

Welcome to King's Oak Primary School

Application Pack

Deputy Headteacher - Inclusion

At

King's Oak Primary School



Index



1. Message from Headteacher
2. Message from Chair of Governors
3. Introduction to King's Oak Primary School
 1. Job Description
 2. Person Specification
 3. How to apply
 4. Further information

A message from the Headteacher

March 2018

Dear applicant,

Thank you for interest in the position of Deputy Headteacher – Inclusion at King's Oak Primary School.

As King's Oak Primary School continues to grow, this is an exciting opportunity for an ambitious school leader with a proven track record of effective leadership and recent SEND experience. Our Senior Leadership Team needs another outstanding and inspirational leader committed to helping all children to achieve their potential, with a particular focus on all areas of Inclusion. We are looking for someone who has a clear vision and strategy for the continued development of our 'Good' school and who can lead, motivate and inspire at all levels.

The successful candidate will be expected to bring drive and inspiration to enhance our pupil's education experience and prepare them for the next stages of their education. We are looking for an experienced person who is passionate about Inclusion and has a flair for working with young people with additional needs; we need someone who is resilient, highly driven and self-motivated, who will go the extra mile to ensure that students achieve beyond their own expectations.

The position requires excellent understanding of improvement strategies in order for children with additional needs to make progress, with the ability to manage change and to motivate staff towards achieving clear and inspirational goals. Above all, you will possess a relentless drive to raise standards for our children. This is a unique opportunity for a leader with exceptional interpersonal skills and an unwavering belief in the potential of every child. The successful candidate will be part of our aim to be an outstanding school.

We are very proud of King's Oak Primary which is well resourced, has wonderful grounds and facilities and excellent staff who are fully committed to the learning and achievement of our pupils.

I look forward to receiving your application.

Kind Regards,



Ali England
Headteacher

A message from the Chair of Governors

March 2018

Dear applicant,

Thank you for your interest in our school.

The governor body at King's Oak Primary School is committed to high expectations and an ambitious future for our school. We work in collaboration with the Headteacher, the senior leadership and all staff in providing the best education possible for all our children. The governors are committed to providing an education which is inclusive, relevant and challenging. To achieve this, we recognise the need to constantly monitor and review our progress and set challenging expectations. Therefore, continuous school improvement is a key aspect of our work. Working effectively with parents and carers is central to our mission and we welcome the opportunity to provide an education for children and their parents and carers from a wide cultural and ethnically diverse background. The governors are also ambitious to make the school the centre of the community.

We welcome applicants who want to be part of this journey.



Paul Davies
Chair of Governors

Introduction to King's Oak Primary School

King's Oak Primary School is situated in the heart of Bedford, comprising of children from many nationalities and diverse backgrounds with EAL needs. We are culturally and socially diverse and have a strong inclusive ethos. It is a large primary school with 911 pupils currently on roll over two buildings on a large site with four-form entry. We offer part-time Nursery places for children from two years of age.

Here are some photographs of the facilities that we offer at our school:





Job description



JOB TITLE:	Deputy Headteacher - Inclusion
GRADE:	L12 -16
RESPONSIBLE TO:	Headteacher
JOB PURPOSE:	Lead Practitioner for Inclusion and SEND areas across the school Safeguarding Lead. Designated Teacher for children in care.

Main duties and responsibilities:

1. To work in partnership with the Headteacher to provide professional leadership for inclusion throughout the school to secure success and continued improvement. Support the Headteacher in ensuring an environment for learning and teaching that empowers both staff and pupils to achieve their highest potential as described in our Mission Statement.
2. To provide strategic leadership in the development and management of the Teaching and Learning of key groups of pupils, e.g. SEND, EAL, Pupil Premium, Hearing Impaired and those on the child protection register and Looked after children.
3. To provide professional support and guidance in all areas of Inclusion, in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement of all pupils. To monitor and review the impact of these implemented strategies.
4. To ensure that the identified learning needs of all pupils are provided for.
5. To be accountable for attendance across the school, working with SLT, the Inclusion team and Office team to ensure the school achieves its attendance target.
6. To responsible for policies related to Inclusion and to participate in the formation of Teaching and Learning Policy.
7. To be responsible for the implementation of a pupil tracking system for the key groups of pupils and assessment, ensuring appropriate deployment of resources to maximise potential for consistent accelerated progress and attainment.
8. To responsibility the achievements, welfare and behaviour of pupils, through EIP reviews and attendance at pupil progress meetings and to implement any actions as required.
9. To effectively communicate and liaise with local authorities, feeder schools particularly regarding transition, and external agencies such as EWO, EP, and alternative education providers for all areas related to Inclusion.

