



Head of Centre / Deputy Headteacher

New River College Medical PRU

Closing date: midnight 16th May 2021; Job reference NRC/748

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About us

The medical PRU is a short term, transitional education service which caters for students who are unable to attend school because of their medical needs. Classroom-based teaching is provided at the Whittington Hospital and at 'The Lodge', based at New River College's Elthorne Road site. Islington residents who have been referred by a consultant and the Securing Education Board (SEB) are also eligible for home teaching. Pupils taught at the Whittington Hospital site are short stay, with an average admission of two to three days. Pupils receiving home tuition and those at The Lodge all have longer term illnesses, with the majority of pupils at The Lodge having special educational needs and being under the care of Child and Adolescent Mental Health Services (CAMHS).

The majority of our teaching is personalised and differentiated and teachers in the medical PRU are very adept at meeting individual needs. The service, which works closely with New River College, consists of teachers, a Careers and Work Experience Officer, Safer Schools Officer, School Nurse, CAMHS (Child And Adolescent Mental Health) professionals, Education Welfare Officer, Educational Psychologist and SENCO (Special Educational Needs Co-ordinator).



A culture of high expectations for pupils to learn exists in all areas of the school's work. Pupils rapidly improve their self-confidence and acquire attitudes that are far more positive than when they first arrive. As a result, all groups of pupils make excellent progress from their starting points. ”

(Ofsted July 2016)



Vision and Values

We achieve this by:

- Educating and supporting all pupils to learn
- Providing a safe, nurturing and supportive environment
- Making sure all pupils have the skills to return to mainstream education or to access their next steps in learning
- Working in partnership with others, especially Islington schools

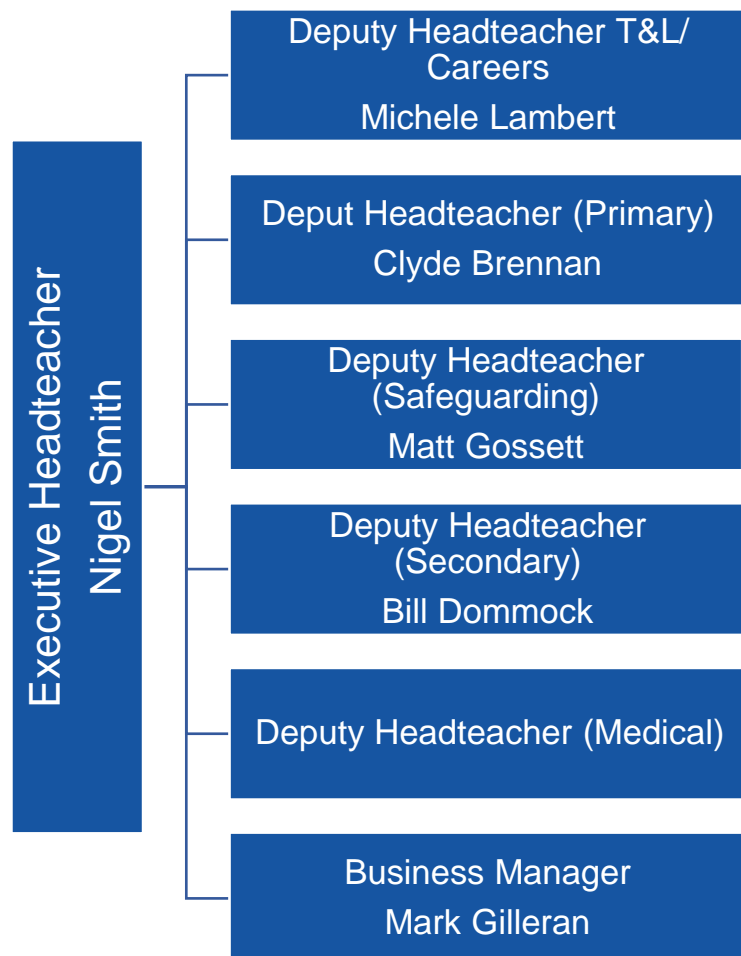
“The leadership team has maintained the outstanding quality of education in the school since the last inspection.”

