

STANLEY PARK HIGH



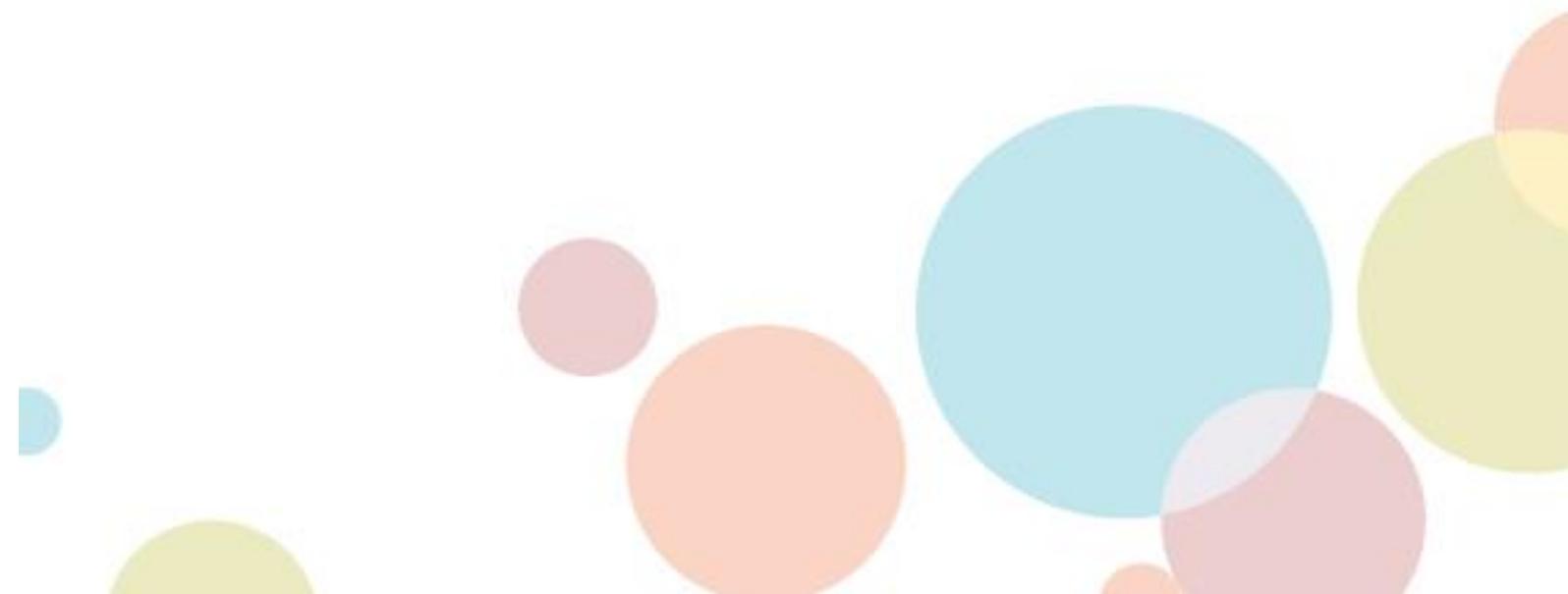
**PROGRESS LEADER / AUTISM PRACTITIONER –
HORIZON SCHOOL**

Recruitment Information Pack



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Dear Candidate

Thank you very much for your enquiry regarding the position of **Progress Leader / Autism Practitioner – Horizon School** at Stanley Park High. This key position has recently become available and the Governing Body, together with the students, parents and staff, are seeking a talented individual who has the qualities to *'Ignite a Passion for Learning'*.

Stanley Park High is a successful, mixed school for students aged 11 to 19, which is truly comprehensive by nature. Our goal is to help young people develop the skills, knowledge and qualifications they need to become adults we can be proud of in the future.

We are a **unique** school, and we continue to be innovative in our approach to education. Through the provision of a nationally recognised, award-winning curriculum, high quality learning and teaching and a range of opportunities beyond the classroom, we believe our students can achieve their true potential.

