

Welcome to Sunbury Manor School

Head of Speech & Language Centre Applicants Information Pack



Commitment | Community | Responsibility | Kindness | Respect



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Message from the Headteacher

Thank you for your interest in our school and I hope that you find all of the information that you need to continue with your application to join our school. Since I joined Sunbury Manor School in September 2021, I have found a vibrant, energetic school with students who want to learn, who want to do well and most importantly, are proud members of their community. Staff are completely committed to our students and to providing a high-quality education in a happy and purposeful environment.

We are incredibly proud of our academic, wider curricular and sporting successes and the contributions and commitment our students and their families give to our school. We are a truly comprehensive school in the heart of the Sunbury On Thames community. Our school is one where students come to be inspired, challenged and supported; in and out of the classroom, a school with high aspirations for every student.

Kind regards,



Michelle Prentice
Headteacher



Message from Head Students

Sunbury Manor School is a supportive environment that we believe has encouraged all of us to thrive on our own personal pathways. No matter your ambition you will always be pushed to succeed by both our teachers and students. Not only does Sunbury Manor acknowledge an individual's strengths, but recognises and supports when you need more help.

We feel that one of the greatest aspects about Sunbury Manor School is its unique opportunities that it offers all of its students, covering all areas of interest. One of our amazing sporting opportunities that our school offers is the chance to become a Ball Boy or Ball Girl at the Wimbledon Tennis Championships in Year 9 and 10. Other extra-curricular sporting activities that students are encouraged to participate in consist of football, rugby, netball, badminton, cricket, rounders and many more. These can result in outstanding trips to venues like The Oval for cricket, Twickenham Rugby Stadium and the Copper Box. As well as this, our school provides us with the chance to become Sports Captains and Leaders to gain leadership skills. If sport is not your thing, Sunbury Manor provides multiple amazing opportunities such as Youth Speaks, subject trips, an annual drama production, college trips and the chance to apply to become a prefect, senior prefect, House Captain or Head student.

The school's House System encourages a friendly competitive nature around the school, which promotes involvement in a variety of House challenges and competitions. The Student Council provides a strong student voice, which contributes greatly to decision making within the school. These work together to push the school's five core values; commitment, community, kindness, responsibility and respect. Overall, Sunbury Manor School is a safe and inclusive environment, which guides all students to thrive and develop as people throughout their five years.





About Sunbury Manor

COMMITMENT

COMMUNITY

RESPONSIBILITY

KINDNESS

RESPECT

We aim to be an exceptional school at the heart of the community. We create opportunities for our students to thrive, lead and succeed. We expect excellence from all of our students through ambition, aspiration and dedication.

A warm welcome to Sunbury Manor School, a proudly comprehensive, mixed 11-16 Single Academy Trust school with approximately 1200 student on roll, with capacity to grow. We are located on the edge of Surrey and Southwest London. We were graded Good by Ofsted in October 2019. Sunbury Manor is a happy, successful and highly inclusive school.

Students in Key Stage 3 study a full curriculum for three years. Option subjects for Key Stage 4 continue to remain broad and balanced. The fundamental role of our school is to provide a high-quality learning experience and all teachers strive to deliver well planned, challenging and engaging lessons. We are committed to maintaining a strong and cohesive teaching staff of qualified subject specialists in all areas of the curriculum. This allows us to provide a high-quality experience in the classroom for all learners. We believe our students deserve the very best when it comes to their learning, which is why we aim to provide quality training and continued professional development for all our staff. This is essential to ensure that all staff are up to date with their subject knowledge and awareness of an ever-changing educational landscape. We are clear in our mind that students learn best when they can develop a trusting relationship with their teachers and support staff; people they know who have their best interests at heart and can guide them to make improvements by monitoring their progress over time. We believe that homework is an essential tool for helping students to develop their skills and become independent learners; something that is clearly essential when it comes to preparing young people for the wider world of further education and work.

Extra-curricular and leadership opportunities are wide and varied enabling our students to experience different challenges and activities including; debating competitions, board game clubs, Duke of Edinburgh, Wimbledon ball girl/boy trials, home cooking club, trips to Barcelona, WW1 battlefields and many more.

Please take a moment to read our prospectus and newsletter, we hope it gives you a sense of the wonderful opportunities we offer. We also welcome visitors to our school if you would like to take a tour.

Message from SENDCO

Dear Applicant,

Thank you for your interest in the post of Head of Speech & Language Centre. Meeting the needs of young people with SEND is the responsibility of all staff in particular those within our Learning Support Faculty, which includes the Speech and Language Centre (SLCN). The Faculty is well-resourced with a base in the main school building.

