



Penistone Grammar School

Associate Assistant Principal (SEND)

Never Stop Flying





Penistone Grammar School

Never Stop Flying

Principal: Mr P Crook (B.Ed Hons)

Huddersfield Road, Penistone, Sheffield, S36 7BX

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@PenistoneGS

Achieving Excellence through a Values Driven Education

April 2025

Dear Applicant

Thank you for expressing an interest in Penistone Grammar School. I hope that the information in this pack is helpful in providing an insight into our learning community.

Penistone Grammar School really is a special place to work. There's no doubt that our amazing student body of 1,900 and our state-of-the-art building, set in beautiful surroundings, make coming to work worthwhile. However, what really makes Penistone the school it is, is our staff. Our success as a school is directly attributable to the collaborative interaction and support between colleagues, complemented by a commitment to doing all they can for the benefit of each and every one of our students. We value the unique contribution each member of staff makes to our learning community.

If you would like to apply for this post, please complete the attached application and write a supporting statement on the following:

- Why you want to apply for this post
- Your relevant experience and skills that make you a suitable candidate

Your statement should be no more than 2 sides of A4 (font size 12). If you have any queries about any aspect of the post, please do not hesitate to contact Sue Williams, HR Officer on 01226 762114 ext 2022 or HR@penistone-gs.uk

Yours sincerely

Mr Paul Crook
Principal



Penistone Grammar School

We are a large and successful school with state-of-the-art facilities. The school comprises of 1900 students including 300 post 16 students. We are fully committed to meeting the needs of all our students and providing them with the very best teaching and learning. Students come to us from the small town of Penistone and from the surrounding villages. We also take students from further afield and we are over-subscribed. Our intake is genuinely comprehensive although we have retained Grammar School in our name to maintain the link with our history.

As the Principal, I am very excited about our future plans and as a staff we are working hard to make the most of our building to ensure that we can provide fantastic, new and exciting learning opportunities. We already share our best practice with other schools. Our ICT infrastructure is first class and the strategic development of ICT is central to the learning and teaching agenda for the school. This is a major focus of the Continuous Professional Development (CPD) programme to make sure that our staff have the skills to deliver new courses and to deliver learning in new and innovative ways. We are focussed on developing our students' ability to learn how to learn and we respond in a structured way to the individual needs of learners. Within this context we are always exploring new approaches to learning for both students and staff. At PGS we are researching and developing the very best pedagogical practice to ensure that Penistone is a flagship for innovation and creativity.

We are a vibrant, oversubscribed 11 to 18 comprehensive school with excellent GCSE results across all subjects; we are recognised as one of the highest performing schools in the region in terms of Key Stage 4 outcomes. Our A level results and destinations are equally impressive, with the school placed in the top 10% in the country for the last 3 years of validated outcomes, and over 90% of students gaining entrance to their preferred choice of university in 2024.

Our school culture is built around our 5 Core Values: Aim High, Be Determined, Be Kind, Be Proud and Be Supportive. We are also extremely proud of our Values Driven approach. Our last Ofsted inspection was very positive, confirming that we are securely 'good' in every category.

We have a great deal to offer, we are a happy educational community where the quality of relationships is of paramount importance for both our students and staff. You will be part of an excellent staff team whose aim is to deliver the highest quality learning opportunities for our students and to ensure that they achieve at the highest possible level. We will support your professional development and work with you in the achievement of your professional objectives.

You will work hard if you join us, but the rewards will be great. We hope you are creative, energetic, skilled, knowledgeable and innovative. We hope you will help us to take our school forward to become truly outstanding in every respect.

We look forward to receiving your application and thank you for the interest you have shown.



Associate Assistant Principal (SEND)

Penistone Grammar School, Huddersfield Road, Sheffield, S36 7BX
01226 762 114 - www.penistone-gs.uk



Penistone Grammar School has a vacancy for an Associate Assistant Principal (SEND) and includes the SENDCO responsibilities. We are looking for an exceptional leader who has the ability to progress into an Assistant Principal role within 12-18 months of commencement of post.

