

Information for Applicants

**Assistant Headteacher – Quality of Inclusion**

L14-19 (Fringe)

Required for September 2019

Application deadline: Tuesday 23 April 2019 at midday

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will carry out a Disclosure Check by the Criminal Records Bureau before making an appointment.

Dear Applicant

Thank you for showing an interest in the post of Assistant Head – Inclusion. Enclosed in this pack is information about the school and the job you have enquired about. I hope you will find this useful in helping you decide if The Warwick School is a school you are interested in joining.

I am the new Headteacher, Kerry Oakley, and I joined the school in September 2018. The Warwick School is a ‘Good’ school and is currently part of Priority Schools Building Programme 2. This means we are in the process of developing a state of the art facility which includes: 22 classroom building with hall, dining area and sports hall being built ready for moving into in January 2021.

This is a very exciting time to join the school, as it is in the process of building on the strong foundations of many successful years as a prominent and reputable school in the Redhill and Reigate area of Surrey. The school is part of SESSET (South East Surrey Schools Education Trust) which is made up of ourselves, Therfield School, Leatherhead and The Ashcombe School, Dorking. Mr David Blow is the CEO of the Multi Academy Trust. It is a relatively new partnership, built on a mutual respect for each other. Within the Trust each school remains autonomous in many decisions made and in their own vision.

The Warwick School is an 11-16 school with 7 forms of entry and a PAN of 210 in each year group. It serves the local community with students feeding in from local primary schools in the area of Redhill, Merstham, Reigate and Horley. We have a fully comprehensive intake; each Year Group includes a number of students with Education and Health Care Plans but also others capable of achieving the top grades, across the curriculum at Key Stage 4.

We have good relationships with our neighbouring secondary schools and are a partner school with the two nearby 16-19 colleges; Reigate College and East Surrey College.

The Senior Leadership Team includes the Headteacher, two Senior Deputy Headteachers, two Deputy Headteachers, an Assistant Headteacher and a team of middle leaders who have responsibility for key curriculum areas. The Assistant Head of Inclusion is a new role within the school. The successful candidate will be responsible for ensuring that all students can access the curriculum and / or has appropriate alternative provision in place.

The Warwick School staff are a team of professionals who dedicate their lives to providing students with a high quality education ‘Every Lesson, Every Day’. The students want to learn, however under the new progress measures we are not always ensuring that every child makes expected progress and this underpins work we are undertaking with some urgency. There is a desire from the students to be involved in active lessons with opportunities to be creative and engage in meaningful discussions. We are aiming to strive for excellence in all the work that we do and to be the number one choice for parents in our community.

We know how important provision of career opportunities is and will be expecting staff to be ambitious in their own development; our commitment to staff is to encourage attendance at recognised conferences, to study for an MA / recognised leadership qualification, to collaborate with schools in the local area and the MAT and / or to engage with research around teaching and learning.

I am looking for people who can work as a team but who can work independently and are confident to take initiative when required; someone who is driven, prepared to take risks, not afraid to challenge or be challenged and who is personable and flexible. In short we want people who have a passion for improving life chances for students.

I am keen to speak with you further should you be interested in a position within our school. Please do feel free to come and visit us if you want to really get an understanding of the work we do. You are welcome at any time, please contact me on [ht1@warwick.surrey.sch.uk](mailto:ht1@warwick.surrey.sch.uk).

Kind Regards

Miss Kerry Oakley

Headteacher

**Key Information about the school**

**School:** The Warwick School

**Location:** Noke Drive, Redhill, Surrey, RH1 4AD

**Age Range:** 11-16

**Type of School:** Academy

**Number of Students:** 922

**Number of teaching staff:** 62

**Number of non-teaching staff:** 66

**Progress 8 2016-2018:** -0.01, +0.06, -0.21

**From September 2019**

**Job title:** Assistant Headteacher – Quality of Inclusion

**Salary:** Leadership Scale: L14 -19

**Responsible to:** Senior Deputy Head

**Line Management of:** Head of Faculty SEND, Lead of Support Centre, Lead of Route 4, Admissions Coordinator.

**Strategic purpose**

This is a key pastoral leadership post within the school with critical importance for securing a strong inclusion programme, an exciting and creative curriculum which will support students making excellent progress. To ensure that there is a strong support network available to all students so that they feel safe and have the capacity to access the teaching. The post holder will be responsible for pastoral support, inclusion of all students across the school, monitoring and tracking of students across the school and financial planning to ensure value for money. They will also be responsible for the development of our Alternative Provision, Route 4.

