability to work as part of a team

- E.31 A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.
- E.32 A commitment to deliver services with the framework of New River College's equal opportunities policy.

How to apply

Application Deadline

Completed application forms must be received by **23:59 Thursday 16th April 2024**.

To apply

Please apply online at <https://jobs.islington.gov.uk/>. If you need any assistance, please contact Schools Reception quoting reference NRC/SCOH1-0401.

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are available as attachment within the job listing. Please refer to those before submitting your application.

Shortlisting and selection procedure

The shortlisting and selection will be made by a panel of senior leaders. Shortlisted candidates will be notified immediately after shortlisting has taken place and will be provided with further information on the selection process. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

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

Safeguarding children

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

Additional

CVs will not be accepted.

New River College

The logo features a stylized blue wave graphic below the text.

New River College Secondary

Lough Road

London N7 8RH

Tel: 0207 504 0534 opt. 2

<http://newrivercollege.co.uk/contact/>