



Stoke Newington School
& Sixth Form

Recruitment Pack

Director of The Hub – Additional Resourced Provision

September 2024

Compassion



Ambition



Resilience



Excellence



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Headteacher's Welcome

Dear Applicant,

A warm welcome to Stoke Newington School (SNS) and thank you for your interest in the post for **Director of The Hub – Additional Resourced Provision**. This is an exciting time to be working with us as we move forward to enhance our offer, so we achieve outstanding academic outcomes and close the gaps in student achievement. This new provision for SNS students, and working with Hackney Education for students outside of SNS, aims to meet the needs and engage students with Social, Emotional, and Mental Health (SEMH), with a student-centred programme which includes intervention.

We are an oversubscribed school with a diverse and enthusiastic student intake reflecting our local vibrant community. Our recent Ofsted inspection (July 2022) recognised us as a “Good” school with many strengths. Our students are “proud of the diverse nature and inclusive ethos of their school. Enthusiastic and committed teachers make lessons interesting for pupils,” and “teachers have strong subject knowledge and are passionate about their subjects.”

This role will suit a highly skilled professional who is also team orientated. Key attributes include having a can-do approach in order to mitigate barriers to learning and a desire to help students achieve their full potential. In return for your care, dedication and skills, there are plenty of opportunities for promotion and progression. You will be part of a successful, supportive, well-resourced, and fully qualified team. This will enable you to deliver the programme with confidence. You will lead, with compassion, a committed team to work with students with SEMH in partnership with the Local Authority.

We are committed to our pledge of being an anti-racist school and strive to have a workforce reflective of our school body. Applicants from Black and Global Majority backgrounds are strongly recommended to apply.

Best wishes,

Zehra Jaffer
Headteacher





Our core values and expectations for every student

At Stoke Newington School and Sixth Form, we want all our students to be proud of the school in which they study and be respectful and engaged members of the SNS community.

Compassion

We are polite and courteous and keep our voices quiet to show consideration for our community.

Ambition

We actively participate in lessons and use the feedback given to us to go above expectations.

Resilience

We understand that mistakes are part of learning and strive to work hard, even when the task may be challenging.

Excellence

We take pride in our smart appearance, the brilliant work in our books and our commendable behaviour.

Equality at SNS

We are incredibly passionate about creating a fair and equal community within our school. We set out these objectives to achieve and maintain an environment where every young person feels valued, cared for, and empowered to succeed.

Objective 1

Actively close gaps in attainment and achievement between pupils and all groups of pupils; especially pupils eligible for free-school meals, pupils with special educational needs and disabilities, looked after children and pupils from minority ethnic groups.

Objective 2

Reduce the incidence of the use of racist, homophobic, biphobic, transphobic and sexist language by pupils in the school.

Objective 3

Promotion of cultural understanding and awareness of different religious beliefs between different ethnic groups within our school community.

Objective 4

Monitoring and promotion of the involvement of all groups of pupils in the extra-curricular life of the school, including leadership opportunities, especially pupils with special educational needs and disabilities.

Performance

You can view and download the full 2022 Ofsted report [here](#). For performance tables and more statistics about our school, please visit our page on the [Department for Education website](#).

Staff Benefits

We understand teaching and working in schools can be hugely rewarding but can also be demanding. Our staff are totally committed to the young people, colleagues, and families in our community. We seek for all our staff to have a healthy work-life balance. Our staff benefits are one way we show our appreciation to our staff.



Development and Training

Quality continuing professional development is essential to ensure everyone maintains and enhances the knowledge and skills necessary for a positive learning environment. As practitioners, we seek to be well-informed about recent evidence-based research. At SNS, we allocate time to implement strategies so teaching practice maximise the learning in the classroom. The SNS Teaching and Learning Hub is the teacher training, professional development, and quality assurance element of our school. The Hub, led by the Assistant Headteacher leading on Teaching and Learning together with the Lead Practitioner and Early Careers teacher Mentor, provide support and expertise to staff and departments across the school.

Flexible and Family Friendly

We know it can be challenging finding the right work-life balance. We want the absolute best people to work in our school, and so we want to support flexible working. We are able to consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements. The number of part-time staff is above average for similar schools, and we always try to accommodate if the timetable and resources permit. It is important that staff who are parents, do not miss important milestone events, such as your child's first day at school or graduation. Where we can, we will support these important

moments. As part of our admission policy, staff members with children who wish to attend SNS are given a priority school allocation.