We are an extremely supportive, friendly and experienced team of support staff and teachers. We work with students across the curriculum and play a vital role in supporting Teaching and Learning. We are passionate about making sure our young people with SEND are supported to access the curriculum, are learning to the best of their ability, and growing into mature, kind and socially-adept individuals.

The majority of the team support students in class but we also offer a range of interventions in the Learning Support base: literacy, language and numeracy teaching, programmes such as Toe by Toe, Word Wasp and Language for Thinking, and small group work which focuses on the development of social communication skills and emotional regulation. We have a number of students with physical disabilities and support staff may be trained to deliver physiotherapy programmes and personal care, on an individual basis.

Working within Learning Support at Sunbury Manor School offers you the opportunity to

- build relationships with diverse, energetic and engaging young people
- have a varied and interesting day supporting teaching and learning in a range of subject areas and working with a variety of teachers and young people
- make a vital contribution to the learning and progress of our students
- be part of a supportive and cohesive team where everyone's contribution is valued
- have training and CPD with regard to both mainstream education and SEND
- develop your skills and extend your knowledge which will further advance your career

I hope this gives you an insight into our ways of working and we look forward to hearing from you.

Best wishes,

Lucy Ralph

SENDCo



Head of Speech and Language Centre

Salary: £29,344 - £44,919 | TLR: 2.3 £7,368 | SEN1: £2,384 | Permanent & Full time

Required for September 2023

Are you passionate about teaching and learning?

Sunbury Manor School seeks to appoint an exceptional teacher and practitioner in supporting students with SEND as the Head of the Speech and Language Centre.

The Learning Support team are one of the largest in the school, reflecting the inclusive and ambitious approach we take to supporting students with SEND. We support students with a wide range of SEND and provide our students and families with dedicated, consistent and knowledgeable staff contact within the team.

We are a well respected secondary school in our local area and in neighbouring boroughs. We are selected by a number of families with children with EHCPs, as their first-choice school each year.

We have recently remodelled a section of the school to construct a purpose made Learning Support base that includes the Speech and Language (SLCN) Centre and a Physiotherapy room.

The successful applicant will be an outstanding secondary classroom teacher, passionate about developing creative teaching strategies for students with SEND across the curriculum areas and working to raise the standard of teaching and learning in Learning Support.

We offer an excellent Professional Development programme at all stages of a teacher's career, we also offer Westfield 24/7 Employee Assistance Programme, Westfield Health Cash Plan, Westfield Rewards (discounts from hundreds of leading retailers, restaurants and destinations), cycle to work scheme, free gym membership at the neighbouring leisure centre, access to Surrey Extra (a flexible staff benefits scheme), staff laptop and an active staff Health & Wellbeing group.

Closing date: 1st September 2023 @ 9 am

Interview date: w/c 4th September 2023

Sunbury Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Job Description

Head of Speech & Language Centre

REPORTING TO:

SENDCO

Responsible for: Speech and Language Centre

Main purpose:

- To manage and develop the Centre for students as an integral part of Sunbury Manor School, ensuring a high standard of provision for all students with SLCN
- To further develop Sunbury Manor Schools inclusive approach for students with SLCN
- To ensure best practice in supporting students with SLCN throughout the school through modelling effective teaching methods and providing high quality training.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Leadership Team and or SENDCo:

- To undertake management and administrative tasks in support of Code of Practice procedures.
- To write and implement policy and procedures relevant to the Centre
- To take responsibility for the day-to-day educational provision for Centre students including responsibility for implementing a curriculum designed to meet the need of individual learners
- To develop, manage, monitor and evaluate appropriate support programmes allowing the school to meet the legal obligations under the COP as well as staying responsive to the needs of the SLCN cohort within the school.
- To work closely with the Speech and Language Therapist(s) to assess, plan and deliver interventions, and then to review and report on their impact
- To be the key liaison with the Speech and Language Therapist(s) with regard to the school's universal provision for students with SLCN
- To undertake management of statutory processes such as Annual Reviews
- To support the implementation of SEND systems for identifying, assessing and reviewing special educational needs
- To maintain, update and oversee records of support and progress for identified students and ensure that these are shared with staff.
- To collect, interpret and make use of assessment data to inform both provision for students and provide accurate information to staff and other stakeholders.
- To monitor the impact of teaching and learning activities to meet the needs of students with SLCN across the school. Through liaison with key colleagues to ensure that students have their in-class assessment needs met
- To support in writing and monitoring of the Centre timetable.
- To manage and support any staff linked to the Centre
- To develop effective partnerships with students, staff and parents. This includes providing regular opportunities for networking and student/parental voice.

