



“Leaders have developed a curriculum that is broad, interesting and varied. Pupils develop their knowledge and skills well as they move through the school. By the end of Year 6, pupils achieve high standards in reading. They also do well in writing and in mathematics.”

OFSTED November 2019.

Application Pack

Assistant Headteacher (Inclusion)

September 2021



The Raglan Schools



The Raglan Schools

Dear Colleague

Thank you for taking an interest in this vacancy at The Raglan Schools, a large federation of Raglan Infant and Junior Schools. Both schools continue to be 'good' as judged by OfSTED in 2018 (Infants) and 2019 (Juniors). Although officially they are separate schools, they work closely together like a primary school under one Leadership Team.

The Assistant Headteacher for Inclusion is a key member of the Leadership Team and works closely with other leaders and staff to ensure that we have the best provision for those who need support. Raglan's demography has changed over the last 5 years, which has thrown a spotlight on how inclusive our school is and the support needed for all our pupils. The Assistant Headteacher heads up an Inclusion team including a SENDCo and the relationship here is crucial to creating a consistent approach. We have a large team of teaching assistants and ensuring they have good training and professional development is a key part of the role. Beyond SEND, the AHT also leads on Looked After and Post Looked After, EAL, Pupil Premium and Able, Gifted and Talented. There are teachers who also support some of these areas.

On a personal note, your professional development is important. Whatever stage you are at, we will develop your skills, expertise and knowledge so you can achieve your goals.

I hope you will consider this position and to look further at our website and also come and visit our school. If you would like an informal discussion, then please get in touch.

Regards

Martin Kelsey **Headteacher**





The Raglan Schools

Advert

Assistant Headteacher

L8-L12 Outer London (£53,499 - £58,688)

Permanent Post / September 2021 Start

Raglan is a Federation of Raglan Infant School (including nursery) and Raglan Junior School with 930 pupils across the schools. Both schools are “**Good**” led by a single Headteacher, Leadership Team and Governing Body.

We are looking for a dynamic and effective inclusion leader to undertake the role of Assistant Headteacher, working as a key member of the Leadership Team across both schools. This role is not class based and offers a good opportunity for a SENDCo or Inclusion Leader with proven skills and abilities to share their expertise and help our schools develop further.

They will lead on all aspects of Inclusion, developing and supporting staff and ensuring that our provision is of a high standard. Fundamentally, the AHT for Inclusion needs to be an excellent practitioner, able to guide and support staff to support those with additional needs.

The Raglan Schools offers:

- Two spacious and well-resourced schools with plenty of grounds and outdoor space;
- A central location within Enfield with good transport links including rail;
- 930 keen and enthusiastic pupils from a range of backgrounds;
- A welcoming team of staff and governors;
- A supportive school leadership team;
- Professional development and opportunities to develop your skills.

The ideal person for the role will be :

- An excellent primary practitioner;
- Practiced across the primary phase including EYFS;
- Knowledgeable about inclusion, especially SEND;
- A good communicator, trainer and coach;
- Able to develop good relationships with parents.



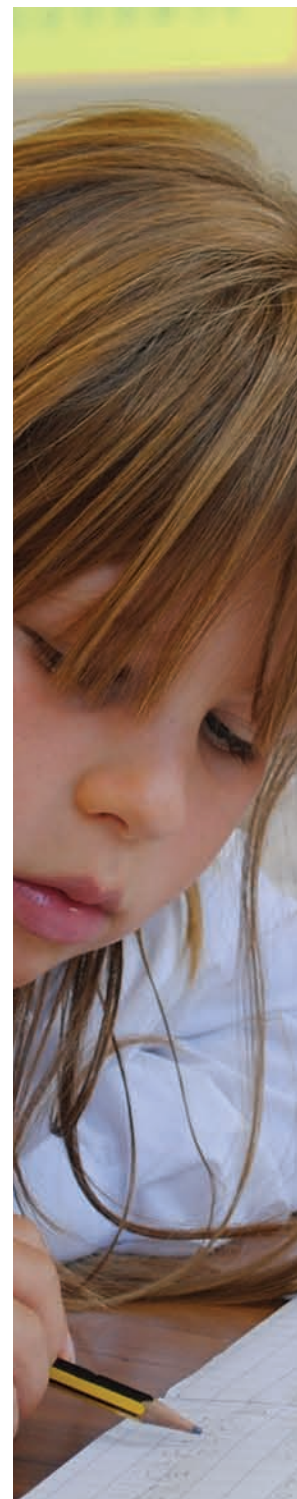


The Raglan Schools

Advert *continues*

Applications should be sent by **Friday 19th March 2021 (12 noon)** This should also include a supporting statement or letter (maximum 2 sides) referring to the person specification. For a copy of the pack please visit **www.raglanschools.org** This post is being re-advertised, as the previous successful candidate withdrew before starting the post. We are unable to accommodate visits under the current lockdown, but will have some virtual sessions for you to join online or you can arrange an informal discussion with the Deputy or Head Teacher. Details can be found on our website. For any enquiries, please contact Emma at **jobs@raglanschools.org**

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. We follow safer recruitment practice and appointments are subject to satisfactory DBS certification and references.