Pensions



Pensions are an important part of our life planning. We understand that and we want to make it as easy as possible for you to access the right pension scheme for you. When you join SNS, you are eligible to join the relevant pension scheme.

Health and Wellbeing

Balancing everyday life with the requirements for work and home can create pressures for all of us. Work is a large part of people's lives. Each member of the teaching staff is equipped with a laptop. However, it is vital to ensure that there is a productive, healthy environment that is conducive to a healthy lifestyle. We actively encourage emails to only be sent during 7am and 6pm of a school day, and not during the weekend. The school will operate a texting service to alert staff should there be a need in an emergency.

A subsidized lunch from our school canteen helps our staff through the day. The culinary offer is wide and highly popular with staff and students alike.

Optical expenses – we offer free eye tests for staff who use display screen equipment.

All employees are part of the Employee Assistance Programme. The Employee Assistance Programme is a 24/7 confidential service giving employees access to a range of support from lawyers, health, and wellbeing professional, financial and debt specialists, and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

Getting to Work

By public transport: Season ticket travel loans are available so staff members can take advantage of discounted annual fares for travelling to work by public transport.

By car: We have on-site parking. Applications will be considered on an individual basis. Please note, Stoke Newington School resides on a School Street which means you cannot enter Clissold Road between 8.30am-9.30am or 3pm-4pm. You can leave the road at any time.

Cycle Scheme: We encourage all staff to walk or cycle to work if possible. The school's Cycle Scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. Spread across monthly payments deducted from your salary.

Discounts

Staff are offered a Vectis card, this is a discount card offering savings across retail shops, tourist attractions and holidays. Clissold Leisure Centre, immediately opposite our school, offers a 10% discount on their membership scheme.

SNS Staff Association

A strong sense of belonging is essential for us to thrive in the workplace. Our staff association holds events for staff, and their families, from weekly football, half-termly socials and Family Fireworks evening. In addition, such events as the Community Evening and our annual school performance are open to all staff and their families.





Job Advertisement

Director of The Hub – Additional Resourced Provision

Required for September 2024

Salary – Leadership 16-19 – £77,324 - £82,433

The School

This is an exciting opportunity to contribute to a successful and popular 11-19 inner-city comprehensive school. The school is especially committed to creative teaching and learning. We aim that every colleague has excellent professional development which leads to every student having an outstanding education. Stoke Newington School is dedicated to being anti-racist, and inclusive, by striving hard to challenge through our curriculum. We seek to inculcate and strengthen the knowledge, confidence, and skills for all in our community to challenge racism.

The Post

This role offers an exciting opportunity to learn and grow while providing crucial support to students on a daily basis within The Hub – Additional Resource Provision (ARP). Through hands-on training, you will gain invaluable practical experience and become an integral part of the school community from the outset. As you embark on your journey towards becoming a confident leader, you will receive a blend of practical experiences and theoretical knowledge from accredited training providers. Meeting the need of young people with SEMH.

Key benefits of this role include:

- Competitive salary as you learn and develop in your position.
- The opportunity to be a Director of The Hub - Alternative Resourced Provision.
- Attend relevant training and network meetings.
- Lead the development of the provision, meeting a core need for young people in Hackney and beyond.
- Ongoing support from experienced mentors and colleagues within the school, ensuring a collaborative environment every step of the way.
- The chance to play a pivotal role in shaping the ethos and life of The Hub, contributing to its success and effectiveness.

How to Apply

If you are interested in joining our team please apply via [TES](#).

Alternatively, you can download an application pack from our [website](#). When completing your application form, please name your application file with your full name and the role you're applying for and submit to recruitment@sns.hackney.sch.uk.

The closing date for receipt of applications is **midday Tuesday 7th May 2024**.

We are an equal opportunities employer committed to ensuring diversity in our workforce. As employers we are committed to safeguarding and promoting the welfare of children. A DBS clearance is a statutory requirement for all positions.



Job Description

Title of Post: Director of The Hub – Additional Resourced Provision

Salary: Leadership pay scale 16-19 – £77,324 - £82,433

Reporting to: Headteacher

Post Purpose:

To improve the local provision for students with Social, Emotional and Mental Health (SEMH) needs, through a bespoke, child-centred curriculum, which allows students to achieve, thrive and be prepared for the world beyond school.

