

Haverstock School



Senior Lead Learning Practitioner Recruitment Pack

Salary: L5-8 Inner London (£61,004 to £65,007)

Deadline for Applications: Monday 11th December 2023 at 9am

Interviews: Thursday 14th December

Post commences: April or September 2024.

For more info email: HR@H3Federation.org.uk

Welcome from Head of School, Katie Metselaar

Thank you for your interest in applying to work at our school. Haverstock is an inclusive, diverse and aspirational 11-18 co-educational school in the heart of Camden. Our 'Aim High, Step Forward, Be Kind' [ethos](#) is at the centre of everything that we do and we expect our colleagues to model this ethos at all times, including being fully committed to their role as a form tutor and our broader [co-curricular offer](#) to our students.



Working in a school can be incredibly challenging and to be at your best, your wellbeing and development need to be a priority for us. Teachers at Haverstock have lower timetable loadings than most schools and significantly below the statutory maximum. We also operate a centralised 'disruption free' classrooms policy in which teachers do not have to run detentions. We have an early Friday finish time of 1.15pm to allow for additional [Professional Development](#) time for all colleagues so you can feel confident that you can grow and develop with us. If you would like to find out more in advance of applying, please don't hesitate to contact jobs@haverstock.camden.sch.uk to arrange an informal discussion or visit to the school. We very much look forward to receiving your application.

Welcome from Executive Headteacher, James Hadley

Haverstock was a founding school in the recently created [H³ Federation](#), a group of three schools working together towards our aim of making H³ 'a place for all to learn and to grow'. Joining an H³ School means that you will be part of a collaborative team who work together so that our partnership of schools can provide the best possible education for every single student.



H³ is a fantastic place to grow your career, with many opportunities within and between our school and a fantastic staff continuing professional development programme. With staff wellbeing at the heart of our decision making, we believe the H3 is an ideal place to grow your career.

Aspiration and inclusion is at the core of our schools' ethos. We believe in service to our community and we are always striving to reflect and improve. If you share these values, we very much look forward to receiving your application.

Welcome from Rebekah McLean, Deputy Headteacher

I began my role as Deputy Headteacher in September 2023 and work with our Academic Leadership Team and Lead Learning practitioners to improve the quality of education at the school.



We quality assure teaching and learning using a sophisticated model based on careful review of the impact of the curriculum in each subject, including but not limited to exam outcomes. Teachers are supported to develop through a blend of whole school and personalised CPD and individual evidence based 'instructional coaching'. Our Academic Leadership Team meets regularly and works together to share best practice and improve standards with department time ring fenced each week to develop the quality of teaching and learning.

These roles are available following the internal promotion of the existing postholders and provide an exciting opportunity to develop the quality of education across the school whilst developing your knowledge and expertise of whole school leadership.

We will tailor the post according to the skills and experience of the appointed candidates. Areas of potential LLP work include:

- *Early Career Framework / Teach First Lead*
- *Instructional Coaching Lead*
- *Designing and implementing elements of the whole school CPD programme*
- *Developing the school's literacy and oracy strategy*
- *Working within your subject area to improve practice.*

We are looking for a candidate who is an excellent teacher with a passion and skill for realising the potential of other teachers. We very much look forward to receiving your application.

Job Description

Job Title: Lead Learning Practitioner

Pay Scale: Leadership Scale (Inner London) L5-8.

Reporting to: Deputy Headteacher

About you:

You will be an excellent classroom practitioner with a proven track record of success in raising standards and innovation with a strong desire to develop others to achieve high standards.

Job purpose:

- To contribute to the formulation, implementation and vision for teaching and learning across the school as part of the teaching and learning team.
- To take the lead on aspects of whole school strategy to improve the quality of education.
- Support with the development of practice of others within your subject area and whole school including delivering training to colleagues.
- To line manage staff as appropriate

Curriculum

- Plan lessons independently and collaboratively with colleagues.
- To work with other members of the Teaching and Learning team in order to embed teaching across the school that is effective in raising standards.

People Management and Staff Development

- Participate and lead in the mentoring of teachers in training, assist teachers experiencing difficulties and ensure those receiving support develop sustainable practice.
- Advise on the provision of in-service training, lead groups of staff in continual professional development activities in area of expertise and evaluate outcomes.
- Deliver professional learning to groups of all sizes including whole staff training.
- To support SLT in all aspects of improving teaching and learning as appropriate.

- Support with the performance management and the implementation of policies and procedures, in line with the school's performance management policy.
- To liaise with the SLT on all matters concerning recruitment and retention of staff, including participation in any interview process to ensure recruitment of high quality personnel.