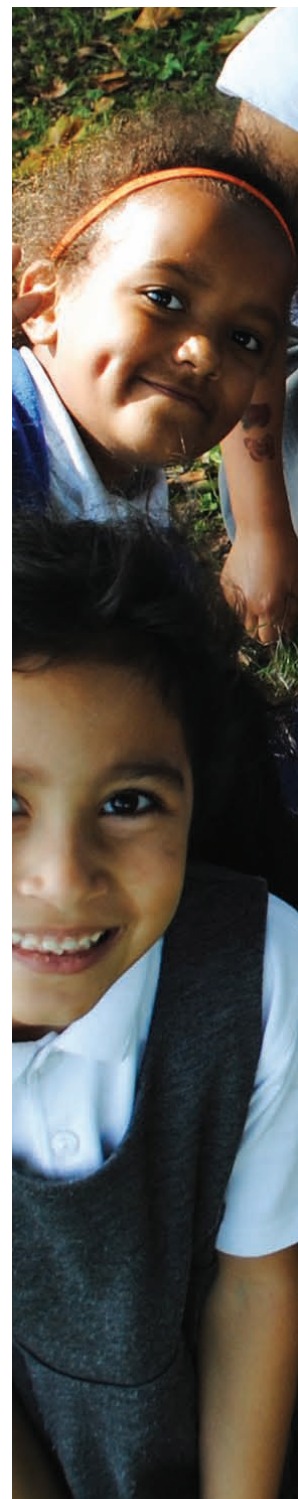
The Raglan Schools

Appointment Process

Assistant Headteacher

1. This is a permanent position from September 2021 following the retirement of the post holder.
2. This post is being re-advertised as the previous successful candidate withdrew before starting the post.
3. The pay range is L8-L12 on the Outer London scale (£53,499-£58,688)
4. The closing date for applications is Friday 19th March 2021 (12 noon)
5. If your application meets the criteria, stage 1 is an on-line interview
6. Stage 2 is held in school and will involve tasks and a final interview
7. The successful candidate will be required to have a new enhanced DBS check before starting their post.
8. Ideally some handover visits can be organised prior to starting the post and the school is happy to compensate a school where applicable.

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The Raglan Schools

Job description

Pay Spine: Leadership
ISR: L8 – L12
Responsible to: Deputy Headteacher
Date: January 2021

This document should be read in conjunction with the relevant section(s) of the current School Teachers' Pay and Conditions document. This post also includes some teaching responsibilities and therefore the job description for a class teacher is applicable.

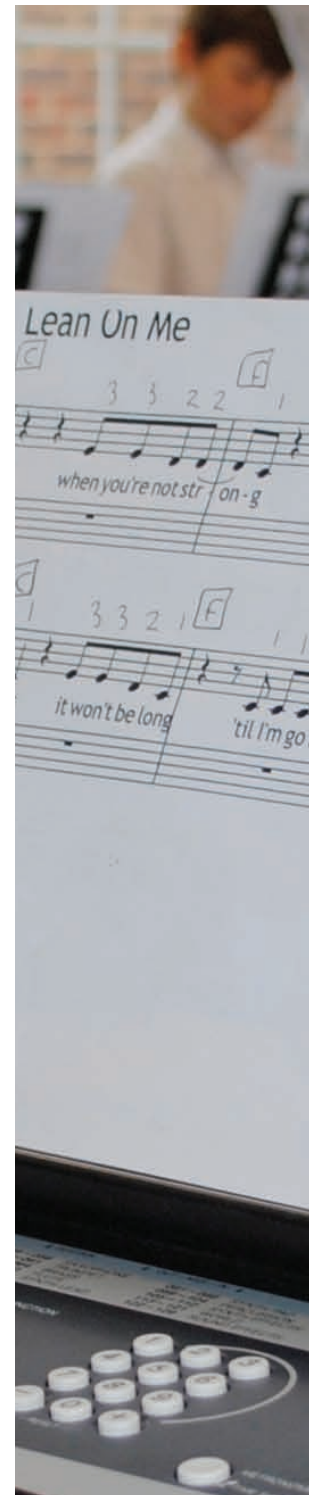
Core Purpose

The Assistant Headteacher (Inclusion) plays a major role in the development and implementation of policy in all areas of the federation. S/he leads the promotion, direction and overview of high standards of teaching and learning, pupil achievement and progression. S/he represents the values, ethos and practice of the schools to pupils, parents, governors and the wider community.