10. To oversee all documentation related to EHCPs including the application for statutory assessment, liaising with staff and external professionals and statutory review, and implementation of EHCP ensuring all legal obligations are met.
11. To responsibility for the quality of IEP targets and other support plans maintaining detailed information for subsequent meetings with parents.
12. To be accountable register of all disadvantaged groups and more able and talented pupils across the school.
13. To ensure up to date provision maps are in place for all groups of pupils.
14. Lead regular training for staff at all levels regarding all aspects of inclusion
15. To play a major role under the direction of the Head Teacher and in partnership with the governing body and other stakeholders in formulating the aims and objectives of the school, establishing the policies through which they are achieved.
16. As a senior leader, to demonstrate strategic vision and planning, setting high expectations and monitoring and evaluating effectiveness of learning outcomes
17. Take a lead in continuing to improve teaching and learning.
18. Promote the expectations, vision, ethos of King's Oak Primary School which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
19. To demonstrate excellence in teaching and learning in a specified teaching role (but not as a class teacher) and to support the Assistant Headteachers in moving all staff to consistently good/outstanding teaching.
20. Work with the Headteacher to ensure the school's accountability to a wide range of stakeholders, particularly parents, carers, governors and the DfE; ensuring pupils enjoy and benefit from a high quality of education and promoting a collective responsibility within the whole school community
21. Provide leadership for highly effective Inclusion procedures which promote high standards of attainment, behaviour and attendance.
22. Deputise for the Headteacher in day to day administration and organization of the school, including supporting the school governing body to enable it to meet its responsibilities and liaison with outside agencies and taking on any additional responsibilities which might from time to time be determined.
23. Ensure that the aims of King's Oak Primary School are reflected in the SEF and the Development Plan, that effective systems are in place to identify and meet the needs of the school and that these systems are co-ordinated, monitored, evaluated and reviewed.
24. To promote the well-being of all staff and the well-being and good behaviour of pupils in the school.

25. To promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the school's Safeguarding Policy at all times.

26. To line manage the SENCO and Inclusion Team, including supporting the SENCO in:
 - The identification of, and dissemination of the most effective teaching approaches for pupils with SEND
 - Ensuring the compliance of the code of practice.
 - Monitoring pupils achievement and issues raised by staff or through pupil progress meetings.
 - Work with pupils, SLT, class teachers to ensure realistic expectations of behaviour and achievement is set for SEND pupils.
 - Monitoring the effectiveness of EHCPs and IEPs.

27. To oversee the closing of gaps with particular focus on Pupil Premium.

28. To monitor impact of all intervention and strategies put in place to support Pupil Premium children.

29. To provide a strategic leadership for behaviour support strategies across the school, including CPD for staff.

30. To monitor the behaviour of pupils and the data entry if incidents via the schools own recording system.

31. To develop support and training for TAs and lunchtime staff on positive behaviour strategies.

32. To liaise with outside agencies on behavioural issues.

33. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.

34. To undertake other duties which are of a similar level and responsibility as may be required from time to time.

Job descriptions will be reviewed annually at the time of the post holder's annual appraisal but may be reviewed at any time.

Signed (Line Manager) Date

Signed (Post holder) Date

Person Specification



	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Qualified Teacher Status • Evidence of recent & continuous professional development 	<ul style="list-style-type: none"> • Further professional development in a relevant field e.g. NPQML or NPQSL • Relevant Management training • Safer Recruitment Qualification SENCO award
Experience	<ul style="list-style-type: none"> • Significant, recent and successful experience as a senior leader in a primary (or lower/middle) school setting • Experience of school self-evaluation processes • Evidence of major whole school responsibilities and experience of turning policy into effective and successful practice. • Leadership of a significant area or phase or inclusion including responsibility for raising standards across the whole school. 	<ul style="list-style-type: none"> • Preparation for school inspection • Collaboration activities and primary liaison • Leading INSET day • Experience of successful staff development including NQT, SCITTs etc. • Line management of a large number of staff; successfully undertaking appropriate HR processes • Involved in development of gifted and talented provision Effective use of Pupil Premium grant to greatly improve the quality of teaching and learning
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> • A clear understanding of the essential qualities necessary for effective teaching and learning. • Up to date knowledge of statutory regulations and guidance relating to the post. • Manage change effectively, inspire, motivate and develop people. • Knowledge of data tracking and ability to use for analysis of each Key Stage 1-2 • A thorough understanding of the Primary Curriculum & relevant Frameworks • A strong understanding of Fisher Family Trust and Government league tables 	<ul style="list-style-type: none"> • Able to deploy resources and manage a budget effectively • Seeks continual improvement with an eye for detail • Able to teach through Key Stages
Personal Characteristics	<ul style="list-style-type: none"> • Able to communicate effectively – verbal, written and public speaking • Involves and gains the commitment of staff to work towards the school's vision • Flexible in approach and positively welcomes change • Strong vision and purpose • Empathetic and a child centred approach 	<ul style="list-style-type: none"> • Persuasive and socially confident in a variety of settings

How to Apply

Please send a letter of application outlining how you meet the essential criteria of the person specification of the role with a completed application form which is available to view [here](#).

Email applications:

To be sent to vacancies@kingsoakprimary.co.uk

Postal applications:

To be sent to:

Ali England
Headteacher
King's Oak Primary School
Oak Road
Bedford
MK42 0HH

*The closing date of receipt of applications is **Wednesday 21st March 2018 at 9.00am.***

*Interviews are provisionally booked for **Wednesday 28th March 2018.***

We are committed to the safeguarding of children and adopt safer recruitment procedures. All roles at King's Oak Primary School are subject to enhanced DBS clearance.

We look forward to receiving your application.

Further information

We are inviting potential applicants to attend a tour of the school with the Headteacher on **Friday 16th March 2018**. If you would like to book a place on a tour, please email vacancies@kingsoakprimary.co.uk stating 'Tour' in the subject field.

Useful links:

King's Oak Primary School website can be viewed [here](#).

Latest Ofsted report can be viewed [here](#).

Bedford Borough Council website can be viewed [here](#).