BISHOP RAMSEY SCHOOL













SRP MANAGER

Part of the Veritas Educational Trust

VERITAS EDUCATIONAL TRUST

CANDIDATE INFORMATION · NOVEMBER 2026

INTRODUCTION FROM OUR HEADTEACHER

Dear Colleague,



Thank you for your interest in joining Bishop Ramsey School, part of the Veritas Educational Trust. We are a Church of England school shaped by the belief that every member of our community carries great dignity and worth. Together, we work toward our vision that students and adults may flourish and enjoy the fullness of life.

Our approach is built on three strands:

- Loving - the development of good character and care for others
- Learning - excellence in discovery, progress, and achievement
- Living - broad experience and preparation for life beyond school



Building on our history of excellence and academic success, we are forward-looking and constantly evolving to prepare students for an ever-changing future. Our recent SIAMS and Ofsted inspections affirm the strength of our vision and the inclusive nature of our community, and our exam results consistently rank highly both locally and nationally.

We welcome applicants from all backgrounds who share our commitment to education, dignity, and community. If this resonates with you, I encourage you to apply, and I look forward to meeting you.



Warm regards,

Malcolm Britton
Headteacher

Key Stage 4 Performance Data - Summer 2026			
Measure	**Bishop Ramsey School**	Hillingdon LA	England
Attainment 8 (all students)	56.8	49.3	46
% achieving Grade 7+ English & Maths	21.4%	17.8%	14.2%
% achieving Grade 5+ English & Maths	63.2%	53.4%	46.3%
% achieving Grade 4+ English & Maths	83.1%	70.6%	64.8%

OUR VALUES AND AIMS

OUR VALUES

Bishop Ramsey School is a Christian Learning Community. We recognise that every individual is created in the image of God. We seek to nurture each member of our community to develop his or her skills and abilities in a positive and ordered learning environment, so that students mature into responsible and caring adults, and that all members of the school community recognise the value of every individual in God's eyes.

As a Church of England School we wish students to grow in the Christian faith. While being firmly committed to this, we encourage an understanding of and a respect for other faiths.

The principle of Christian stewardship underpins our approach to the use of the school's resources. Our approach to our relationships is based on the Christian view of God's love for each of his human children and of Jesus' command to forgive and love our fellows.

We base our approach to achievement and the provision of opportunities for development on Jesus' statement that he came of offer 'life in all its fullness' (John 10.10).

OUR AIMS

- Every learner is an empowered learner.
- Every lesson is an excellent lesson.
- Every day at school is a rich experience.
- Every relationship is a positive encounter.
- Each school community looks outwards and beyond.

We achieve our aims by:

- **Loving** so that every day at school is a rich experience and every relationship is a positive encounter.
- **Learning** so that every learner is an empowered learner and every lesson is an excellent lesson.
- **Living** so that students learn to look outwards to the world and beyond to God.







HILLINGDON AND THE SURROUNDING AREA



HARRISON49



HARRISON49



AIMEE_ATKINSON

1 Pathway in Ruislip Woods
2 Manor Farm House in Ruislip, built in the 16th century
3 Hillingdon Court Park
4 View across Ruislip Lido
5 Windsor Street in Uxbridge town centre

JACK HILL



MALC MCDONALD



The name 'Hillingdon' appears in the *Domesday Book* (1086) and Veritas Educational Trust has its offices at Ruislip in the northern part of the London Borough of Hillingdon.

Hillingdon is a large borough and borders the London Boroughs of Harrow, Ealing and Hounslow to the east and the counties of Buckinghamshire and Berkshire to the west and Hertfordshire to the north.

With excellent transport routes, including being the home of Heathrow airport, and with easy access to the A40, M4 and less than half an hour by train or tube into the centre of London, the borough benefits from many first-class schools, a wide variety of restaurants and different types of housing.

With a wealth of green spaces and parks, Hillingdon enjoys the advantages of being a London borough but has the feel of a suburban oasis.

A short drive or train ride across the northwest boundary into Buckinghamshire leads to the uncrowded, beautiful rolling green English countryside of the Chiltern Hills, most of which is designated an Area of Outstanding Natural Beauty (AONB), and a little further north west is Oxfordshire.

Many of our staff live in the surrounding Home Counties and choose to travel the relatively short distance into London to work.

THE ACCESS & INCLUSION FACULTY

The aim of the Access & Inclusion Faculty is to ensure all students have full access to a broad and balanced education and that they are treated as individuals while considering their needs holistically. At Bishop Ramsey the Access & Inclusion Faculty is headed up by the Head of the Access & Inclusion Faculty who is also our SENDCO. From September 2026 the faculty will include a Specialist Resource Provision (SRP) which will support students with a primary need of ASD/C who are working below age-related expectations.

