

Candidate Information Pack

Assistant Headteacher (Inclusion)



RAVENSTONE PRIMARY SCHOOL

Assistant Headteacher - Inclusion



Welcome and thank you for considering Ravenstone. I hope that this application pack gives you everything you need to consider working with us.

Ravenstone is a fantastic school. Every child that steps through the gates is welcomed into an aspirational, creative community that focuses on allowing children to flourish as individuals and reach their potential academically.

As Headteacher, I passionately believe that we should allow our children to experience a wide range of creative enrichment opportunities and develop as confident, caring individuals who excel academically and reach their full potential. It is this mixture that makes Ravenstone so special. We will not sacrifice any of these elements.

I believe that the success of a school is down to its teachers and I am proud to say that everything we focus on and do is to develop as professionals and deliver the best possible education for every child in our school. We constantly strive to improve and introduce initiatives that will inspire every pupil to achieve and become motivated individuals who can succeed in their futures.

We do everything we can to provide our pupils with the skillset to challenge the norm and become successful. Our curriculum is tailored towards the needs of the pupils and covers a wide range including high quality dance and music lessons, swimming in Years 4, 5 and 6, as well as a mastery approach to the core subjects and importantly a PSHE scheme of work that teaches our pupils to be safe, astute and add to the world that they are growing up in.

Our 2019 OFSTED inspection highlighted so many wonderful aspects of our school and clearly shows our commitment towards staff wellbeing and development. I am incredibly proud of our exceptionally talented staff who strive to get the very best out of every child. I want to continue to provide my team with the best possible career opportunities to thrive as teachers and future leaders.

Please do get in touch if I can help in any way possible.

Joe Croft





About Ravenstone

Ravenstone is a community primary school in Balham that is part of the Wandle Learning Trust. The school has served the local community for the last 100 years. We are conveniently placed for public transport links - Balham main line train and tube station is 3 minutes away with easy access to all of London, Kent, Surrey and Sussex. We also have parking available onsite. The open space of Tooting Bec Common and the vibrant Balham centre are a few minutes from the school.

School organisation

406 children are currently on roll including full-time and part-time nursery children. These are arranged in 15 classes, the nursery and our ASD base. We are a two form entry school.

School focus

We are committed to the continuous improvement of every aspect of school life for children at Ravenstone. We seek to deliver an outstanding educational experience of the highest quality for children of diverse backgrounds and abilities. Enthusiasm, enjoyment, creativity, imagination and high expectations of both pupils and staff are at the centre of a wide variety of learning activities.

Our school vision is 'Children reaching their potential in the heart of the community' and our core values are Happy, Kind, Creative, Honest, Determined and respect. We promote this in everything we do and we strive to allow our children to be confident individuals who understand themselves and will grow into well rounded adults who add to the world we live in.

As a school we focus on developing the adult as much as the child. We believe if every member of staff is the best they can possibly be while constantly looking at ways to improve then this will provide our children with an outstanding environment to learn within.

Our ultimate aim is to become outstanding and continue to become a centre of excellence within the local community and beyond.

Community

We are proud to serve and be supported by our community. We offer a vibrant and rewarding environment with a committed team of hardworking staff, supportive governors and enthusiastic parents. The children are happy and keen to learn. We pride ourselves on the friendliness, confidence and character of our children.

The partnership between school and home is very important to us. We value parental involvement and have a thriving parents' and carers' association, Friends of Ravenstone, which organises social events and raises funds for the school which are used to enhance the children's educational experience. Recently funds have been used to develop our music provision, the redevelopment of parts of the playground, the purchase of IT equipment and contributions to school trips and school journey.

We welcome volunteers from both the parent body and the local community to help in the school with reading, gardening, chess and newspaper clubs.

Everyone is encouraged to make a positive contribution to the wider community; on a local level, the school council recently organised a collection for a nearby foodbank. Looking further afield, for the last 14 years, we have had a partnership with a school in Yameriga, Ghana and Ravenstone children have been very active in supporting projects there.

