



**Kingsdown School**  
“Innovative Education, Traditional Values”



## About Kingsdown School

Kingsdown is a mixed Academy serving around 1200 students located in Swindon. In addition to our carefully picked and very capable Teaching team, we are incredibly proud of our Pastoral and, strong Learning Support team as well as our experienced Business Support team.

As a school we demonstrate commitment to the continued development of our students and staff. Our dedicated team strive to provide the best all round education for our students, preparing them for their future lives beyond school.

## About the River Learning Trust



The River Learning Trust (RLT) is a Multi-Academy Trust responsible for a number of schools and a school centred initial teacher training provider based in Oxfordshire. The schools and SCITT are united by their commitment to the principles of the Trust and a common belief in the benefits of everything that is gained by working together.

The Trust has a proven track record in school improvement and Kingsdown seen numerous significant benefits of being part of this Trust.

There are three principles of the River Learning Trust that underpin all its work. These are shared by Kingsdown School. There are:

### A Commitment to Excellence

Striving for the best educational experience through continuous improvement

### Everyone Learning

Creating and taking opportunities that enhance lives through evidenced based practice supporting adult and pupil learning

### Respectful Relationships

Acting with care, integrity, and fairness in all we do

*"My teachers are amongst the best in the country, let alone the school. Their tireless determination to make sure every child is given a chance to succeed is fantastic and I can't thank them enough for what they've done for me..... I hope to one day repay the school for everything it's done for me"*

- Kingsdown Student



## Dear Applicant

Thank you for taking an interest in working with us at Kingsdown School. In September I took over the Headship. This was the Headship that I had been waiting for. I joined the School at the same time as a new Chair of Governors as well as the School becoming an official partner of the River Learning Trust. So these are very exciting times. A recent review with our teams showed that everyone firmly believes that we have made significant progress. As a team we are immensely proud of what we achieved together.

In January we set the new vision – “a school of excellence bursting with pride and ambition” as well as a new mission statement – “to champion the potential of each and every student”.

Reporting to a Deputy Head and supported by a talented and rewarding team, you will provide professional leadership and management of SEND to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all.

So if you are an outstanding practitioner and inspirational leader who is passionate about making learning effective and enjoyable, have the highest levels of integrity as well as excellent communication skills and can contribute to our journey of rapid improvement we would love to hear from you and encourage you to apply. In return we can offer a supportive and rewarding working environment and a real commitment to professional development.

This is clearly a really exciting time to be joining Kingsdown School. We are a School on a relentless journey to excellence. If you think you have the enthusiasm, passion and dedication to support us and our teams, then I would strongly encourage you to apply.

Emma Leigh-Bennett

**Headteacher**

**Job Role:** Director of Learning – SENDCo  
**Salary:** Leadership Scale L8 – L12  
**Start date:** September 2018



The Governing Body, Trust and Headteacher seek to appoint an inspiring and forward-thinking leader to transform our SEN provision from September 2018.

Kingsdown School is at a very exciting stage in its history. From September we welcomed a:

- New Headteacher
- New Chair of Governors, and we
- Became an official partner of the River Learning Trust

**In January we set the new vision – “a school of excellence bursting with pride and ambition”  
and a new mission statement – “we champion every student”**

**We are looking for someone who is:**

- an outstanding practitioner and inspirational leader who is passionate about making learning effective and enjoyable
- successful in raising standards of attainment and accelerating progress
- an experienced and effective middle leader with a proven record of success
- committed to ensuring the curriculum meets the needs of all students
- able to inspire, engage and enthuse students, staff (especially TAs) and parents
- a leader with real drive, enthusiasm, energy and determination
- ready and wanting to make a real difference to the lives of our students
- holding the National SENDCo qualification or is prepared to work towards completing the qualification

**In return we can offer you:**

- the opportunity to work with an incredibly strong, talented and committed team aiming for excellence
- a supportive and encouraging Senior Leadership Team and Governing Body
- an ambitious and dedicated student community who are well behaved, happy and eager to learn with supportive parents
- high quality CPD to develop your leadership skills and career
- opportunities to work with a dynamic group of leaders, the SMG (Strategic Management Group) of the School
- extended opportunities to network across the River Learning Trust

Kingsdown School is part of a Multi Academy Trust and joined the River Learning Trust on the 1st September 2017. The successful applicant will join the School as a River Learning Trust employee.

Visits to the school are encouraged. To arrange a visit or request an application pack please contact Laura Burgoyne, HR Support Administrator on 01793 837087 or email [recruitment@kingsdownschool.co.uk](mailto:recruitment@kingsdownschool.co.uk) Applications will only be accepted on a Kingsdown School application form with a covering letter by email or post. Please do not submit your details via any external website as these will not be received by the school.

**Closing date for completed applications is Monday 19<sup>th</sup> March at 08:00am.**

**Interviews will be held 27<sup>th</sup> March.**

If you have not heard from us shortly after the closing date this means that you have not been shortlisted on this occasion.

**Kingsdown School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check.**

**The following roles and responsibilities are under the direction of this post:**

- 2ic SENDCo  
Reporting lines:
  - ASC Teacher
  - ASC Teaching Assistants
- Learning Support Teaching Assistants
- Higher Level Teaching Assistants

**Job purpose:**

- To provide professional leadership and management of SEND to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all.
- To be accountable for student progress and development within SEND.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students.