The team currently includes:

- Access & Inclusion Centre Manager
- Higher Level Teaching Assistants (HLTAs)
- An Access & Inclusion Administrative Assistant
- A team of Teaching Assistants (TAs)

The team has a range of experienced and qualified staff who have had many years of practical experience in special educational needs. HLTAs and TAs are there to provide support in the teaching and learning of students with a range of needs. We are in privileged position of having an HLTA who is a dyslexia specialist. Additionally, we have a TA trained as an Emotional Literacy Support Assistant (ELSA).

To support the individual needs of our students the Access & Inclusion Faculty works with a range of educational and medical professionals to support the academic and social progression of our students. This includes half termly consultation with an independent Educational Psychologist and regular contact with, and referrals to, independent diagnostic assessors. The Access & Inclusion Faculty also conducts joint planning with Visual & Hearing Impairment Teams and Speech & Language Therapy. Additionally, we work closely with our pastoral teams and "Place2Be" our in-house counselling service as well as CAMHs.

The Access & Inclusion Faculty works in partnership with parents and carers and most importantly students, so that they have a voice in the decision-making process. Empowering our students and supporting their self-esteem is paramount to the Access & Inclusion Faculty as we believe this is the first step to ensuring that they can thrive in their education and their lives beyond Bishop Ramsey.

The SRP will when at capacity support 24 students with ASD/C who will be full integrated into the school community. Students will attend 80% of curriculum time with support and adaptations within mainstream classrooms. The students in the SRP will spend 20% of curriculum time in the SRP receiving small group teaching as well as learning and therapeutic interventions. All staff within the Access & inclusion Faculty will work across the SRP and mainstream school to create an inclusive and unified team to support the needs of all students with additional needs.

INFORMATION ABOUT THE POST

SRP MANAGER

Grade and pay
With QTS: MPS/UPS Outer London
Without QTS: Unqualified Teacher scale
SEN Allowance applies in both cases

Immediate supervisor SENDCO

Line Management Sections of the Inclusion Team

Contacts (internal) Staff and students

Contacts (external) Parents/Carers, Local Authorities, external agencies

MAIN PURPOSE OF THE POST

- To manage the Specialist Resource Provision to ensure the effective use of time and resources.
- To design, plan, and deliver an effective curriculum for students in the Specialist Resource Provision including monitoring & evaluation of student progress

KEY TASKS AND RESPONSIBILITIES

1 Key Tasks

- Work with the SENDCO & Access and Inclusion Manager to ensure the effective running and development of the SRP.
- Line management of sections of the Inclusion team.
- Oversee the planning and provision of specialist ASC interventions within the SRP.
- Support the effective transition of new students into the SRP and into main school integration.
- Plan and teach well-structured differentiated lessons to assigned groups of students within the SRP, following the school's plans and curriculum.
- Gather impact and progress data for students in the SRP, and review this with the SENDCO.
- Liaise with and provide support for the mainstream teachers in the implementation of effective scaffolding and adaptation to meet the needs of the SRP children, so that the subject teachers are able to take responsibility for the academic progress of the SRP students.
- Be responsible for the planning for students requiring a highly individualised curriculum.
- Liaise with external professionals as needed.
- Create and review IEPs for students the SRP, implement effective tracking and monitoring processes to track key data in relation to all students in the SRP.
- Promote and embed positive communication systems with parents of students in the SRP.
- Attending before and after school staff briefings and staff meetings to support the effective sharing of information to support the needs of students from the SRP.
- Design, plan and deliver CPD sessions as required.
- Support the SENDCO in meetings with the Local Authority.

2 School Responsibilities

- Attend all meetings in line with the school's calendar within your allocation of directed time e.g. faculty meetings, year team meetings, staff meetings, consultation evenings.
- Ensure that the administration of the department, and the school is carried out efficiently, as laid down in the Staff Handbook and Faculty Handbook.
- If required, act as a form tutor and carry out the functions as described in the document 'The Role of the Form Tutor'.
- Be aware of the professional and legal responsibilities required of a teacher at Bishop Ramsey School.
- Be punctual for classes and duties etc.

3 Other Tasks

- Undertake such teaching duties as required by the Head Teacher in accordance with teacher regulations currently in force.
- Deputise for the SENDCO as required.

PERSON SPECIFICATION

E Essential **D** Desirable **A** Assessed by application **I** Assessed by interview process

Qualifications & requirements	**E**	**D**	**A**	**I**
Honours Degree or Equivalent	●		●	
Qualified Teacher Status		●	●	
Qualification relevant to working with students with ASC		●	●	
Experience	**E**	**D**	**A**	**I**
A proven record of excellent classroom teaching	●			●
Some evidence of interests outside your main teaching area		●	●	●
Experience of teaching across Key Stages 2, 3 and 4		●	●	
Experience of teaching students with ASC	●		●	●
Experience of school responsibilities, which have provided a thorough preparation for this post		●	●	●
Experience of leading interventions		●	●	●
Knowledge and skills	**E**	**D**	**A**	**I**
Knowledge of current educatoinal issues to provide SRP direction and leadership	●			●
To be able to use student data effectively to monitor the progress of individual students and to compare the standards achieved by the SRP	●		●	●
A knowledge of Information Technology to carry out the key tasks outlined	●			●
Administrative and time management skills to support the work of the staff	●			●
Management skills to create and foster commitment and confidence among staff		●	●	●
The ability to communicate effectively with students and adults	●			●
Personal qualities	**E**	**D**	**A**	**I**
Commitment to the best interests of students	●			●
Willingness and ability to take responsibility	●		●	●
Enthusiasm and a sense of humour	●			●
Ability to create and foster a team approach to the work of the Department		●		●
Ability to motivate, guide, support, and cooperate with colleagues		●		●
Ability to cooperate with colleagues	●			
Reliability and integrity	●			●
Commitment to your own development and a leader and teacher	●		●	
Special requirements	**E**	**D**	**A**	**I**
Sympathy with the aims of a Church school and support for the ethos and mission statement of Bishop Ramsey Church of England School	●		●	●

