



Pakeman Primary School

Excellence for all and excellence from all



Hornsey Road  
Holloway  
London, N7 6DU  
T: 020 7607 2575

E: [admin@pakeman.islington.sch.uk](mailto:admin@pakeman.islington.sch.uk)



# Inclusion & Welfare Manager

## Pakeman Primary School

### PAK/027



Closing Date: 12:00 Noon, Monday 21st May.



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May 2018

Dear Applicant,

Thank you for your enquiry about the teaching position at Pakeman Primary.

Pakeman is a flourishing and happy school with strong leadership and a purposeful outlook, striving for excellence. Our school motto is 'Excellence for All and Excellence from All'. We are proud of what we have achieved so far. In 2013, we were named as National Primary School of the Year in the Pupil Premium Awards for excellent outcomes for our disadvantaged pupils. We have a good track record of school improvement and in our Ofsted inspection in 2016, the school was graded as "good".

At Pakeman, we have high aspirations and ambitions for our children and we believe that no child should be left behind. We strongly believe that it's not about where you come from but what you can achieve that makes the difference between success and failure. We know that pupils learn more effectively if they feel valued, happy and secure and we have established a caring, positive environment in which individuals can flourish.

We are committed to appointing an exceptional teacher who will rise to the challenge of developing and sharing outstanding practice across our school. High expectations are an essential prerequisite. In return, we will offer you the very best professional development to enable you to develop your full potential.

We believe that our children deserve the very best education; therefore, our teachers must have relentless drive and determination to achieve excellence. Our existing team is committed to our aspiration for all teachers to be outstanding and have a history of collaborative, reflective working. Professional development and the opportunity to constantly improve are at the heart of what we do.

If you are a good or outstanding teacher and you feel you can make a significant contribution to our school, we would like to hear from you. We warmly welcome visits to the school. Please contact the School Business Manager, Gill Dukelow, to book a visit.

The closing date for applications is: **Noon, Monday 21<sup>st</sup> May 2018.**

The post available is permanent, part-time with a start date for September 2018.

Please find an application form, job description and a person specification on our school website.

The school is committed to safeguarding children and all posts are subject to DBS checks.

Yours sincerely,

Lynne Gavin

Headteacher



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## Inclusion and Welfare Manager

Required for: <b>September 2018</b> (Earlier start if possible)	Closing Date: <b>Monday 21<sup>st</sup> May</b>
Salary: <b>Main-scale or UPS + TLR 2b</b> (Depending on experience)	Shortlist: <b>Tuesday 22<sup>nd</sup> May</b>
Permanent: <b>0.8</b>	Interviews: <b>24<sup>th</sup> and 25<sup>th</sup> May</b>

*Are you an outstanding teacher with proven experience of supporting SEN children? Could you champion inclusion in our school and provide leadership to ensure our SEND children make excellent progress in academic attainment?*

Pakeman is a happy, flourishing and aspirational school with strong leadership and a purposeful outlook, striving for excellence. We strongly believe that it's not about where you come from but what you can achieve that makes the difference between success and failure. We know that pupils learn more effectively if they feel valued, happy and secure and we have established a caring, positive environment in which individuals can flourish.

We are looking to recruit a highly motivated and committed Inclusion Manager to work across the school. This role will lead, develop and support effective practice for children with a wide range of special educational needs or disabilities to ensure their needs are met effectively and to empower them to fulfil their potential.

### You will:

- Be an excellent teacher able to work across the primary range
- Have energy, enthusiasm, a sense of humour and a warm personality
- Have experience of working with pupils with a range of different abilities and needs – (SEND, LAC, Pupil Premium, EAL, More Able) and a proven track record of successful impact
- Have a clear, up to date and thorough knowledge of the new SEND Code of Practice, safeguarding and equalities issues
- Hold the National Award for SENCOs (desirable) or be working towards it
- Be a dynamic, innovative leader, able to develop the strategic direction and development of SEND provision, including contributing to policies and procedures to support this
- Have the ability to lead staff in developing their knowledge and expertise in working with a wide range of special educational needs
- Be highly organised, energetic and passionate about making the school a centre of excellence
- Be a dedicated professional who is committed to building on existing partnerships between parents, governors, other schools and the external agencies

*This post is mainly non-class based but will include some whole class, small group and individual teaching.*

### We can offer you:

- A happy, positive, vibrant working environment
- Excellent opportunities for professional development
- Talented, enthusiastic and supportive colleagues who are committed to continuous improvement
- Enthusiastic, well-behaved children who want to learn
- The opportunity to help shape the future of our school

***Pakeman Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to an enhanced DBS (CRB) disclosure. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.***

## JOB DESCRIPTION

### ROLE: Inclusion & Welfare Manager

**PURPOSE OF THE ROLE:** To assist in the promotion, direction and oversight of high standards of teaching and learning, pupil achievement and progression through effective inclusion for all pupils including those with Special Educational Needs (SEN as detailed below), which results in SEN pupils maximising their progress.