Listening to pupils

The children elect representatives from each class to participate in the school council and discuss topics that are meaningful to the children. We value hearing pupils' views and opinions and present them with regular opportunities in lessons and assemblies to voice these. Such information can offer ideas on how to improve their learning experience.

We have an established peer mentoring and mediation scheme so that the trained mentors can support their peers in the playground.

Curriculum enrichment/Ravenstone Entitlement

The Ravenstone entitlement is an offer to every child in the school. This offer includes at least one external trip, one inspirational internal visit and a curriculum themed day every term. We believe that every child deserves to learn in an engaging and purposeful learning environment that inspires them to become curious and ambitious.

Ravenstone celebrates each child's participation and achievement in a wide range of activities including languages, food, art, sport, music and dance. We want all pupils to experience London's rich diversity and we organise school trips as well as visits to the school by outside speakers.

Sport is one of the cornerstones of the school's identity. We are fortunate to have a full time dedicated sports teacher and part time dance teacher and Ravenstone regularly excels in inter-school competitions. We have represented Wandsworth in athletics and swimming at the London Youth Games. Though competition is encouraged, children understand that sport is primarily undertaken for enjoyment and can be accessed by all, regardless of ability or experience.

Extra-curricular

We run a number of clubs before and after school and during lunchtimes: for example, choir, gardening, chess and newspaper club. We also have several externally-run clubs.



Kedrick Kind

Working at Ravenstone

- A focus on work life balance and managing workload
- A culture of learning together
- Additional planning/leadership release at the end of every half term and term.
- A good school on the journey to outstanding
- A school that allows for teachers to flourish and allocates a large percentage of their budget to staff development
- An exceptionally well-resourced learning environment
- An Outstanding leadership team who think differently
- Excellent professional development and career progression opportunities
- A collaborative and caring school community which is culturally diverse and inclusive
- Wonderful pupils

Wandle Learning Trust



Ravenstone became an academy in 2020 and joined the Wandle Learning Trust. This formalization of our strong working partnerships allowed for continued community collaboration and school to school to support. As part of the Wandle Learning Trust, Ravenstone has access to a network of support, fresh thinking and wider school collaboration.

Maths Hub



The London South West Maths Hub aims to support schools in seven boroughs (Wandsworth, Merton, Sutton, Kingston, Richmond, Hillingdon and Hammersmith & Fulham) through a range of national and local projects each year. The core purpose of the Hub is to engineer a school based support network to develop Mastery style teaching at all levels of education.

As a school Ravenstone has embraced the support offered by the Maths Hub and our lead teacher is a mastery specialist and works with a range of other local schools.



JOB DESCRIPTION

Position: Assistant Headteacher - Inclusion

Grade: L5 to L11

Responsible to: Headteacher

Detail

This is a post within the school's Leadership Group and is non class based but has teaching expectations such as cover and release time.

The Assistant Headteacher will be responsible for working with and supporting the Headteacher on the following key school leadership and management areas. This will involve accepting responsibility for aspects of these key area Specific Leadership duties are outlined below and these are in addition to those professional responsibilities which are required of all classroom teachers in the school as outlined by teaching standards.

Strategic direction and development of the school

To:

- Work with the Headteacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context
- Provide an example of 'excellence' as a leading practitioner and inspiring and motivating other staff
- Demonstrate high standards of personal integrity, loyalty, discretion and professionalism
- Publicly supporting all decisions of the Headteacher, Governing Body and Trust
- Carry out the duties of this post in line with the remit outlined in the School Teachers' Pay and Conditions Document including the conditions of employment
- To lead upon the inclusion and special educational needs provision across the school
- To assist the Headteacher in the organisation, management and development of the school, carrying out specific duties including responsibility for the inclusion agenda and all pupils who fall within this area (SEN, EAL, PPG etc)
- Promote a culture of inclusion within the school community where all views are valued and taken account of
- To ensure that the principles of Equal opportunities policies and school are implemented at all times
- Be deputy safeguarding lead and take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Be fully aware of and understand the duties and responsibilities in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- **Constantly strive for excellence and do everything possible to ensure all pupils across the school reaches their potential**