**Responsible for:**

Implementation of subject policies, plans, targets and practices; standards achieved by students; quality of teaching and learning; leading and managing staff; effective deployment of resources including teaching and support staff; monitoring budget to ensure no overspends; ensuring all aspects of health and safety within the Faculty are in place.

**Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Areas of responsibility and accountability are:

- Strategic leadership and development of SEND
- Leadership and Management of the SEND team including the ASC Centre
- Leading SEND Teaching and Learning
- Efficient and effective deployment of staff and resources
- Leading CPD for colleagues within the SEND team and for all staff regarding SEND related matters
- Act as the lead teacher for Children Looked After
- Strategic Leadership of Gifted & Talented

**A. Strategic Direction and Development**

1. Develop and implement innovative policies and practices for SEND that reflect the school's commitment to becoming a school of excellence bursting with pride and ambition.
2. To ensure high quality education for all students with additional needs by building a culture of excellence in SEND matters in the Academy, so that all students find their learning challenging, engaging and motivating
3. To ensure the SEN Code of Practice is fully implemented and all statutory requirements are met

4. To support, challenge and motivate all students with additional needs in realising their full potential by offering exceptional support for their learning within and beyond their immediate classroom
5. To manage, monitor, evaluate and review the day to day operation of the school's SEND provision to ensure progress and achievement gaps are closed for all pupils with SEND
6. Keep abreast of national, regional and local research and evidence to inform policies, practices, expectations, targets and teaching methods.

## **B. Leadership and Management**

1. Articulate and model excellence in SEND for students and staff.
2. Model, support and develop staff to champion the potential of each and every student.
3. Lead professional development of staff through example, challenge and support, and coordinate the provision of appraisal within the team.
4. Ensure that trainee and NQT colleagues are appropriately trained, mentored etc in collaboration with the Professional Tutor in relation to SEND.
5. Deploy team members so that their work has maximum impact on student progress and outcomes and delegate tasks appropriately.
6. Liaise with parents, primary schools, educational psychologists, health, social care, and independent or voluntary bodies who may be providing SEND support and advice to a child and their family.
7. Provide a strategic overview of SEND across the School, working with SLT to plan and implement practices and to recruit staff so as to support best progress for students with additional needs and maximise their achievement; this includes producing and evaluating an annual provision map
8. To lead School-wide training related to SEND matters

## **C. Leading Teaching and Learning**

1. Ensure that an innovative curriculum, which meets statutory requirements, is in place to meet the needs of all students.
2. Ensure that teachers plan exciting and engaging lessons for SEND students.
3. Establish and implement clear practices for assessing, recording and reporting on student achievement, so that high quality interventions can be implemented that impact significantly to raise standards.
4. Ensure that information about students' achievements in previous schools and classes is used effectively to secure good progress in the subjects.
5. Evaluate the teaching of SEND students in the school, and using this analysis identify effective practice and areas for improvement, and take action to further improve the quality of teaching.
6. Ensure that students are able to develop effective study skills and an increasing independence in learning.
7. Ensure all members of the team work effectively with parents/carers.
8. Develop effective links with the local community, including business and industry, in order to extend the curriculum, enhance teaching and to develop students' wider understanding.
9. Ensure appropriate standards and requirements for Health and Safety are met in all activities within the Faculty.
10. To manage student behaviour in the Faculty area by ensuring school policies are effectively implemented.
11. Train relevant staff in a range of intervention techniques

#### **D. Efficient and Effective Deployment of Resources**

1. At least annually establish the staff and resource needs of the Faculty and advise the Headteacher, or Leadership Team link, of likely priorities for expenditure, and allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money.
2. Monitor the actual spending of the Faculty against the budget monthly using information provided by the Business Manager. Maintain control of ALL spending against agreed cost centres such that the Faculty creates no unplanned overspends in any financial year.
3. Deploy staff to ensure the best use of subject, technical and other expertise.
4. Ensure the effective and efficient management and organisation of resources within the Faculty.
5. Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school (in collaboration with the Business Manager).
6. Use accommodation to create an effective and stimulating environment for the teaching and learning of the subjects in the Faculty.
7. Ensure that there is a safe working environment in which risks are assessed properly.

#### **E. Other Duties and Responsibilities**

1. Lead Team Meetings and curriculum innovation time.
2. Attend and contribute to the SMG meetings as per the Calendar and SLT on request.
3. Attend all Parental Consultation meetings as per the Calendar.
4. Attend Governors' Meetings as requested, and act as Link Governor for SEND.
5. Attend relevant Leadership Team Meetings as necessary
6. Link with Directors of Learning / Progress & Subject Leaders when required.
7. Ensuring with the Headteacher and School Governors that the School meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and examination access arrangements.
8. Ensure the production of Exam Analysis Reports, Self-Evaluation Reports and Annual Action Plans for each subject area if applicable.
9. Take an active role in Team Reviews as and when necessary.
10. Ensure that all arrangements for exams are in place including controlled assessments, special arrangements, exam entries, etc.
11. Actively seek appropriate professional learning and development opportunities.
12. Any other reasonable request by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, every individual task undertaken may not be listed.