At Stanley Park High, **relationships** are at the heart of what we do. Our small schools approach allows all students to develop excellent relationships with staff and fellow students, and we believe this is critical to aid learning and success in the future.

We have an **exceptional** team of dedicated staff who are fully committed to our students' wellbeing, achievement, attainment and progress in all areas. In addition to this, our outstanding facilities create an inspirational learning environment in which all students thrive.

We very much look forward to receiving your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Amit Amin', written over a horizontal line.

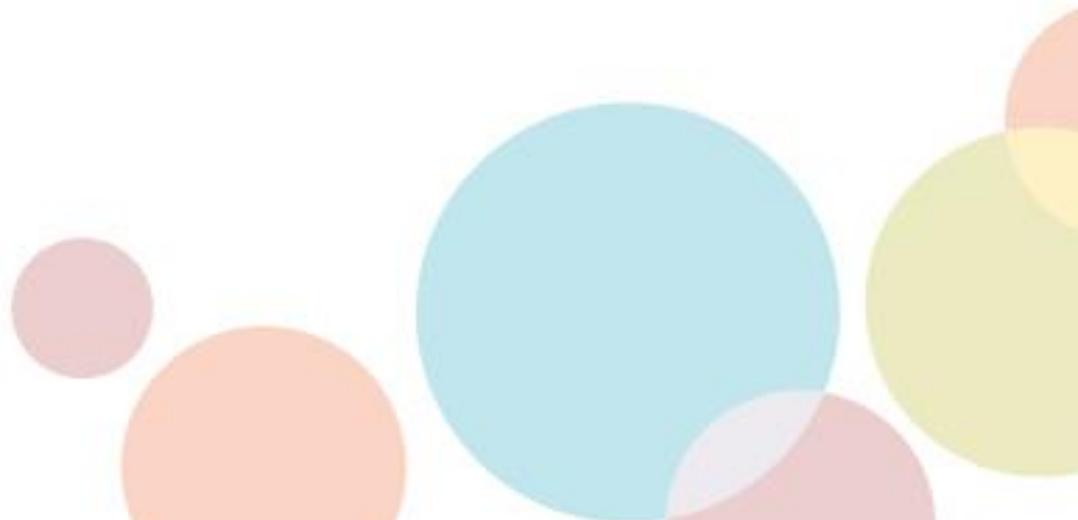
Mr Amit Amin
Acting Headteacher

VISION

Igniting a Passion for Learning

Every member of Stanley Park High will have:

- Ambition, commitment, resilience and perseverance
- Confidence to take risks
- An ability to organise and present themselves effectively
- Intellectual curiosity
- Imagination and creativity
- Initiative and self-motivation to learn independently and with others
- Optimism for a future in a rapidly changing world



APPLICATION PROCESS

We hope that this application pack and our website www.stanleyparkhigh.org.uk 'Ignites a Passion' sufficiently in you that you feel it important to apply for this post.

Please visit our website for an application form. Please ensure that you respond fully to the Person Specification and that your Personal Statement does not exceed two sides of A4 Arial Size 10. Our preferred method of application is by email to recruitment@stanleyparkhigh.org.uk

If you have not heard from us within 2 weeks of the closing date, please assume your application has been unsuccessful.

Visits to the school are most welcome – please email (address below) to arrange a suitable time.

If you have any questions regarding any aspect of the application process or need additional information please contact Miss Horrigan on recruitment@stanleyparkhigh.org.uk

Closing date for receipt of applications: Tuesday, 23 April 2019

Interviews to be held week commencing: 6 May 2019



PROGRESS LEADER / AUTISM PRACTITIONER – HORIZON SCHOOL

Required for September 2019

Main/Upper Pay Range (Outer London Area)

TLR 1.2 (£9,459) available for suitably experienced candidate

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At Stanley Park High, relationships are at the heart of what we do. Our small schools approach allows all students to develop excellent relationships with staff and fellow students, and we believe this is critical to aid learning and success in the future.

We are seeking an enthusiastic and conscientious Progress Leader/Lead Practitioner with experience of working with and teaching students with ASC to join our highly successful and supportive Ignis team, based in our Horizon Opportunity Base.