- Through collaboration with the Local Authority to lead on the curriculum design and address the shortage of additional resourced provision for students with SEMH in the LA.
- To utilise the Stoke Newington School commitment to the creative arts to provide an exciting and unique curriculum offer, based on the school's ethos, together with the intervention and assessments to meet the students' needs.
- To significantly improve the educational outcomes for local students with SEMH needs.
- To develop expertise within SNS to roll out to other schools.
- To develop the new provision as a Centre of Excellence for meeting the needs of young people with SEMH.

Teaching

- Adaptations to the curriculum should support pupils to move forward from their specific starting points, strengthening understanding any modifications are agile and responsive to children's needs.
- To lead on the planning of curriculum which is engaging and motivating; prepares for the next stage in their learning journey, mindful of the differing needs with SEMH needs based on cognitive and meta cognitive strategies.
- To ensure all objectives on each individual student's Education Health Care Plan are addressed continually so that each student within The Hub makes excellent progress informed by quantitative and qualitative data.
- To manage the work of other members of staff within The Hub provision, including timetables, professional development, assessments, and compulsory training such as (first aid, safeguarding positive handling, further identified compulsory training).
- To raise standards of student achievement, to establish appropriate starting points and ensure that progress is systematically monitored (evidenced by data) to promote and maximize success.
- To assess, record and report on all aspects of students' progress and attainment.
- In line with school policy, mark and provide feedback on students' work so they understand how to improve. Students are expected to respond to feedback to further enhance learning.
- To ensure high standards of behaviour so effective learning can take place and good relationships can be formed within the school community.
- To keep up to date with evidence-based research leading to high quality teaching.



Leadership and Management

- To set up and manage the new The Hub which includes budget oversight and administration working with Headteacher and Finance Manager, planning individual personalized learning plans for students, SEMH specific and curriculum assessments.
- To have the NASEN SENCO qualification, working towards or committed to acquiring the qualification.
- To work with external agencies such as education psychologists, speech, and language therapists, etc. to plan and deliver bespoke interventions and enhance provision.
- To develop a highly effective spiral curriculum that is relevant for students with SEMH needs.
- To appoint, appraise and line manage staff within The Hub.
- To coordinate the smooth and efficient organisation of The Hub both on a day-to-day basis and over the long term.
- To develop clear guidance with the Local Authority on the operational procedures and criteria for admission into The Hub.
- To monitor the progress of students to ensure that learning is taking place at the appropriate level progress is being made at the appropriate or above expected rate.
- To work closely with school and Hub staff to ensure that SEMH students are effectively supported within a secondary mainstream environment.
- To develop appropriate policies and systems to manage and support young people with challenging behaviour.
- To chair, or delegate to an appropriately trained staff, annual reviews and other relevant review and planning meetings for the students based within The Hub.
- To lead on the planning and delivery of training including those organised for the whole school.
- To ensure that mechanisms are in place to support young people at risk of disengaging from learning because their needs alienate them from the learning process.
- To ensure that procedures for movement around the school are safe and flexible where possible and effective communication strategies are in place.
- To keep up to date about developments, research, and initiatives relevant to SEMH needs.
- To contribute to the delivery of advice, support and training to staff, teaching assistants, parents, and other professionals in the area of SEMH.
- To work in liaison with parents and all relevant agencies to ensure that students are included and enabled to participate fully in the learning opportunities to which they are entitled.
- To participate in effective networks with other partners and agencies to ensure a coordinated and consistent response to meeting the needs of students with SEMH needs.
- To liaise with parents/carers both formally (e.g. Open Evenings and Annual Reviews) and informally (e.g. Workshops/Coffee Mornings) to ensure that there are effective partnerships between home and school.



- To work with the identified panel of experts, to admit students to The Hub, by identifying and advising the Headteacher and the Borough's SEN team of the suitability of students requesting a place at the Resourced Provision.
- To contribute to the School Development Plan and School Strategic Plan via a Resourced Provision policy outlining the vision for SEMH students who attend The Hub.

Operational/Strategic Planning

- To develop appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies for students within the Resourced Provision.
- To lead on creating and regularly reviewing the Resourced Provision's development plan and its implementation.

Curriculum Development

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of the students, examining and awarding bodies and Strategic Objectives.

Staffing

- To recruit and lead a team of colleagues in the Hub who are suitably qualified staff who reflect our schools ethos.
- To take part in the schools staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the appraisal process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance

- To help implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modifications and improvements where required.
- To review from time-to-time methods of teaching and programmes of work.
- To take part, as may be required in the review, development and management of activities relating to the curriculum, organisation, and pastoral functions of the school.