(Ofsted July 2016)



New River, New Start

Structure chart



<http://newrivercollege.co.uk/staff-2/>

Advert

Head of Centre / Deputy Headteacher

- **Salary Grade Range:** Leadership Pay Scale, Spinal Points L10 – L14
- **Actual Salary Range:** £60,701 - £66,114 per annum
- **Contract Status:** Full Time, Permanent
- **Required for September 2021**

This is a fantastic opportunity for an exceptional and aspiring school leader who is looking for a new challenge and has a flexible approach, to join a committed team at New River College.

New River College is looking to appoint a Head of Centre/Deputy Headteacher to be responsible for the leadership and management of New River College Medical, based at Elthorne Road and the Whittington Hospital Classroom. The postholder will oversee the implementation of effective policies and procedures that support high standards of educational achievement for our pupils. The role will include all aspects of self-evaluation, curriculum delivery and management of teachers and support staff in relation to teaching and learning activities.

We are looking for the right person who relishes a challenge, who has the ability to engage children with complex social, emotional and mental health needs (SEMH) and who wants to contribute to the lives of children and young people with drive and passion. We particularly welcome applications from those from a black or ethnic minority background.

The successful applicant will have at least five years successful secondary or primary phase teaching experience as well as a proven track record of leading teaching and learning within a secondary, primary or Alternative Provision establishment.

New River College comprises of three pupil referral units in Islington (primary, secondary and medical), for pupils with social, emotional and mental health challenges (SEMH). We teach children and young people aged five to sixteen years old who have been permanently excluded or participate in our preventative programmes to address their behaviour, and children and young people with complex SEMH or medical needs. New River College is split across four sites so a willingness to work across multiple sites is essential.

For an informal discussion about the post or to arrange a visit please contact Nigel Smith, Executive Headteacher on 020 7504 0534 option 2 / nigel.smith@nrc.islington.sch.uk

Closing date: **Midnight, Sunday 16th May 2021**

Shortlisting: **Monday 17th May 2021**

Interviews: **Tuesday, 25th May 2021 & Thursday, 27th May 2021**

New River College is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check will be required. Also, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to declare.

Thinking of a

role to further your
education career?

Are you ready for a
new challenge?

New River College
can provide both.

Job Description

POSITION: Head of Centre / Deputy Head (Medical)

GRADE: Leadership Scale, L10 - L14

RESPONSIBLE TO: Executive Headteacher

RESPONSIBLE FOR: Designated teachers and support staff

PURPOSE OF THE POST

The purpose of the post is to ensure each New River College site has a co-ordinated programme of support to enable high quality teaching and learning to take place and achieve the highest possible standards and outcomes for the pupils at New River College.

The postholder is responsible for the leadership and management of Teaching and Learning across the NRC Medical PRUs in partnership with the Deputy Headteacher for Teaching and Learning and for the implementation of effective policies and procedures that support the high standards of educational achievement of pupils who may be statemented or have Education, Health and Care Plans, transitioning from Tier 4 care, excluded or at risk of exclusion from school. The Head of Centre / Deputy Head will oversee all aspects of self-evaluation, curriculum delivery and manage a team of teachers and support staff at the NRC Medical site and the Hospital Classroom provision on the Ifor Ward, Whittington Hospital.

The postholder will be a member of the Leadership Team of New River College and will work to assist the Executive Headteacher of the PRUs in developing policy and practice across New River College.

REQUIREMENTS OF THE POST

The postholder is required to carry out the duties of a teacher as set out in the School Teacher's Pay and Conditions and such specific duties that form part of this job description.

The postholder is responsible to the Executive Headteacher for supporting the general good order and discipline of New River College, and the implementation of all policies. All staff are expected to have a clear understanding of the aims, objectives and ethos of New River College and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of New River College be seen as inter-related.