Contract: **Full time, Permanent**
Salary Range: **Leadership Scale Point 7-11 £57831 - £63815. Recruitment & Retention Offer for Exceptional Candidate.**
Start Date: **September 2025**

About the role:

We are seeking to appoint a member of our Senior Leadership Team; as a strategic leader to oversee our SEND provision, taking responsibility for strategic and operational whole school SEND provision, which will include line management of the Head of HeartSpace (which is our resource and specialist provision for students with an EHCP and complex needs). You will provide professional CPD and guidance to staff to help them deliver the highest quality of education for all our students and support with the effective use of resources to secure an inclusive education. You will be excited to progress your career and begin to work alongside our Teaching and Learning Leaders. You will use evidence-informed practice alongside legislation within the provision and guidance you offer.

Candidates considering the role should have experience in leading SEND within a school, either as a SENDCO or Assistant, and of collaborating with external agencies. For the right candidate support can be provided to receive within-role training while working towards achieving the National Award in Special Educational Needs Coordination. You may be a successful Head of Department, Middle Leader or have a background of Pastoral Leadership e.g. Head of Year. We are very excited about this addition to our established Leadership Team.

About our school:

Our school culture is built around our 5 Core Values: Aim High, Be Determined, Be Kind, Be Proud and Be Supportive. We are also extremely proud of our ambition to achieve excellence through a values driven education. We are a vibrant, oversubscribed 11 to 18 comprehensive school with excellent GCSE results across all subjects and are recognised as one of the highest performing schools in the region in terms of Key Stage 4 outcomes. Our A level results and destinations are equally impressive, with the school placed in the top 10% in the country for the last 3 years of validated outcomes, with over 90% of students gaining entry to their preferred choice of university in 2024.

We are committed to professional development for all staff, regardless of role. We have an innovative teacher development programme, which truly empowers teachers to take control of their own professional development through a supportive peer-coaching model. Regardless of what point you are at in your career and whatever your aspirations may be, Penistone Grammar School can support you to achieve them.

As a school, we pride ourselves on evidence informed practice, consistently high standards of teaching and learning, and a commitment to the success of all students, both academically and pastorally. If you share our vision, we want you to be part of our team.

How to Apply?

For an application form and pack please contact our Recruitment Partner, Julia Peat at Hays Education on 0114 272 1470 or julia.peat1@hays.com. Further information can be found on www.hays.co.uk/jobs/penistone-grammar-school or <https://penistone-gs.uk/current-vacancies>

The closing date for receipt of completed application forms is **Tuesday 6th May at 9:00am. We welcome visits to the**





JOB DESCRIPTION

Penistone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Post Title	Associate Assistant Principal (SEND)	
Responsible to	Associate Vice Principal (Inclusion)	
Line management responsibilities	Teaching Professionals: Head of HeartSpace Assistant SENDCO	Associate Professionals: Assistant SENDCO HLTA's Learning Support Team Coordinator Learning Support Assistants

EXPERIENCE	Essential	Desirable
Experience of strategic leadership within SEND	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Teaching secondary age students across the age and ability range	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Teaching students with special educational needs or disabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Setting appropriate learning targets for students	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tracking student progress against targets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Differentiating work to meet a range of needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Developing intervention activities and programmes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leading inset and staff training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leading inset and staff training specifically in relation to SEND	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Acting as Appraisal team leader	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Identifying need and develop intervention strategies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working closely with parents and carers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioning and monitoring external agency support	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Effective working with third parties and external stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Meeting and establishing whole school targets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contributing to whole school leadership and school improvement	<input checked="" type="checkbox"/>	<input type="checkbox"/>

QUALIFICATIONS AND TRAINING	Essential	Desirable
Qualified teacher status (or the ability to work towards and achieve QTS within 12 months)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
National Award in Special Educational Needs Coordination (or the ability to work towards and achieve the Award within 12 months)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