- Teaching and learning

To:

- Work with the Leadership Team and Headteacher to sustain high expectations and excellent practice in teaching and learning throughout the school
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community, with a particular focus on meeting the needs of children with SEND
- Develop, review systems to ensure robust evaluation of school performance, progress data and actions to

secure improvements comparable to or better than appropriate national standards

- Support the Deputy Head to lead the development and review of all aspects of the curriculum and provision mapping including planning, recording and reporting, and assessment for learning and interventions
- Be responsible with the Headteacher for ensuring that all children with specific needs are appropriately supported to access the curriculum

Leadership and management of others and whole school

To:

- Work with the Headteacher/Deputy Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development
- Lead upon Inclusion across the school (see specific duties below) Lead in Performance Management of staff and be responsible for the training and development of TAs
- Work alongside the Headteacher/Deputy Headteacher to plan out continued professional development opportunities for all staff including in all areas of inclusion
- In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plan and financial context i.e. cover supervision timetables, deployment of supply staff and Teaching Assistant's timetables and deployment
- Assist The Headteacher to build a collaborative culture which positively embraces change and progression through staff empowerment and team work
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.

Securing accountability and Excellence

To:

- Support the Headteacher, Governors and the trust in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Reflect on personal contribution to school achievements and take account of feedback from others Develop and implement systems for recording individual pupil's progress alongside the other assistant headteacher

Leadership - Specific Duties for Assistant Headteacher (Inclusion)

To:

- Have responsibility for the school's SEN and Inclusion policy; its development, maintenance and evaluation. This includes the following;
 - Ensuring that the school's policy is consistently applied throughout the school
 - Interpreting and analyse data and provide summary reports Overseeing the school's SEN register and pupil records
 - Managing a system of recording the progress of pupils on the SEN register, EAL pupils and PPG pupils,.
 - Overseeing the formal assessment process, which may result in an EHCP being drawn up and manage the annual reviews
 - To line manage the Head of our autistic hub and ensure the high standards within this specialist provision
 - Maintaining a register of Vulnerable Pupils across the school including LAC and PLAC children
 - Working with core subject leaders and class teachers setting appropriate targets for the children within inclusion (sen profiles and EHCP provision breakdown)
 - Assisting teachers in the identification of children within inclusion, advising them on appropriate strategies
 - Identifying groups of pupils and individuals who are at risk of underachieving (through analysing data) and devise strategies for raising their achievement, in partnership with others.
 - Monitoring the progress of children within inclusion and to observe and assess their progress
 - Organising induction for pupils within inclusion new to the school
 - Presenting an annual report to Governors on Inclusion.
 - Facilitating communication with all parents of EAL and other ethnic minority parents and carers, to help them understand their child's work and progress at school and ensure that their views and concerns are understood
 - Supporting the Headteacher and other colleagues in finding appropriate strategies to deal with behaviour difficulties and manage any resulting training needs
 - Monitoring and assist with the referral of children to the various support services and outside agencies and to liaise with them

Additional duties

- Deputise for the Headteacher and Deputy Head in their absence and carry out teaching duties as required
- Ensure that confidentiality is maintained

- Promote the values and achievements of the school to the community
- Assist in the preparation, implementation and monitoring of the school Self Evaluation and the School Development Plan
- Undertake such reasonable activities as the Headteacher and Governors may, from time to time require
- Identify and pursue leadership and management development opportunities (to be agreed and negotiated with the Headteacher who will give support throughout)
- Undertake any responsibilities at the discretion and direction of the Headteacher

Additional Responsibilities

This job description describes in general terms the normal duties, which the post holder will be expected to undertake. However, the job description or the duties therein may vary or be amended from time to time without changing the level of responsibility associated with this post or the grade.