MAIN DUTIES

1. To take responsibility for the leadership and management of preventative programmes. This will include ensuring provision appropriate to the needs of young people including those with Education, Health and Care Plans and transitioning from Tier 4 provision placed at New River College. It is essential that the academic and pastoral frameworks of NRC are seen as inter-related and are of a high quality.
2. To have responsibility for the day-to-day line management of a staff team comprising teachers and support staff. To meet with them regularly to

- monitor the implementation of the Preventative Programme aims and procedures, and to evaluate their performance.
3. To sustain a close connection with, and knowledge of new relevant projects, schemes of work, types of approaches and perspectives on the approach to and management of emotional, social and behavioural difficulties. To be prepared, under the direction of the Headteacher and in collaboration with colleagues, to assess and evaluate innovative projects and alternative curriculum options to meet the needs of pupils.
 4. With the Executive Headteacher, to take a leading role on the development of policy, the New River College Development Plan, OfSTED action plans and all matters relating to self-evaluation including monitoring and tracking pupil achievement, and teaching and learning.
 5. To support colleagues to develop and implement young people's individual or personal learning plans, incorporating target setting and ensuring all pupils progress at expected rates and achieve relevant qualifications according to their level.
 6. To effectively liaise with schools and supervise staff around developing preventative programmes for pupils at risk of exclusion.
 7. To attend meetings in schools and develop good working relationships with them.
 8. To manage and oversee the transition and reintegration process of pupils into mainstream schools or other settings.
 9. To develop the outreach skills of staff to enable early identification of pupils at risk.
 10. To oversee the assessment of pupils arriving via Securing Education Board or those permanently excluded, and to liaise with the Inclusion Manager and Head of Centre / Deputy Head (Safeguarding and Pastoral) to determine the appropriate PRU pathways.
 11. To attend the Securing Education Board and provide information to it where necessary.
 12. To ensure rigorous monitoring and evaluation systems are established to identify and analyse outcomes for young people. This will include implementation of the Common Arrangement Framework and multi-agency intervention through a Team Around the Child and lead professional arrangements.
 13. To co-ordinate and oversee all aspects relating to curriculum development and the delivery of a broad, balanced and creative curriculum, including PSHE and Citizenship, tailored to the needs of this group and to ensure that pupils receive their entitlement to Information, Advice and Guidance.
 14. To ensure a timetable is established and implemented that includes regular community meetings, Team Around the Child meetings, staff meetings and staff supervisory duties.
 15. To ensure the maintenance of discipline, ethos and attendance, and the implementation of relevant good practice.
 16. To attend NRC leadership team meetings and all organised meetings within the College cycle, including referral and review meetings.

17. To be responsible for overseeing and monitoring Children Looked After who attend the sites and to liaise with the Head of the Virtual School for Children Looked After.
18. To take responsibility for aspects of documentation and statistical data as delegated by the Executive Headteacher.
19. To be responsible for the use and allocation of a delegated budget for curriculum provision and to provide budget monitoring reports to the Executive Headteacher and Business Manager in regular budget meetings.
20. To ensure a comprehensive structure for regular team meetings, day-to-day line management, supervision, performance management and development for all staff, including awareness of training needs.
21. To lead professional development of the staff through example and support and co-ordinate the provision of high quality professional development by methods such as coaching.
22. To participate in the selection and recruitment of staff as required and to co-ordinate and oversee all matters relating to the induction of new staff.
23. To ensure effective liaison with the full range of parties and agencies in support of raising achievement and outcomes for young people.
24. To liaise effectively and work closely with parents/carers of young people, ensuring parents/carers receive reports in line with statutory requirements for reporting to parents.
25. To prepare reports for the New River College Management Committee and attend meetings as required.
26. To work with the Executive Headteacher on matters of staff discipline, capability and sickness procedures and take responsibility for investigations as may be necessary.