QUALIFICATIONS AND TRAINING	Essential	Desirable
Good qualifications at GCSE, A Level and degree level	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ICT literate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evidence of professional development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Degree in a related area	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Evidence of professional development in strategies for SEND students	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evidence of professional development in leadership	<input type="checkbox"/>	<input checked="" type="checkbox"/>

LEADERSHIP AND MANAGEMENT	Essential	Desirable
To have experience of leading and managing whole school SEND	<input checked="" type="checkbox"/>	<input type="checkbox"/>
To have experience of leading and managing a whole school initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
To have undertaken CPD in leadership and management	<input type="checkbox"/>	<input checked="" type="checkbox"/>

TEACHING AND LEARNING	Essential	Desirable
Thorough knowledge of the SEND Code of Practice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Setting and assessing learning tasks which are appropriate to desired learning outcomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assessing student performance in line with internal and external policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use of ICT for teaching and learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of alternative forms of accreditation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Developing alternative pathways for students	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Developing strategies for the delivery of enterprise skills for SEND students	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to meet the needs of SEND students within the classroom	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to develop, implement and deliver alternative withdrawal intervention activities to support the achievement of SEND students	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ADDITIONAL FACTORS	Essential	Desirable
A commitment to the ongoing development of Penistone Grammar School	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work as a member of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An enthusiasm for and commitment to the education of SEND students	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A commitment to work with other middle leaders to develop whole school coaching and leadership at all levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A willingness to share information and expertise	<input checked="" type="checkbox"/>	<input type="checkbox"/>



ADDITIONAL FACTORS	Essential	Desirable
Honesty and reliability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A flexible approach to accommodate the changing needs of the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A positive attitude	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A willingness to lead by example	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to inspire and motivate others	<input checked="" type="checkbox"/>	<input type="checkbox"/>





JOB DESCRIPTION

Penistone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Post Title	Associate Assistant Principal (SEND)	
Responsible to	Associate Vice Principle (Inclusion)	
Line management responsibilities	Teaching Professionals: Head of HeartSpace Assistant SENCO	Associate Professionals: Assistant SENCO HLTAs Learning Support Team Coordinator Learning Support Assistants

The following information is provided to assist staff joining the school to understand and appreciate the work, content of the post and role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail and broad headings have been used which assume all the usual associated routines.

Shared function of all Leaders at Penistone Grammar School

- To deliver a 'values driven' educational experience for all students which is underpinned by honesty, integrity and respect.
- To raise aspiration, embed ambition and drive improvement by ensuring the highest quality provision and outcomes.
- Actively communicate the school's ethos embodied in the 5 core values.
- Maintain the highest possible personal and professional standards, leading by example at all times.
- To promote your area of responsibility within the school and beyond.
- To represent the school at events as appropriate.
- Implement consistently, effectively and fairly, all policies and procedures generally and specifically in relation to equal opportunities, inclusion and safeguarding.
- Play a full and active part in leading and supporting wider school functions.

Specific Duties and Responsibilities

Specific areas of responsibility are categorised as follows:

Strategic Leadership – Ensuring that the key agreed strategic priorities in the SIP are fully implemented in order to support strong student outcomes in all key stages.

Operational Management - ensuring that the day to day operations within specific area(s) of responsibility are carried out effectively and efficiently, focusing on ensuring that staff are instructed correctly on the tasks and roles to be performed by them at any particular time, that they are provided with the required materials, tools and facilities to get on with the work and that any barriers which impact upon their ability to undertake their role are investigated and addressed.

Accountability - undertaken in the spirit of challenge and support; holding individuals to account for their activities, ensuring acceptance of responsibility and to disclosure of outcomes in a transparent manner.

