

Haverstock School



Head of Additionally Resourced Provision (ARP) Recruitment Pack

Salary: Inner London Leadership Scale 6-9 (£58,501 - £62,349)

Deadline for Applications: 23rd January 2023

Interviews: 30th January 2023

Post commences: April 2023

For more info email: jobs@haverstock.camden.sch.uk

Welcome from Executive Headteacher, James Hadley

This is an incredibly exciting time to join Haverstock School to lead and shape our brand new Additional Resourced Provision (ARP) for students with autism. With a £2m investment from Camden to deliver a state of the art purpose built provision, this is a unique opportunity to shape the entire provision so that we can deliver a first class education to our first Year 7 ARP students when they join us in September 2023.



With four students joining us in Year 7 from September, the ARP will grow incrementally to its maximum number of 20 students over five years.

Haverstock has a proud history of inclusion, including the introduction of the nationally recognised 'Camden Reintegration Base' ([CRiB](#)) provision for students at risk of permanent exclusion in 2019 and the introduction of an 'Induction Base' for 85 Afghan Refugee students and a collaboration with Camden Centre for Learning's Special School and Pupil Referral unit since the start of 2022. Although you will be based at Haverstock, you will be joining a large and growing inclusion team across our three schools under the leadership of Beth Bailey, a highly skilled and experienced leader within SEND.



The appointment of the Head of the ARP will be one of the most important decisions we will take. We hope that the information in this pack leads you to be interested to apply. If you would like to find out more, tour the school or have an informal discussion in advance of applying, please contact jobs@haverstock.camden.sch.uk

Best wishes

James

About the Haverstock ARP

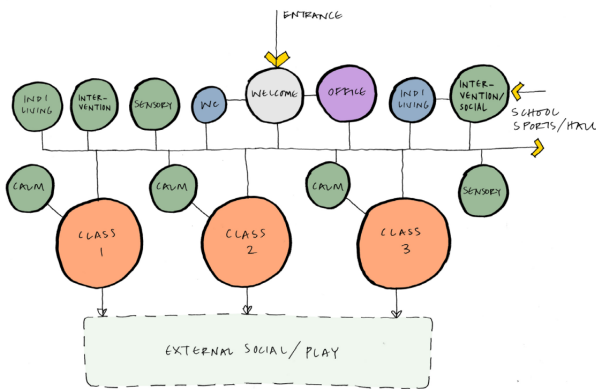
We are currently working with architects to finalise the ARP design, with construction due to commence in February. The ARP will be purpose built with the requisite teaching, sensory, therapeutic and social spaces so that our ARP students can spend circa 80% of their day within the provision.

The ARP will have a separate entrance and outdoor space, with the provision situated in a calm part of the school buildings but with the opportunity for students to access the mainstream provision where it is beneficial to them to do so.

A section of the current building will be modified in two phases, with the first phase being delivered for opening in September 2023 and the remainder delivered by 2024.

We are working closely with London Borough Camden's SEND team to design and develop the provision so that we can achieve our aims of delivering a first class education to our ARP students, which embodies Haverstock's ethos of 'Aim High, Step Forward, Be Kind'.

The Head of the ARP will commence their role at the start of the summer term and will have oversight of the development of the academic and personal development curricula and will take a lead role in appointing teachers and support staff for the provision.



Why work for us?

We are a true London school with kindness and inclusion at the centre of our ethos alongside very high aspirations for our students. Our staff are committed, hard working and warm and we work hard to support them including through a CPD offer for all staff and an early Friday finish to allow time for professional development. We value and develop our colleagues and have excellent retention as a result. Beyond this, we are a proud local authority school and work in close collaboration with all Camden schools for the benefit of all in the Camden community. If you share our values, we are sure you would enjoy working at our school.