Management Information

- To maintain appropriate records and to provide relevant accurate and up to date information for SIMS, ClassCharts, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.



Communications & Liaison

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as parent/carer evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources

- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, The Hub, and the students.
- To contribute to the process of the ordering and allocation of equipment and materials, together with ensuring best value for money. The procurement process must seek businesses which have a strong commitment to sustainability and climate change.
- To identify resource needs and to contribute to the efficient/effective use of physical resources.

Pastoral System

- To design a pastoral curriculum which addresses personal development and equips young people to promote the general progress and well-being of individual students.
- To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.
- Ensure students are registered, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school, concerned with the welfare of individual students, after consultation with the appropriate staff.
- To apply the behaviour management according to The Hub behaviour policy, systems so that effective learning can take place.

Health And Well-Being

- To ensure staff know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.
- To ensure staff know the local arrangements concerning the safeguarding of children and young people and know how to identify potential child abuse or neglect and follow safeguarding procedures.
- To ensure staff know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.



School Ethos

- To play a full part in the life of the school community to support the schools distinctive vision “Success for All” underpinned by our core values.
- Promote actively the school’s policies.
- Comply with the school’s health and safety and safeguarding policies and undertake risk assessments as appropriate.
- Whilst every effort has been made to explain the main duties and responsibility of the post, each individual task undertaken may not be identified.
- The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.
- 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.
- This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Headteacher.



Personal Specification

		Essential	Desirable
	Criteria		
	Excellent classroom practitioner.	✓	
	Highly competent user of ICT.	✓	
	Excellent knowledge of relevant legislation in relation to SEND-in particular, the SEN Code of Practice, equal opportunities, and disability discrimination legislation and how these apply to students with Education Health Care Plans.	✓	
	To have the NASEN SENCO qualification, working towards or committed to acquiring the qualification.	✓	
	Knowledge of current educational issues and their relationship to inclusion.	✓	
	Excellent knowledge of the range and type of interventions available to support ASD students and be able to apply these appropriately within the context of a Resourced Provision and mainstream setting.	✓	
	Outstanding classroom management skills and rapport with students.	✓	
	Excellent communication and inter-personal skills.	✓	
	Ability to act as a role model for students and staff, being professional and respectful in your dealings in the school community.	✓	
	Ability to provide effective leadership and management of a staff team and contribute to the work of other teams and departments to secure high quality teaching and learning for ASD students.	✓	
	To interpret the recommendations of a range of external agency reports to a range of audiences e.g. Educational Psychologist, Occupational Therapist etc.	✓	
	Ability to seek areas for improvement and to successfully implement change.	✓	
	Ability to monitor, review and evaluate the work of the school against current Ofsted criteria.	✓	
	Ability to interpret data and communicate the significance of data to staff, students, and parents.	✓	
	Ability to work well under pressure and meet deadlines.	✓	
	Have a strong understanding of CP and safeguarding matters.	✓	
	A commitment to safeguarding and promoting the welfare of young people.	✓	
	Recent relevant in-service training in ASD, SEN and/or Leadership and Management.		✓
Knowledge & Skills			
	A good standard of general education including GCSEs in English and Maths.	✓	
	A degree or equivalent Higher Degree qualification at postgraduate level.	✓	
	Qualified Teacher Status.	✓	
	Evidence of ongoing professional development; attendance on courses, INSET, action research study.	✓	
	Evidence of specific training and/or professional qualifications in the area of ASD.		✓
Qualifications	Hold the National Award for SEN Coordination (NASENCO).		✓
Experience	A successful teaching records.	✓	



	Experience of planning and delivering specialised schemes of work.	√	
	Successful experience of working in an ARP in the role of a teacher.		√
	Successful experience of coaching and supporting others.	√	
	Enthusiastic and effective leader and manager.	√	
	Evidence of high achievement in teaching and learning across key stages.	√	
	Evidence of continually improving own teaching and learning practice.	√	
	Evidence of monitoring and tracking of student progress within their subject.	√	
	Use of assessment and attainment information to improve practice and raise standards.	√	
	Evidence of successfully leading a team and/or a development within a team.		√
	Experience of primary liaison work.		√
	Ability to plan and resource effective interventions to meet curricular objectives.		√