	Main Duties	Associated Outcomes
Standards of Achievement	<ul style="list-style-type: none"> • To direct and support the SEND team; including Assistant SENCOs and Learning Support Team Coordinator in leading and managing a team of HLTAs and LSAs in order to provide appropriate and effective additional support for SEND students. • Line Manage the Head of HeartSpace and lead on joint whole school initiatives • Strategic and operational direction at whole school level on SEND policy and practice, including implementation • To regularly analyse data sets to inform intervention and to implement effective intervention programmes. 	<p>SEND students achieve significantly above national benchmarks</p> <p>Within school variation in terms of SEND vs non-SEND students is closed.</p> <p>All SEND students are able to access education at every key stage and NEETS figures are at 0%.</p>

Aim High



Be Determined



Be Kind



Be Supportive



Be Proud

	Main Duties	Associated Outcomes
	<ul style="list-style-type: none"> • Conduct Quality Assurance in line with the school strategic vision • Ensure that all departments vision in their Quality of Education strategy meets the needs for all students with SEND • To deliver 1:1 and whole school training on all aspects of SEND (including strategies for use within the classroom). • To work collaboratively with Primary Schools, Student Learning Leaders and other educational providers to ensure the transition between key stages and/or schools/colleges is effective for SEND students. 	
Accountability	<ul style="list-style-type: none"> • To ensure the Special Educational Needs and Disability Code of Practice: 0 to 25 years is implemented effectively across the school • To ensure staff receive training and information in respect of the SEND Code of Practice. • To act as designated agent on behalf of the Local Authority, ensuring all statutory obligations are fulfilled. • To ensure that all requirements of the teachers' standards/PGS Career Stage Expectations are met. • To regularly report to your line manager and members of the leadership team as part of whole school self-evaluation. • To ensure that data is used accurately and informs intervention activities to raise attainment. • To develop strategies to maximise the effectiveness of the departmental area including resource and learning environment. • To identify and address under-performance or non-compliance by staff in accordance with agreed policies and procedures. • To manage the cost centre allocation for SEND. • To ensure the Special Educational Needs and Disability Register is accurate, accessible, and consistent and complies with requirements set down in the SEND Code of Practice. • To ensure accurate records are in place and stored appropriately and in line with document retention requirements. • To work collaboratively with the Principal, SLT and Governing Body to ensure the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements. • To ensure communication with all stakeholders is effective and impactful 	<p>The school meets all its statutory obligations to ensure an effective and high quality provision for SEND students.</p> <p>SEND students achieve in line or above that of all PGS students</p> <p>All staff within the department are fully compliant with the requirements set down in the school policy and procedural documentation.</p>
Strategic Direction and Development of SEND Provision within the school	<p>The Associate Assistant Principal will:</p> <ul style="list-style-type: none"> • Have detailed knowledge and understanding of all current national and local policy and legislation specifically relating to SEND and SEND provision. • Review and understand relevant research, national inspection evidence, legislation and the impact of this for SEND students. • Communicate effectively with Governors, the Local Authority, External Agencies, parents, students and other schools and colleges. 	



	Main Duties	Associated Outcomes
	<ul style="list-style-type: none"> • Ensure provision maps, One Page Profiles (OPP) or similar are in place for each student and that these clearly document the steps needed to ensure each SEND students makes at least good progress. • Regularly set and monitor the progress of objectives and targets for SEND students through formal assessment, annual review meetings and evaluation of the effectiveness of intervention strategies. • Analyse and interpret relevant school, local and national data, keep abreast of local and national developments and advise the Principal and Senior Leadership Team on the level of resources required to maximise achievement. • Design and deliver appropriate intervention programmes, reviewing and reporting on impact. • To commission external agency support as required to meet the needs of SEND students ensuring this is in line with budgetary constraints. • Advise on allocation of funding identified within the school's delegated budget for SEND provision. 	<p>Penistone Grammar School provides an excellent first class educational experience (quality of education) for all SEND students where they develop as independent learners, contribute to all aspects of school life and achieve beyond their potential.</p> <p>Penistone Grammar School is recognised as a centre of excellence for SEND practice.</p>

Other points of note:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description on a short-term basis.

REVIEW ARRANGEMENTS

The details within this job description were revised in April 2025 and will be reviewed annually.