Job Description

Job Title: Head of Additional Resource Provision (ARP)

Pay Scale: Leadership Scale (Inner London) L6-9 (£58,501 - £62,349)

Responsible for: ARP Teachers and teaching assistants

About you:

You will be an excellent practitioner with significant experience of working with children with autism. You will be keen to lead and develop a new provision within the school and see it through to success

Main Responsibilities

- To design and implement an academic and personal development curriculum that addresses the outcomes on EHCPs for students within the ARP.
- To personalise the curriculum for each student in the ARP, ensuring that there is pace and challenge, breadth of curriculum coverage and regular opportunities for assessment.
- To have regard for students' social, moral, spiritual and cultural development, including teaching about fundamental British values.
- To work closely with parents and carers to support students to move towards increasing independence as appropriate.
- With the support of the Assistant Head: Inclusion: lead, manage and effectively deploy staff and resources within the ARP.
- To work with colleagues to support curriculum development so that ARP students can successfully access mainstream provision where appropriate.
- To ensure that staff are provided with relevant information and training relating to support ARP students
- Ensure that Education and Health Care Plans (EHCPs) and other relevant documentation relating to students with SEND are regularly reviewed with students, parents and other agencies and recommendations made are implemented
- Prepare for statutory assessments and ensure that all students with a Education and Health Care Plan have a timely annual review
- To maintain appropriate relationships with parents of students with SEND and with relevant external organisations
- Support with the development and implementation of inclusive practice throughout the school and liaise with teachers across the school, including delivering appropriate training when necessary
- To ensure CEIAG benchmarks are met for students within the ARP, and support the progress of students at key transition points.

In addition to these responsibilities, the ARP Lead Teacher will:

- Promote the general progress and well-being of individual SEND students
- Identify and celebrate SEND student attainment and achievement in all aspects of school life
- Attend parent/carers evenings, information evenings and other events which the parents carers of ARP students are attending

Interacting with students, parents and staff

- Handle difficult situations and issues with sensitivity and calm ensuring you are always aware of the safeguarding of our students, data protection and the need for strict confidentiality at all times.

Other Duties

- In the event of an emergency to adhere to the office evacuation procedures and to assist with an accurate roll call.
- To assist in the promotion of the school through the sensitive dealings with children, parents and visitors at all times.
- Together with your line manager be responsible for identifying and agreeing your personal development/training needs.
- Carry out other duties as reasonably directed by your line manager.

Safeguarding Children

Display a commitment to the protection and safeguarding of children and young people in line with the 'Keeping children safe in education: information for all school and college staff' document.

Person Specification

Category	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Graduate. • Qualified Teacher Status • Experience of working with students with autism. 	<ul style="list-style-type: none"> • Evidence of Continuing Professional Development relevant to role • Post graduate qualification in SEND
Experience	<ul style="list-style-type: none"> • Experience of working with SEND young people in a school, sixth form college or FE college or in another educational setting in either a paid or voluntary capacity. • Experience of using Google Drive and SIMS. 	<ul style="list-style-type: none"> • Evidence of previous management experience. • Experience of working with external providers to enhance curriculum delivery and pastoral care for students •
Skills, knowledge and aptitude	<ul style="list-style-type: none"> • Evidence of, and interest in, the planning and delivery of Access Arrangements. • Knowledge of and commitment to providing support to SEND students in line with current legislation and best practice. • Good ICT, administrative and organisational skills. The ability to prioritise changing demands whilst managing own workload. • The ability to work flexibly as part of a team and to work cooperatively and collaboratively. • Knowledge of and commitment to strategies to ensure inclusion and equal opportunities. • Evidence of a good record of attendance and punctuality, and an ability to cope under pressure. 	<ul style="list-style-type: none"> • Excellent knowledge of the SEND code of practice • Evidence of implementing EHCPs • Knowledge and experience of school improvement planning • Knowledge and experience of monitoring, evaluation and review processes • Understanding of how to track student achievement using data and of intervention strategies to raise achievement
Personal Attributes	<ul style="list-style-type: none"> • Ability to establish inclusive, respectful, supportive and constructive relationships with young people, parents, colleagues and other stakeholders. • A “can do” attitude towards supporting the aims and ethos of Haverstock School and contributing to its success. 	<ul style="list-style-type: none"> • Energy, ambition and enthusiasm with a willingness to develop new skills.

	<ul style="list-style-type: none">• Commitment to the protection and safeguarding of children and young people.• Ability to analyse problems, reach considered judgements, resolve issues and delegate effectively	
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Haverstock is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This post will be subject to an enhanced DBS disclosure and online vetting check by the school.

ENDS