APPLICATION AND SELECTION PROCESS

OUR CANDIDATE CHARTER

We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly, and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.

In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

OUR COMMITMENT TO YOU

- **Transparency** We will treat you with respect, honesty and fairness.
- **Protecting your privacy** We will ensure your information is secure and handled sensitively.
- **Understanding** You will be given everything you need to make informed decisions.
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential.
- **Feedback** We will provide constructive feedback professionally and promptly.
- **Listening** We welcome feedback and we will act on what you have to share.
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse and inclusive workforce.



disability confident COMMITTED

Veritas Educational Trust and Bishop Ramsey CE School are signatories of the London Diocesan Board for Schools' Anti-Racism Charter. Click HERE for more information about our approach to Equity, Diversity & Inclusion.

SAFER RECRUITMENT IN EDUCATION

Veritas Educational Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

WHAT WE WILL PROVIDE

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- a Veritas Educational Trust application form.

All applicants will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants will be required to account for any gaps or discrepancies in employment history.

REFERENCES

All formal offers of employment for support staff are subject to appropriate DBS checks, a medical health check and receipt of satisfactory references which are taken up at the formal offer stage. Referees will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.
- If the referee has any reservations, the Trust/school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

INTERVIEWS

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

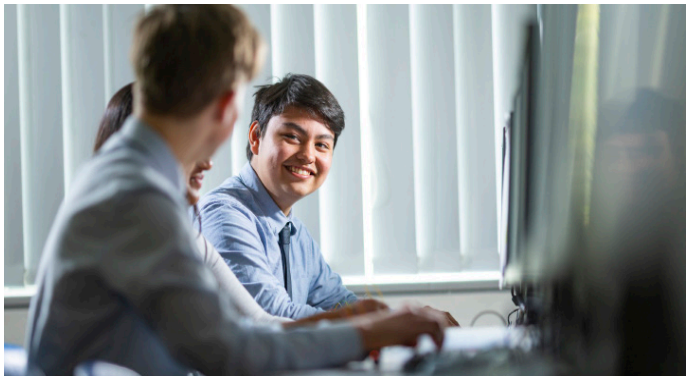
PRE-EMPLOYMENT CHECKS

An enhanced DBS check is required for all successful applicants and this should be completed prior to the start of employment with us. This will include checks against barred lists and teacher prohibition lists. Appointees who have spent more than three months outside of the UK since age 18 will additionally be asked to apply for an overseas criminal records check, about which our HR Team will provide advice.

KEEPING CHILDREN SAFE IN EDUCATION (KCSIE)

Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. If shortlisted, the following information will be asked for: Social media platforms on which you have accounts, account names/handles, websites you are featured in or named on, any other publicly available online information about you of which the school should be made aware of.

For more information on our approach to safeguarding, click HERE.



VERITAS EDUCATIONAL TRUST IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE

HOW TO APPLY FOR THIS POSITION



INFORMATION FOR APPLICANTS

CLOSING DATE

The closing date for applications is **10am Friday 20th November.** Interviews will be arranged in a rolling programme, as suitable applications are received.

APPLICATION FORM

An **Application Form** for the post can be downloaded from the **Work with Us** section of our website. It must be completed in full and applicants should directly address the skills and experience outlined in the person specification. An **Equal Opportunities Monitoring Form** must also be completed and this can be found in the same place. Both should be submitted as detailed in the candidate pack.

Once completed, both forms should be emailed to recruitment@bishopramsey.school

MORE INFORMATION

For more information about this position, or to have a confidential discussion about the role, please contact Joe Kennedy, Head of HR, on 01895 671082 or email jkennedy@bishopramsey.school

We look forward to hearing from you.

BISHOP RAMSEY SCHOOL

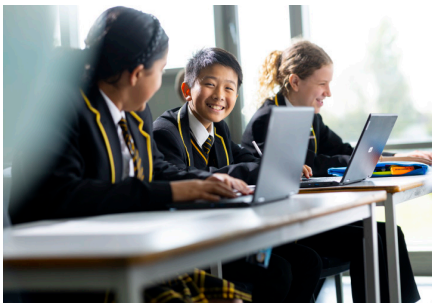












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