Leadership:

The role is part of the School Leadership Team and the shared responsibilities are:

- To contribute to the development of policy, planning and improvement;
- to contribute to the school's self-evaluation process including monitoring, reviewing and evaluating performance;
- to support the development of teaching and learning by showing best practice and formulating and implementing policy and guidance;
- to train and be one of the Safeguarding Team, support the headteacher in upholding a high standard of safeguarding through the school, following the school's policy and procedures;
- to play an active part in upholding high standards of pupil behaviour in the classroom and also during playtime and lunchtime, before and after school;
- to share responsibility for the development and welfare of all pupils and staff;
- to promote and support the activities of the school community including effective communication with parents and carers;
- to assist in the day to day operation of the federation including the deployment of staff as directed by the Headteacher;
- to support and develop the performance of staff through training, appraisal, coaching and mentoring;
- to carry out any investigation regarding a complaint or concern as directed by the Deputy headteacher or Headteacher.





The Raglan Schools

Job description *continues*

TAs:

- To ensure there are effective communications between SLT and TAs;
- Line manage Senior TAs and Leading TAs and support them to manage other teaching assistants;
- oversee the monitoring of interventions, ensuring their effectiveness;
- coordinate CPD for TAs;
- work closely with AHTs to co-ordinate the most appropriate interventions for pupils.

SEND

- Assist the Headteacher and Governing body with the strategic development of SEND policy and provision;
- monitor the quality of support for pupils with SEND by establishing effective systems to identify and meet the needs of pupils, whilst ensuring that the systems are coordinated, evaluated and regularly reviewed;
- ensure that the objectives of the SEND policy are reflected in the School Development Plan;
- line manage the SENDCo and support them in their role;
- to lead the Inclusion working group and to ensure that there is an appropriate and effective action plan in place which is reviewed regularly.

Together with the SENDCo:

- Liaise with staff, parents, external agencies and other schools to coordinate their contribution, provide maximum support and ensure the continuity of educational provision for pupils with SEND;
- ensure that pupils with SEND are enabled to share their views and that these are acted upon appropriately;
- have up-to-date knowledge of national and local initiatives which may impact upon policy and practice;
- support the identification of, and disseminate, the most effective teaching approaches for pupils with SEND;
- monitor the achievements, welfare and behaviour of pupils, and to follow up the progress reviews, liaising with staff and parents when appropriate;
- liaise with local authorities, feeder schools particularly regarding transition, and external agencies such as Pupil Entitlement, EP, Alternative Education providers etc;





The Raglan Schools

Job description *continues*

- influence the whole Teaching and Learning policy to promote aspects of inclusive teaching;
- develop systems for colleagues to monitor and record progress made by pupils with SEND towards the achievement of targets and support plans;
- support the Headteacher in meeting statutory responsibilities for SEND EHCPs and their Annual Review;
- lead the Annual Review meetings for pupils with an EHCP of special needs;
- to liaise and work closely with external partners including those contracted to provide a service (eg. SEWS, Art Therapy, Educational Psychology).

EAL

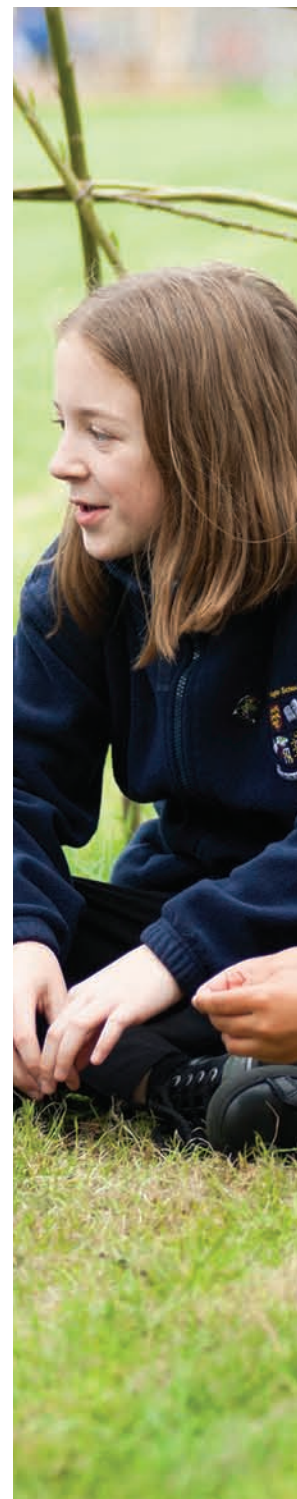
- Have the overview for supporting children with EAL and work closely with the EAL Coordinator;
- monitor the impact of interventions and the quality of teaching for pupils with EAL;
- assist in the review of school policies and procedure relating to EAL pupils;
- support staff in developing high-quality EAL provision through CPD and in-school support;
- identify and promote effective strategies to ensure high-quality teaching and learning for EAL pupils;
- liaise with the AHT leading on 'community' to provide workshops for EAL parents.