Dorothy Determined

Person Specification



Qualifications	Essential	Desirable
Have achieved QTS status. Document/certificate required.	Yes	
Evidence of ongoing relevant professional development.	Yes	
SEND qualification		Yes
Experience		
Must have experience of teaching across the school.	Yes	
Experience of working in a primary school environment and respective phases.	Yes	
SENCO experience		Yes
Professional knowledge and understanding		
Must understand the expectations in the new Ofsted Framework.	Yes	
Understanding of Inclusion strategies and systems across the school	Yes	
An understanding of curriculum and pedagogical issues relating to learning and teaching.	Yes	
Classroom Practice rooted in up to date principles and guidance as well as knowledge of Equal opportunities and Inclusion.	Yes	
Knowledge of effective strategies to include, and meet the needs of, all pupils within English teaching, in particular underachieving groups of pupils, pupils with EAL and SEND.	Yes	
To have a good understanding of the needs of pupils who have recently arrived in the country and/or pupils who are vulnerable to high levels of mobility and be able to use this knowledge to inform policy and practice.	Yes	
Have a good understanding of positive effective strategies for behaviour management.	Yes	
To understand the principle of Racial Equality and Equality of Opportunity and how these may inform whole school policy.	Yes	
Evidence of knowledge and use of a range of assessment strategies to track and support pupil progress.	Yes	
To understand what is involved in the role of Child Protection Officer, including having a good understanding of up to date policy and practice.	Yes	



Professional skills and abilities	Essential	Desirable
Must be able to plan lessons effectively for all the pupils in a class, setting clear learning intentions and differentiated tasks	Yes	
Must have a basic understanding of data and tracking of pupils progress	Yes	
Use of a range of teaching styles to motivate, engage and inspire all learners.	Yes	
Ability to communicate well and work in partnership with parents and carers.	Yes	
Understanding of the EHCP process	Yes	
Understanding of the wider SEN system and ability to work with external providers, therapists and professionals to support SEN and inclusive provision	Yes	
Personal qualities		
To relish challenge	Yes	
Must be willing to and passionate for the profession	Yes	
To have a flexible approach to work who enjoys being a good team member	Yes	
To have high aspirations for their future career	Yes	
Must have good communication skills both orally and in writing	Yes	
Must be able to manage own workload effectively and respond swiftly to tight deadlines	Yes	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	Yes	
Willingness to share expertise, skills and knowledge	Yes	
Willingness to engage with and lead whole school INSET and training	Yes	
To practise equal opportunities in all aspects of the role and around the workplace in line with policy	Yes	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	Yes	



RAVENSTONE PRIMARY SCHOOL

Assistant Headteacher (Inclusion)

September 2022

Contact us:

Telephone:
0208 673 0594

Email:
Info@ravenstoneprimary.org.uk

Are you looking to move into leadership or are you already an experienced leader or SENCO? If so please do take time to come and look around and see our school in action. An exciting, none class based leadership position in a brilliant school with fantastic children and staff

If so you should apply to work at Ravenstone Primary School where you will benefit from:

- Excellent professional development and career progression opportunities.
- Strong values and relationship based approaches with a care for work life balance
- Working with highly aspirational and caring group of professionals who care deeply.
- An exceptionally well resourced learning environment.
- A caring and supportive whole school community which is culturally diverse and inclusive.

Visits are welcome and actively encouraged. Please see details below to book a slot.

To apply please download an application form via the TES and submit this to the email address below.

Completed applications should be returned by email to info@ravenstoneprimary.org.uk

School tours: Friday 6th May Please contact us to arrange a time.

Closing date: 13th May

Interviews: 23rd May

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. CVs are not accepted.