*In the context of this Job Description and Person Specification, pupils with special educational needs are deemed to include:*

- *Pupils on the School's Special Educational Needs and Disability Register;*
- *Pupils identified as being more able;*
- *Pupils with identified specific learning difficulties;*
- *Pupils with identified behavioral problems;*
- *Children who are 'Looked After' and those subject to Child Protection procedures;*
- *Pupils eligible for free school meals and are eligible for pupil premium funding;*
- *Pupils belonging to ethnic minorities;*
- *Pupils who the Headteacher considers have previously received, for any reason, an inadequate or compromised education.*

### REPORTS TO:

- Assistant Head

### REPORTS IN:

- Teaching Assistants with responsibility for SEN
- Bilingual Support Assistants

**STRATEGIC PURPOSE OF the Inclusion & Welfare Manager:** to support through oversight, hands-on management and by collaborating with all Staff and Governors, the strategic direction and effective daily management of all areas of Pakeman Primary School, with particular reference to Inclusion and Welfare for Key Groups (see Person Specification)

This job description is to be read in conjunction with the latest statutory teachers pay and conditions and also Pakeman background information. All teachers employed at this school are expected to work in line with the Job Description and Person Specification for a Teacher and in accordance with the DfE Teachers' Standards 2011. This JD is illustrative of responsibilities and general nature of work to be undertaken – it is not a comprehensive list of all tasks and should be read in conjunction with School Teachers' Pay and Conditions document 2016 and Guidance on School Teachers' pay and conditions

The role is divided into activity categories: these are highlights and are not exhaustive

## KEY ACTIVITIES:

### Assessment:

- Instigate appropriate assessment to secure support and funding for SEN children to maximise progression
- Regularly review SEN provision for individual and groups, in consultation with staff, parents and professionals
- Be responsible for writing reports and application submissions for all levels of SEN

### **Those duties listed in the current Teachers Pay and Condition document**

1. Support the vision, ethos and policies of the School which secure effective teaching, successful learning and promote high levels of achievement and self-esteem for all pupils irrespective of background, ethnicity, gender or disability
2. Help lead and manage the creation and implementation of the school strategic plan which identified priorities and targets for ensuring pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement and to take responsibility for appropriately delegated aspects of it
3. Undertake a small teaching commitment and provide an outstanding professional role model as a classroom practitioner
4. Raise standards of individual pupil achievement and ensure good attainment is maintained by providing a model of high quality teaching
5. Ensure the effective and proficient use of pupil data from a variety of sources, both internal and external, in the process of target setting
6. Be a strong advocate for change and champion school improvement
7. Be responsible for induction and Performance Management of Teaching Assistants, Learning Mentors, Pastoral Assistants and other appropriate staff
8. Co-ordinate and monitor provision for Children in Need including those Looked After or subject to child protection procedures
9. Support the evaluation of the effectiveness of the School's policies and developments and analyse their impact on pupils who have SEN and disability targets for raising achievement among pupils with SEN and disability
10. Set up systems for identifying, assessing and reviewing SEN and maintain an up to date provision map
11. Update HT and governing body on the effectiveness of provision for pupils with SEN and disability
12. Communicate at the appropriate time ensure that parents are well informed about the curriculum, targets, individual pupils' progress and achievement
13. Identify, adopt and monitor the most effective teaching approaches for those pupils with SEN and disability, including intervention programmes where necessary
14. Liaise with other schools to ensure continuity of support and learning when transferring pupil with SEN and disability
15. Ensure all members of staff recognise and fulfil their statutory responsibilities to pupils with SEN and disability
16. Provide training opportunities for learning support assistants and other teachers to learn about SEN and disability
17. Disseminate good practice in SEN and disability across the school
18. Identify resources needed to meet the needs of pupils with SEN and disability and advise HT or priorities for expenditure
19. To assist HT and SLT in ensuring effective communication and liaison within the school
20. Ensure every effort is made to develop and maintain good relationships and communications with parents, governors and the diverse school community
21. To contribute to meetings on a regular basis
22. Undertake any professional duties which may be delegated from time to time by the HT

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

**Main areas of responsibility:**

1. Attendance and Punctuality
  - i ensure Pakeman meets national standard or above
  - ii implementing initiatives for increased attendance and improved punctuality
2. Attainment and progress of Key Groups
3. Behaviour and Restorative Justice
4. Parent Engagement
5. Extended School including:
  - i SHINE school Saturdays
  - ii pre and post school day clubs
6. Quality Assurance – including Pupil Progress Meetings, Moderation, Work Scrutiny, Learning Walks, discussion and acting as a model teacher
7. Responsibility for efficient day-to-day running of the school, with particular reference to Key Groups
8. Organisation and delivery of training with particular reference to Key Groups
9. Inspiring and motivating staff and pupils
10. Supporting home learning
11. Reporting to and attendance at Governor meetings
12. Governor meetings