Horizon offers a fully equipped environment for supporting students with an ASC, which includes specialist classrooms, social areas, sensory room, bedsit, IT suite, its own playground and secure drop-off area for taxis and parents. Students also have access to all of the state of the art facilities that are available in the mainstream part of the school.

The successful candidate will:

- Have experience of working with students with ASC in either mainstream, an opportunity base or special school
- Ignite a Passion for Learning in all our students
- Be creative and dynamic in the classroom at all key stages
- Be forward thinking and inspirational
- Have the skills to form excellent working relationships with all individuals

Our preferred method of application is by email to recruitment@stanleyparkhigh.org.uk

Stanley Park High is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, medical clearance and enhanced checks carried out by the Disclosure and Barring Service.



JOB DESCRIPTION

Job title: Progress Leader/ Autism Practitioner – Horizon School
Scale: Common Pay Spine
TLR: 1.2
Responsible to: Head of Horizon School

You are required to carry out the duties of a school teacher in accordance with the provisions of the School Teachers' Pay and Conditions Document.

Purpose of post

- To support the Head of Horizon by working with individual pupils, groups, staff, senior leaders and other agencies in raising the achievement of students across Horizon School.
- To support the Head of School to ensure continuous improvement in the quality of learning and teaching across Horizon School.
- To work alongside the Head of Horizon School to routinely analyse school data (including behaviour, attendance and progress data) to assess the needs of all students within Horizon School and collate and share this information with all key stakeholders.
- To raise standards of student progress through targeted intervention and support within Horizon School.
- To shadow and observe students to identify need in lessons as appropriate.
- To promote the ethos of both Horizon School and Stanley Park High.
- To satisfy the aims of the school through the monitoring and implementation of the policies of the governing body.
- To oversee the progress of all students in Ignis and Aqua.

Leadership

This post will:

- Have line management responsibility for the Horizon form tutors.
- Develop and lead the Horizon tutor programme.
- Have Performance Management responsibilities for an identified group of staff
- Lead staff training on Autism, and comorbid conditions, in addressing specific needs, and to contribute to the school's induction of new staff.
- Raise achievement of students through the co-ordination and monitoring of provision for students to meet their needs within their EHCPs.
- Lead high expectations of behaviour across Horizon School and support students with management of their emotions.
- Lead the provision of regular feedback on the progress of students to the Head of School with responsibility for Data/Progress.
- Lead the analysis and dissemination of students' data in a school.
- Lead the tracking processes and develop appropriate intervention strategies in place including differentiation in lessons to ensure that all students achieve their potential.
- Lead the liaison with the team to ensure that a complete picture of every student in Horizon School is established and disseminated to all relevant members of the community.

Development and monitoring of provision to meet student need

- To lead Review Meetings, liaise with students and parents to work collaboratively to set realistic and achievable targets and review these targets for impact.
- To participate in RAG meetings to support identification of need and providing a range of strategies that can be implemented and monitored
- To make referrals to relevant agencies and services, where necessary, in conjunction with the Head of Horizon.
- To develop and oversee Student Profiles which contain appropriate strategies to support the student and ensure that this is communicated with the student, parent and key staff. To advise support classroom teachers when implementing these strategies.
- To develop and oversee track-through records and systems which enable the routine analysis of school data to monitor and evaluate impact of the interventions and modify as appropriate. This ensures that the entitlement of a student can be reported as appropriate to student, parent, key staff, Governors, external agencies etc.

Exam Access Arrangements

- To ensure additional Exam Access Arrangements, through liaison with tutors, are in place for Ignis and Aqua students and passed on to the SENCo.