PERSONAL RESPONSIBILITIES

- To carry out the duties and responsibilities of the post, in accordance with New River College's Health and Safety Policy and relevant Health and Safety guidance and legislation.
- To promote the safeguarding of children and be a designated safeguarding lead for NRC.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To participate in performance management and undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

PERFORMANCE STANDARDS

- To ensure that all services within the areas of responsibility are provided in accordance with New River College's commitment to high quality service provision.
- To ensure that New River College policies and customer care standards are met and adhered to.
- At all times to carry out the responsibilities of the post with due regard to New River College's Equal Opportunities policy.

NOTE: This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Job descriptions will be reviewed annually by the management committee / governing body and may be changed after appropriate consultation.

Person Specification

POSITION: Head of Centre / Deputy Headteacher

GRADE: L10 - L14

ESSENTIAL CRITERIA

EDUCATION AND EXPERIENCE

- E.1 Qualified teacher status and at least 5 years successful secondary phase teaching.
- E.2 A Special Educational Needs qualification or relevant experience in the area of challenging behaviour.
- E.3 Experience in leadership at middle / senior management / whole school / PRU level.
- E.4 Evidence of continuing professional development.

SKILLS, KNOWLEDGE AND ABILITIES

- E.5 A thorough understanding of current methods and good practice in managing the needs of pupils with complex emotional, social and mental health difficulties including depression, anxiety, self-harm and suicidal ideation.
- E.6 Evidence of clear view about future developments of area of responsibility in a school or PRU, and an ability to manage change.
- E.7 Evidence of knowledge and understanding of effective record keeping, and its use to promote the educational and personal development of all children within a school or PRU.
- E.8 An understanding of national and local developments in the area of social inclusion, in particular Team Around the Child approaches.
- E.9 An understanding of outreach work in schools.
- E.10 Experience of innovating and leading projects to completion.
- E.11 Ability to establish and implement appropriate target setting and monitoring procedures, and evaluate outcomes.
- E.12 Experience of developing and maintaining systems to support discipline and a positive work ethos.
- E.13 Experience of developing and maintaining systems to support effective self-evaluation.

- E.14 Evidence of raising standards and the attainment of pupils.
- E.15 Proven ability in managing a budget.
- E.16 Ability to motivate colleagues and pupils through a positive and professional attitude.
- E.17 Ability to form and maintain appropriate relationships with children and young people presenting with emotional, social and mental health difficulties.
- E.18 Ability to build effective working relationships within education and across agencies.
- E.19 Capacity to provide clear leadership and strategic direction and to secure staff commitment.
- E.20 Ability to support and professionally challenge colleagues.
- E.21 Strong interpersonal skills and an ability to communicate clearly both orally and in writing.
- E.22 Ability to use key aspects of ICT to present data.
- E.23 Excellent behaviour management skills based on a firm but empathetic approach with pupils.
- E.24 Demonstrable commitment to inclusive education.
- E.25 Capacity to work under pressure, to meet deadlines and prioritise competing demands.
- E.26 Capacity to work flexibly and to adapt to the changing needs of the New River College and the PRU.
- E.27 Excellent attendance and punctuality.
- E.28 Ability to work as part of a team.
- E.29 A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.
- E.30 A commitment to deliver services with the framework of New River College's equal opportunities policy.

How to apply

Application Deadline

Completed application forms must be received by **Midnight, 16th May 2021**.

To apply

Please apply online at www.islington.gov.uk/jobs. If you need any assistance, please contact Schools HR at schoolsrecruitment@islington.gov.uk quoting reference **NRC/748**.

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are available as attachment within the job listing. Please refer to those before submitting your application.

Shortlisting and selection procedure

The shortlisting and selection will be made by a panel of senior leaders. Shortlisted candidates will be notified immediately after shortlisting has taken place and will be provided with further information on the selection process. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are 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.

Additional

CVs will not be accepted.



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<http://newrivercollege.co.uk/contact/>