Operational/Strategic Planning

- Engage in outreach activities on a local and national level as appropriate and needed.
- To support with rigorous self-evaluation of performance in relation to teaching and learning.

Quality Assurance

- Observe lessons across the school informally and formally, feedback to teachers and set appropriate targets; hold staff to account for those targets. To ensure that challenging targets for achievement are set, communicated to staff and students and that all staff work positively towards reaching them.
- To be accountable for ensuring rigorous and effective systems of self-evaluation and review are carried out in line with school policy and that information collected through the process is used to make changes that will impact positively on student achievement.

Management of Information

- To make use of analysis and evaluate performance data provided in comparison with school, local and national performance.
- To identify and take appropriate action on issues arising from evaluation of data, setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle, including for governors when requested.

Communications

- Ensure effective communication/consultation as appropriate with the parents/carers of students.
- To communicate with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external agencies as appropriate.
- To attend and contribute to regular meetings of the Teaching and Learning team and other meetings as appropriate.

Management of Resources

- To ensure the school's health and safety policies and practices, including risk assessments, are in line with national requirements and are updated where necessary.

Pastoral Leadership

- To support to ensure that the Behaviour Management system is implemented consistently in the Faculty, so that effective learning can take place.

- To contribute to and implement the school's policy on rewards and support taking responsibility for student behaviour.

Teaching

- To deliver lessons that are an example of model practice within your subject which ensure that all students make exceptional progress.
- Have an open door policy for observations at all times.
- To undertake an appropriate programme of teaching in accordance with the duties of a qualified teacher.
- To plan and prepare courses and lessons in line with school policy.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure a high quality learning experience for students, which meets internal and external quality standards.
- To prepare and update curriculum materials.
- To ensure effective and efficient deployment of classroom support
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, Faculty and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the school and elsewhere.

School Ethos

- To support whole school priorities and targets for the Faculty.
- Develop a vision, create an action plan and build momentum around an agreed whole school responsibility.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its aims and ethos and to encourage staff and students to follow this example.
- To adhere to the school's Dress Code.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.
- To fully adhere to DfE Guidance "Keeping Children Safe in Education" Policy and other statutory policies as appropriate.

Line Management

- The line manager will be identified on appointment and will carry out the post holder's performance appraisal. Line management might change as a result of staff changes/post changes.
- Formal line management meetings will take place at the request of either the line manager or the post holder.

Other

- To take on any additional duties as requested by the SLT, and appropriate to a member of staff on the leadership scale.
- This is a job description only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment, after consultation with the post holder.
- Haverstock School and its Governing Body are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation
- The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Safeguarding Children

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and ensure compliance with the Safeguarding Policy at all times.

Person Specification

Category	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> ● Graduate (with a good degree). ● Qualified Teacher Status ● Evidence of appropriate professional development 	<ul style="list-style-type: none"> ● Evidence of Continuing Professional Development relevant to role ● Leadership Qualification
Experience	<ul style="list-style-type: none"> ● A proven track record of delivering excellent teaching and outcomes for students. ● Good understanding of creative whole school strategies to raise achievement. ● Experience of using MS Word, Excel and SIMS. 	<ul style="list-style-type: none"> ● Experience of successful Middle Leadership. ● Experience of working in an urban complex school.
Skills, knowledge and aptitude	<ul style="list-style-type: none"> ● Exceptional classroom practitioner. ● Deep interest in and commitment to enhancing pedagogy within own practice and others. ● Excellent oral and written communication skills ● Emotional Intelligence ● Strong interpersonal skills ● Capacity for hard work and highly effective time management ● The ability to prioritise changing demands whilst managing own workload. ● The ability to lead, challenge and support 	<ul style="list-style-type: none"> ● Knowledge and experience of delivering staff training successfully. ● The ability to work flexibly as part of a team and to work cooperatively and collaboratively. ● Ability to manage work-life balance and own well-being. ● Ambition to progress Senior Leadership.

	<p>others,</p> <ul style="list-style-type: none"> • Good ICT, administrative and organisational skills. • Evidence of a good record of attendance and punctuality, and an ability to cope under pressure. 	
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. • Sensitivity and empathy towards others. • Self-motivation and initiative. • Commitment to the protection and safeguarding of children and young people. • Awareness of and commitment to equal opportunities and valuing diversity. • Sense of humour. 	<ul style="list-style-type: none"> • Energy, ambition and enthusiasm with a willingness to develop new skills. • Flexibility and desire to adapt to different role and tasks.

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.

November 2023