Alongside the Head of Horizon School

- To co-ordinate and map the provision of intervention and deploy resources (including LSAs) effectively. The programme may encompass breakfast sessions, lunch sessions, after school sessions, use of tutor time, withdrawal from lessons and may include additional development of Saturday or holiday intensive support programmes as required.
- To routinely monitor and review the provision using track-through evidence to ensure impact is made upon student progress.
- To provide targeted support to enhance learning and improve attainment. This may take the form of withdrawal from lessons to focus on skills to learn individually or in a small group or providing in-class support of students. It may include supporting a physical need, such as ensuring students have facilitated access to the lifts etc.
- To train and support the Learning Support Assistants to ensure they are competent to deliver quality support and intervention.
- To liaise with external agencies, including Local Authority Teams, to seek advice, research and utilise a range of activities, courses, organisations and professional bodies to enhance the provision for students.
- To develop and oversee in-house programmes which include literacy and numeracy programmes, handwriting programmes, self-esteem programmes etc.
- To assist the Head of Horizon to manage the budget to develop an effective provision of support and develop management of resources.

Management

This post will support the Head of Horizon School to establish procedures that;

- Promote a positive ethos and a safe environment in which the highest achievements are expected from all members of the school community.
- Promote good order, discipline and high morale throughout the school community.
- Create and maintain excellent working relationships among all members of the school community through effective communication.
- Ensure that resources are effectively managed and monitored.
- Development of enrichment curriculum.

Support for the School

- To ensure a good knowledge of the whole school calendar and forthcoming events by reading the Headteachers' Bulletin, MLE and weekly briefing notice and liaising with appropriate staff in advance of events
- To attend, where appropriate, whole school events
- To ensure all students have equal opportunities to learn and develop
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person
- To recognise own strengths and areas of specialist expertise and use these to advise and support others
- To contribute to the vision and ethos of the school
- To appreciate and support the role of other professionals
- To attend relevant meetings as required
- To participate in training and other learning activities and performance management as required
- To carry out other duties as may be reasonably requested by the Senior Leadership Team/Line Manager

Equal Opportunities

This person will, at all times, carry out the duties and responsibilities of the post with due regard to the school's equal opportunities policies.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.



PERSON SPECIFICATION

PROGRESS LEADER / AUTISM PRACTITIONER – HORIZON SCHOOL

Please state, on the application form, in numerical order, how you meet the following selection criteria. Candidates will be shortlisted entirely on the basis of the extent to which they meet the criteria in their application form. Please ensure that you address every aspect, in turn, and number them under each heading. **All elements are essential unless otherwise stated.** Where 'desirable' is stated, only comment if you have the appropriate skills or experience. **Please ensure that your supporting statement is no more than two pages of typed A4.**

	Method of assessment
Qualifications and Experience	
1. Qualified Teacher Status	I/A/C
2. Evidence of experience of working with/teaching students with ASC	I/A
3. Evidence of the potential to be an outstanding practitioner	I/A
4. Evidence of raising achievement for all groups of students	I/A
5. Evidence of experience as a Form Tutor	I/A
6. Experience of Annual Reviews and referrals	I/A
Skills, Knowledge and Understanding	
7. To be able to 'Ignite a Passion for Learning' in all students	I/A
8. To be committed to your lessons and facilitate high quality learning	I/A
9. To be very well organised and produce high quality work that meets all deadlines	I/A
10. To be able to present yourself very effectively, in both speaking and writing	I/A
	I/A
Personal Qualities	
11. Be ambitious and have high expectations of yourself and all students	
12. Be able to demonstrate strong resilience in the face of adversity	I/A
13. Be able to persevere to achieve the best possible outcome	I/A
14. Be intellectually curious and keen to learn alongside students	I/A
15. Be able to use your imagination and be a profound thinker	I/A
16. Be creative – develop new ideas/solutions that have real value	I/A
17. Be motivated to use your initiative – be an excellent self-starter	I/A
18. Be optimistic by nature	I/A

Key: A = Application, I = Interview and assessment, R = Reference, C = Certificate

Stanley Park High
Damson Way, Carshalton, Surrey, SM5 4NS
020 8647 5842
recruitment@stanleyparkhigh.org.uk
www.stanleyparkhigh.co.uk

*Stanley Park High is part of Academies of Inspiration: a company limited by guarantee
Registered in England: Company Number: 08349962
Registered Office: Damson Way, Carshalton, Surrey SM5 4NS*