As a member of the SLT, this role will require participation in some of the following areas:

**Forward Planning:**

- i Vision & Values
- ii Curriculum + teaching strategies
- iii Finance – income & budgetting
- iv SEN/ Key Groups

**Quality Assurance Oversight**

- i Standards – Attainment & Progress
- ii Teaching & Learning
- iii Safeguarding + Health & safety
- iv Monitoring & Evaluation – including PP and LOVis

**Externally Facing**

- i Strategic direction
- ii External visits
- iii Cluster meetings
- iv LA/DfE meetings
- v Developing and delivering Courses for external participants

**Line Manager: Head Teacher**

**Date**

**Postholder**

**Date**



## PERSON SPECIFICATION

### ROLE: Inclusion & Welfare Manager

*In the context of this Job Description and Person Specification, pupils with special educational needs are deemed to include:*

- *Pupils on the School's Special Educational Needs and Disability Register;*
- *Pupils identified as being more able;*
- *Pupils with identified specific learning difficulties;*
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- *Children who are 'Looked After' and those subject to Child Protection procedures;*
- *Pupils eligible for free school meals and are eligible for pupil premium funding;*
- *Pupils belonging to ethnic minorities;*
- *Pupils who the Headteacher considers have previously received, for any reason, an inadequate or compromised education.*

### EXPERIENCE AND SKILLS

- Formal Teaching Qualification recognised by the DfE. A minimum of 3 years teaching experience.
- Evidence of ongoing professional development; attendance on courses, INSET, action research, personal study etc.
- Have gained or be working towards the National qualification for SENCOs or other appropriate experience/qualifications.
- Experience as a mentor, coach or performance management team leader.
- Proven track record as a successful teaching practitioner within a whole class setting.
- Experience of successful leadership and management within a school or other educational setting.
- Ability to provide professional leadership and management of a staff team and contribute to the work of other teams to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils across the school.
- Ability to undertake appraisals in a timely manner
- Knowledge of relevant legislation - in particular of the SEND Code of Practice/2014 (Update May 2015) Code of Practice 0-25, equal opportunities and disability discrimination legislation and how these apply to pupils with Statements as well as those without.
- Knowledge of Local Offer and its implementation.
- Knowledge of the range and type of interventions available and be able to apply these appropriately in the context of the School's resources and the individual child.
- Knowledge of current educational issues and their relationship to the inclusion, behaviour support and Children's Services.
- Experience and knowledge of inter-agency work.
- Experience and knowledge of working with children with EAL.
- Experience and knowledge of working with children with SEND.
- Experience and knowledge of working with disadvantaged pupils
- Excellent written and oral communication skills (high level of literacy and numeracy)
- Excellent presentation and inter-personal skills.
- Excellent time and task management skills.
- Ability to work under pressure and to deadlines.
- Ability to use data effectively in setting targets.
- An awareness of the new Professional Standards for teachers.



## **Details of the Selection Process**

### **Application deadline**

Completed online application forms must be received by **12 noon, Monday 21st May 2018.**

- To apply please go to Islington Council web page [www.islington.gov.uk](http://www.islington.gov.uk) following the link 'search for a job'.

### **Completing your online application**

Candidates are asked to complete all the standard information required on the online application form, and to submit a supporting statement, addressing all of the criteria identified at application stage. Failure to provide information requested may lead to your application being rejected.

### **Visits**

Visits to the school are welcome and encouraged. Please contact the school office on 020 7607 2575.

### **Selection process**

The selection process may have a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for interview.

### **References**

Candidates are advised that references may 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. 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.



## Guidance for candidates applying for a job with Islington Schools

**Please read this carefully BEFORE you start to complete the application form.**

### General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

### Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK\*. Verification of identity is required before confirmation of appointment.

\*A copy of the Asylum and Immigration Act 1996 (Section 8) is available from Schools Human Resources team including a list of the accepted documents.

### Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

### Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

### Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

### Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

### Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not be accepted.

### References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer.

- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- We reserve the right to approach any of your previous employers for a reference.
- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

#### **Disclosure & Barring Service / Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

#### **Childcare (Disqualification) 2009 Regulations**

If this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, you will be required to complete a declaration form to establish whether you are disqualified under these regulations.

#### **Additional Information for people considered to have a disability under the Equality Act**

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

#### **Declaration**

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with London Borough of Islington's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

#### **Equal Opportunities Monitoring Information**

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

**Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.**



## **Policy on the recruitment and employment of ex-offenders**

### **Background**

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at [www.direct.gov.uk](http://www.direct.gov.uk)). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

### **Policy**

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

### **During the application process**

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications.

A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

### **If you are offered a job at Islington Schools**

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

### **Appeal**

You should appeal to the DBS if you believe that the disclosure information is not accurate.

Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

### **Policy on handling disclosure information**

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.