LAC & PLAC

- Take the role of Designated Person for LAC;
- Assistant the Headteacher in ensuring that statutory requirements are met with regards to Looked-After pupils;
- work closely with other AHTs to ensure there is effective support in place for LAC and PLAC pupils;
- coordinate LAC and PLAC meetings with parents and where appropriate other professionals;
- ensure all personal plans are in place and reviewed in a timely manner working closely with other staff and parents.

Pupil Premium

- Create reports for governors to show the impact of PP funding across the school;
- Assistant the Headteacher to meet the statutory requirements for the use of PP funding;





The Raglan Schools

Job description *continues*

- track the provisions accessed by PP pupils including activities identified on the PP Plan.

Together with phase AHTs:

- Monitor the impact of interventions for PP pupils;
- monitor the progress of PP pupils.

School Community

- To support partnerships with parents and carers, governors, other schools and organisations;
- to support the extended areas of the school community including Raglan Wrap Club and The Hub;
- to prepare reports and attend Governing Body Meetings as directed by the Headteacher;
- to support parents and carers including providing opportunities for training and development in aspects of Inclusion;
- to organise major events as agreed with the Headteacher;
- to support the wider activities of the federation including the PTA.

Safeguarding

- To have full regard to all aspects of the Health and Safety policy, and secure appropriate practice in those areas for which responsibility is held;
- to uphold the federation's commitment to safeguarding the welfare of children and promote this with all staff, governors, parents and carers, volunteers and visitors.

Other

- To perform such other duties as the Headteacher may reasonably require

Note

This job description will be reviewed annually or earlier if necessary. In addition, it may be amended at any time after consultation with you.





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Person specification

Knowledge / Qualifications

- Graduate with qualified teacher status
- An awareness of current Inclusion matters locally and nationally
- Knowledge of national curriculum requirements at KS1 & KS2 and EYFS
- Knowledge of the SEND Code of Practice
- Understanding of use of data to assess and inform teaching and learning
- National SENDCo Qualification
- Other SEND or Inclusion Qualifications or quality marks
- Additional Qualifications (Google Educator/Trainer, Apple Teacher)
- Knowledge of the EHCP process

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Proven Skills and Abilities of

- Teaching across the primary phase
- The SENDCo role
- Supporting Vulnerable pupils including looked-after and disadvantaged pupils
- The DSL Role
- Completing the EHCP assessment process
- A Senior Leader position

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General Teaching Skills

- Good organisational skills
- Effective planning and teaching
- Effective behaviour/classroom management
- An ability to enthuse and direct pupils and staff towards raising expectations and levels of achievement
- Ability to work independently and be a team player

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The Raglan Schools

Person specification *continues*

- The ability to meet deadlines E
- Outstanding IT Skills E
- Ability to manage others including appraisal E
- Ability to build strong relationships with parents and carers in order to support them E
- Ability to support and improve outcomes for a range of diverse special educational needs E
- Ability to train and support teachers to deliver appropriate interventions to improve outcomes for all E
- Ability to promote a welcoming, inclusive and fully supportive learning environment E

Other Characteristics and Requirements

- Can show initiative and self-motivated E
- A commitment to the ethos and values of The Raglan Schools E
- Commitment to own personal development and learning E
- Enhanced DBS check before starting E





The Raglan Schools

Key Facts about our Federation

Age Range	3–11 years
Location	Bush Hill Park, Enfield
Type	Federation of Raglan Infants (including Nursery) and Junior Schools (Community)
SLT	1 Headteacher, 1 Deputy Headteacher, 1 School Business Manager, 4 Assistant Headteachers leading phases and 1 Assistant Headteacher for Inclusion
Number of Children	930 across the 28 classes Plus Nursery with options for upto 35 hours of provision
Number of Staff	49 teachers, 40 teaching assistants and 25 support staff
% of Pupil Premium (2020)	Infants 9% Juniors 17.9%
Number of EHCP/ Statements (2020)	Infants - 16 Juniors - 12
% of EAL (2020)	Infants 51% Juniors 60%
OFSTED	Infants – Good (February 2018) Juniors – Good (November 2019)





Raglan Schools
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🌐 www.raglanschools.org 🐦 [@raglanschools](https://twitter.com/raglanschools)



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