**Specific Responsibilities**

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| **Strategic Direction and Development of the Quality of Education, Personal Development, Behaviour and Attitudes of Students**   * Reporting and assessing the progress of SEND students and those on managed moves / Fair Access * Analysing the data of students who are new to the school. Regularly reviewing and evaluating practice to include the monitoring and enforcement of attendance of these groups of students * Advise and strategically plan for the development of our Inclusion programme, Alternative provision, SEND * Lead and Head up the Route 4 Provision * Identify future Alternative Provision for the school and within Surrey * Develop, implement, monitor and evaluate all areas of Special Educational Needs which delivers the school’s priorities and raises standards for our most vulnerable learners * Write references and prepare the transfer of documentation for the Fair Access Panel * To support and manage the Support Centre, looking at future needs of the students to ensure we are providing the best support possible * Monitor and oversee mid-year admissions to the school, including assessment, appropriate courses and 6 weekly monitoring of progress. * To ensure a smooth transition from Primary to Secondary by liaising with parents, carers, schools, and multi-agency professionals * Liaison with School Police Officers, Gangs workers and youth workers * Oversee and track all migration of students working with the admissions administrator. * To support and develop a curriculum that will meet the needs of groups of students who have been identified to need something different to support their learning and / or engagement * Keep the Senior Leadership Team up to date with national developments specific to the post’s areas of responsibility, contribute to, and at times lead, research projects for the school. * Up-to-date knowledge of National and Local initiatives which may impact upon policy and practice * Liaise with the Safeguarding and Welfare Officers, Subject leaders, feeder schools regarding transition and external agencies such as Exam Boards, EWO, EP, Alternative Educational Providers etc. * Obtain alternative sources of funding to support specific projects within area of responsibility * Provide regular information to the Headteacher and Governing Board on the evaluation of the effectiveness of provision for students with SEN, to inform decision making and policy review |
| **Teaching and Learning of students in mainstream and intervention groups**   * Teaching load of 18 / 50 * Ensure that all support provides for the development of high quality learning across the school and Route 4 * Monitor progress of key groups of students and direct intervention to ensure at least expected progress * Develop, implement, monitor and evaluate teaching across the school, with other Subject Leaders, which will break down the ‘Barriers to Learning’ for all groups of students * Ensure effective systems of communication, including feedback about student’s learning to inform future planning * Provide effective strategies for supporting and improving the learning and achievement of students of all abilities * Co-ordinate the application for special arrangements in external examinations in conjunction with the Examinations Officer * Ensure the effective delivery of the departments’ curriculum and policies * Contribute to the development of the Teaching & Learning Policy to promote aspects of inclusive teaching |
| **Student Achievement and Attainment**   * Ensure a rigorous assessment policy is in place so that MTGs can be accurately tracked and monitored in order to ensure all students make outstanding progress * Set challenging targets that build on prior attainment of every student and ensure our KPIs are met * Regularly evaluate student progress through assessed pieces of work that are graded with clear targets to develop. Ensure the quality of feedback throughout the school is in line with the ‘Assessment for Learning’ policy * Set, track, evaluate and report on both individual student progress and groups of students towards their targets * Keep systematic records to show students’ understanding and completion of work and the identified strengths, areas for development and grades awarded * Support and help colleagues to improve their effectiveness by developing their understanding and use of student data and strategies to address underachievement * Ensure a consistent and continuous focus on student achievement using data to track and monitor the progress in every student’s learning * Evaluate student progress across specified areas of responsibility through the use of appropriate assessments and records and regular analysis of the data * Use national and local data effectively to analyse and evaluate student progress; planning and implementing effective interventions to support students. Use local and national statistical data and other information, in order to provide (a) a comparative baseline for evaluating students’ progress and attainment, (b) a means of judging the effectiveness of their teaching, and (c) a basis for improving teaching and learning |
| **Leading and Managing**   * Appraise and performance manage colleagues you line manage * Share good practice through CPD internally and externally * Model high standards at all times |
| **Working with Others**   * Liaison with parents and staff * Working with TAs to improve learning opportunities for all students * To liaise with relevant outside agencies as appropriate * Support the organisation of whole school events and House Events, such as Open Evenings, Sports Day, Celebration Evening and Anti-Bullying week * Sustain effective, positive relationships with all staff, students, parents/carers, Governors and the local community. Liaise effectively with all stakeholders including parents/carers, feeder primary schools, local secondary schools, business and community partners, in line with strategic objectives * Plan, chair and organise meetings as appropriate * Contribute to support programmes for students and staff that may, on occasion, include weekends and holiday periods with prior agreement |
| **General Senior Leadership Responsibilities**   * Develop and maintain a culture of high expectations for self and others * To chair the panel meetings * Update the Headteacher, other senior leaders and the Governing Board on the effectiveness of the provision * Lead by example as a teacher, and as a senior leader, achieving high standards of student attainment and progress, behaviour and motivation through effective teaching * Line manage subject areas as required * Take responsibility for the Performance Management of identified staff you line manage * Challenge under‐performance at all levels, ensuring corrective actions are in place and evaluation takes place to analyse the impact of these remedial actions * Support the development and maintenance of the School’s policies and practices to ensure consistent application * Have a teaching allocation, whilst ensuring the overall needs of the school are met * Take assemblies and participate in break, lunchtime, before and after hours’ supervision as required * To offer 1 hour of extra-curricular activity for the students to be involved in (can be an activity of choice) * Any other reasonable duties as requested by the Headteacher |
| **Safeguarding Children**  The Warwick School is committed to safeguarding and promoting the welfare of students and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks |

**Key Events Responsibility**

* Parental Information Evenings around relevant need of current parents / carers, including Safeguarding – cyber bullying, FGM, Sexual exploitation, Drugs, CEOP etc.
* Liaison with outside agencies
* Year 7 Induction Day and Evening

**Key Documents Responsibility**

* Half‐termly progress reports to parents
* Leading on SEND Policy
* Present cases at Fair Access Panel (FAP)
* Relevant Contributions to the School Evaluation Document (SED)
* Relevant contributions to the School Improvement Plan (SIP)
* Relevant policy and practice contributions for the Staff Handbook
* Reports on progress of SEN and FAP students including intervention and funding allocation
* Reports:
  + Contribution to Governors Report
  + SEND report

**Person Specification**

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| --- | --- | --- |
|  | Essential | Desirable |
| **Knowledge and Experience** |  |  |
| The holder of the post should: |  |  |
| * Have a second-class honours degree, or higher, or equivalent qualification |  |  |
| * Have experience of leadership within school |  |  |
| * Have experience of effecting innovative practice within school |  |  |
| * Understand what constitutes an effective curriculum and co-curriculum and plan accordingly to provide stimulating opportunities for learning to occur in diverse ways |  |  |
| * Understand the emotional and organisational demands expected of students of different ages in order to inform the planning and delivery of students’ school experience |  |  |
| * Understand what constitutes effective and efficient tracking, monitoring and assessment, and translate that into practical strategies |  |  |
| * Understand how this post and others each contributes to the leadership and management of the school to realise the school development plan |  |  |
| * Have a full working knowledge of current, relevant legislation, codes of practice and policies at a national and local authority level |  |  |
| **Essential Skills and Abilities** |  |  |
| The post holder needs to demonstrate the ability to: |  |  |
| * Inspire, lead and manage others effectively, deploying a range of appropriate strategies to this end as the circumstances demand |  |  |
| * Observe, monitor and evaluate the work of colleagues, responding appropriately |  |  |
| * Manage his or her time effectively, reconciling conflicting priorities |  |  |
| * Delegate responsibilities appropriately |  |  |
| * Effect positive relationships with students and colleagues at all levels |  |  |
| * Communicate effectively in different contexts |  |  |
| * Exercise a high degree of emotional intelligence |  |  |
| * Take different roles within different teams |  |  |
| * Address and engage audiences |  |  |
| * Find innovative and practical solutions to problems on a personal as well as an institutional level |  |  |
| * Demonstrate a calm and controlled demeanour under pressure, with the ability to manage behaviour in others and show emotional resilience |  |  |
| * Engage in personal and professional development |  |  |
| **Special Conditions** |  |  |
| The post holder is required to: |  |  |
| * Take part in the school’s performance management cycle |  |  |
| * Have a current, Enhanced Disclosure from the Criminal Records Bureau |  |  |

**How to Apply**

We hope that you would like to apply; please complete our application form for teaching posts on the vacancy page and send it to us with a supporting statement explaining what attracts you to the post and details the skills and experience you would bring to it.

Visits to the school are welcome:   Tuesday 09 April 2019, between 10am and 12pm or week of 15 – 18 April between 10am and 12pm

Closing date and shortlisting:  Tuesday 23rd April 2019 midday.

Interviews to be held on Tuesday 30th April and Wednesday 1st May 2019

Your completed application can be emailed to Karen Ehren HR Officer: [ehr@warwick.surrey.sch.uk](mailto:ehr@warwick.surrey.sch.uk)

or post to:

Mrs Karen Ehren

HR Officer

The Warwick School

Noke Drive

Redhill

Surrey

RH1 4AD

If you would like any further information please telephone Ellen Maden, SBM on 01737 378472 or email [ehr@warwick.surrey.sch.uk](mailto:ehr@warwick.surrey.sch.uk)