- To engage with a range of internal staff and external agencies and to maintain links to these specialists who can provide in-depth practical help and support where necessary. This includes specific referrals and reviews as well as participating in school's internal referral process.
- To contribute to the active monitoring and promotion of equal opportunities in particular with relation to students with SLCN.
- To ensure ongoing training for the Learning Support Faculty with respect to teaching and supporting students identified with SLCN. This includes participating in LS meetings, INSET, and providing individual coaching support.
- To promote and lead on communication and curricular development with regard to SLCN between the Learning Support Faculty and other departmental areas with particular emphasis on embedding inclusive practices to ensure Quality First teaching
- To establish strong links with primary schools to ensure parental and educational confidence in the Centre and the provision for offered for students with SLCN, thereby ensuring effective KS2 to KS3 transition.
- To establish strong and creative links with post-16 providers to ensure students in the Centre and their parents/carers have the necessary knowledge/experience to choose appropriate sixth-form/college provision and training.
- To ensure the Centre is properly resourced and maintained.
- To take a leading role in recruitment and retention of staff for the Centre, if applicable and the wider Learning Support Department as required.
- To line manage some of the Learning Support staff including LSAs, HLTAs and LSTs with the support of the SENDCo.
- To establish and maintain effective communication with staff, students and parents about the progress of students identified with SLCN.
- To be responsible for the provision of students with SLCN in negotiation with the SENDCo and other SEND post holders. This includes contributing to whole school staff development and training concerning the management, teaching and learning of students with SLCN in partnership with key staff and parents.
- To oversee the management of relevant SEND information to mainstream teachers and other relevant staff.
- To assist in whole school staff development and CPD concerning the management, teaching and learning of students identified with SLCN and to disseminate good practice in SEND.
- In support of the SENDCo, to help ensure short-term outcomes and current provision mapping are in place for all SLCN students and updated/sent home to parents twice yearly.
- To ensure full implementation of Equalities Policies.
- To carry out other duties as required by the Headteacher or the SENDCo.

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing school needs. The post holder is required to support and contribute to the school's ethos; its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR). Job descriptions are reviewed regularly and may be amended following discussion with the post holder.

This job description will be reviewed from time to time and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Person Specification		
Head of Subject / Department		
Current Circumstances	Essential	Desirable
	<ul style="list-style-type: none"> Currently teaching in the UK or has the right to live and work here 	
Qualifications and Training	<ul style="list-style-type: none"> Good honours degree in an appropriate subject Qualified teacher status (UK or approved equivalence) 	<ul style="list-style-type: none"> Evidence of continued professional development Post-graduate qualification in SEND, preferably in SLCN
Experience	<ul style="list-style-type: none"> Experience in planning and delivering teaching and learning for students with SEND in a mainstream environment A minimum of 2 years classroom teaching experience A good knowledge of SEND and statutory processes 	<ul style="list-style-type: none"> Experience of planning, delivering and evaluating individual and small group intervention programmes, with a focus on communication and interaction difficulties Experience in statutory processes Experience of leading a team
Skills and Knowledge	<ul style="list-style-type: none"> Excellent interpersonal skills Excellent communication skills, both written and spoken Effective ICT skills Ability to assess and monitor student progress, both in curricular area(s) and in relation to SEND needs The ability to implement strategies which have significant impact on student performance Ability to write SEND documentation with a focus on outcomes Ability to maintain organised and up to date records Ability to plan, deliver and evaluate training in relation to communication and interaction difficulties for a range of school staff Knowledge of the SEND Code of Practice 2014 and The Equalities Act 2010 	
Personal attributes	<ul style="list-style-type: none"> Ability to work effectively in partnership with school staff, other professionals, parents and students Flexible, resilient, able to work under pressure and meet deadlines. Ability to initiate and follow through to completion Commitment to raising standards and achieving the highest level of achievement for pupils within the school Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school Commitment to the school's ethos, aims and its whole community Commitment to equality 	<ul style="list-style-type: none">

Person Specification

Head of Subject / Department

	Essential	Desirable
Personal attributes	<ul style="list-style-type: none"> • Able to follow direction from line manager • Able to appropriately deal with confidential information and maintain confidentiality at all times • Ability to maintain appropriate professional boundaries • Excellent team work • Passion for supporting young people to achieve their full potential • Efficient and meticulous in organisation • Ability to be proactive and willing to act accordingly • Shows an interest in self-development through ongoing, supported learning • Commitment to the highest standards of child protection and safeguarding • Recognition of the importance of personal responsibility for health and safety 	<ul style="list-style-type: none"> •

Notes:

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

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.

This is a common occurrence and would not justify a reconsideration of the grading of the post.

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____